



PARENT HANDBOOK



385 EAST JEFFERSON STREET SUITE C QUINCY FL 32351

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WELCOME SCHOOL

We would like to thank you for joining Incredible Minds Enrichment Academy. We look forward to serving you and your family. We hope that this year will be a very prosperous year. We look forward to 100 % participation with the students. Our school motto is to Making Incredible Minds Grow and Glow.

AGE GROUPS

Incredible Minds Enrichment Academy Will service Children ages 6 weeks to 13 years old.



HOURS OF OPERATION

The hours of operation for Incredible Minds Enrichment Academy will be yearly January to December of current calendar year from 6:00 am to 6:00 pm Monday- Sunday. ALL CHILDREN MUST BE AT SCHOOL NO LATER THAN 9:00Am. Students who report after this time will not be permitted without a doctor's excuse. No Exceptions!

HOLIDAYS



**DR. MARTIN LUTHER
KING JR BDAY**

LABOR DAY

MEMORIAL DAY

THANKSGIVING

**CHRISTMAS
DAY**

**NEW YEAR'S
DAY**

PRESIDENT DAY

NOTE: Holiday Schedule
is subject to change.

REQUIREMENTS



All children must be between the ages of 6 weeks and 13 years for admission to Incredible Minds Enrichment Academy. All parents will be required to pay a \$35.00 registration fee unless otherwise noticed by center director. Parents are responsible for providing all immunization records (or affidavit against immunization) for their child within 20 days of enrollment. Parents are also responsible for supplying all information needed to complete the child's enrollment file.

TRANSPORTATION



No transportation will be provided unless a signed transportation agreement is on file in the event any child attend field trips times designated by Incredible Minds Enrichment Academy are agreed upon by the parent



POLICIES & PROCEDURES

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Incredible Minds Enrichment Academy is committed to providing quality childcare management. Under no Circumstances any physical discipline shall include the taking away of privileges or when necessary quiet time (i.e., reading book, or another calming quiet activity. All children will be supervised during necessary quiet time)

- ✓ Staff shall use positive, firm limit setting in situations where a child's safety is at and assist children by redirecting them from inappropriate actions to activities that are more favorable and shall not hit the children or engage in any form of corporal punishment.
- ✓ Staff shall use positive methods in guiding children back to task, shall encourage appropriate behavior, and set clear limits and rules that children can understand.
- ✓ Staff shall match their expectations with the children's developing abilities and capabilities and shall praise the children's accomplishments as well as their attempts at tasks
- ✓ Staff will consistently apply consequences for rules
- ✓ Child's disruptive behavior will be documented and maintained in confidentiality
- ✓ The director, classroom staff and parents/ Guardian will have a conference to discuss how to promote positive behaviors.
- ✓ The parent will be given literature or other resources regarding methods of improving behavior.

ABOUT EXPULSION



If after the remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion policy. The parent/ guardian will be informed about the expected behavior changes required in order for the child to return to the center.

PARENT ACTIONS FOR CHILD EXPULSION

- Failure to pay/habitual lateness in payment
- Failure to complete required forms including the child's immunization records
- Any form of Abuse to Staff
- Parent threatens physical or intimidating actions toward staff members.

CHILD'S ACTIONS FOR EXPULSION

- Failure to pay/habitual lateness in payment
- Failure to complete required forms including the child's immunization records
- Any form of Abuse to Staff
- Parent threatens physical or intimidating actions toward staff members.

A CHILD WILL NOT BE EXPELLED IF CHILD'S PARENTS:

- Made a complaint to the Office of licensing regarding a school's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at the center
- Questioned the center regarding policies and procedures
- Without giving the parent sufficient time to make other childcare arrangements.



PHOTOGRAPHY PERMISSION

All parents must grant permission and a photo release form must be on file for all students. Photo, recording is used in many ways with daycare services.



TRAVEL AUTHORIZATION



No child will be permitted to leave the facility on a field trip without a completed permission slip with the parent's signature, as well as completed travel authorization form. The travel authorization form must be complete at the time of enrollment and will be used in conjunction with the permission slip for ability for child to go on all field trips.

VIDEO SURVEILLANCE



Each Classroom is under video surveillance. Please do not share surveillance with anyone who child is not enrolled at IMEA. All parents will have access code to their child's classroom. Surveillance is monitored by Watch Me Grow company as well as director. In the event that a parent sees anything out of normal please contact director reason being is Confidentiality Policy. Each Child in care have provided confidential information to IMEA.

LUNCH & MEALS



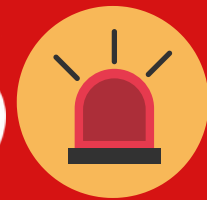
Breakfast, Lunch, and 1 snack will be served during the school day. Meals will be served and prepared inside the facility. A Description of menus will be displayed on the parent bulletin board.

CHANGE OF CLOTHES

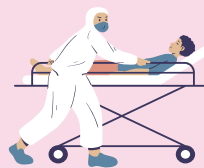
All children must have a change of clothes on site.



EMERGENCIES



MEDICAL EMERGENCIES



In the event of a medical emergency the child shall be immediately taken to the medical facility indicated on the medical authorization form. If no facility is indicated, or if it is a life-or-death situation then the child will be transported to the nearest medical facility (Gadsden Hospital). Each child shall have a prior medical authorization form on site. The child will be transported to the medical facility by ambulance.

INJURIES AND SICKNESS

In the event a child is injured while at the center or a communicable disease is present in the school it is the centers responsibility to immediately notify the parent or legal guardian. This will take place by a phone call from the director as well as a newsletter sent home with each child. If the child has a communicable disease, they must be authorized to come back to center by a licensed physician.

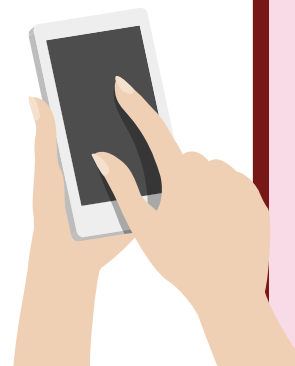


MEDICATIONS

Medication will be administered by licensed LPN or Center Director. Each parent will need to complete a medication authorization form in its entirety. Parents will be contacted immediately if an adverse reaction to a medication occurs with their child.

ACCESS TO AREAS

All parents will have access to Watch me Grow via cellular device. Scheduled Center access is also allowed. All parents must Sign in / out during such times.



EVACUATION GUIDELINES

- ✓ Move children to the nearest lighted exit side (rear or side door). If blocked due to flames exit out of the side doors or vice versa.
- ✓ One or more teachers will assist the students in the front of the line and one or more teachers will assist in the back of the line to walk uniformly down the sidewalk or rear doors.
- ✓ Teachers will roll the baby bed out of the side door or put the children who cannot walk into a play pen with wheels. Take name attendance and account for each child.
- ✓ In the case of the need of evacuation through the windows, children will be placed out the window first, using any items available to place them on ground.
- ✓ Emergency kits will be taken.
- ✓ 911 will be called
- ✓ The Director or assistant director will notify and prepare a statement to address the parents and incoming calls.
- ✓ In the event of a loss of electricity, children should be kept calm until power is restored or parents called.
- ✓ All Staff Members should have a flashlight and flash batteries for power outage. In event of loss water, management will provide.
- ✓ In the event of loss heat in very cold weather, Children should be allowed to wear jackets or wrap up in blankets until building warm up or parents are called.
- ✓ In the event of loss of cooling windows will be opened to allow cool air to enter the classrooms.



EVACUATION SITES



LITTLE SUCCESSFUL ANGELS DAYCARE CENTER

📍 16 SOUTH EARNEST STREET QUINCY FL, 32351

GADSDEN COUNTY SHERIFF DEPARTMENT

📍 339 EAST JEFFERSON STREET QUINCY FL, 32351

IN CASE OF SEVERE WEATHER

1. Turn on the radio or television to listen to news to inform you of the weather.
2. Stop all activities
3. Take shelter immediately
4. Director will alert teachers and staff to be prepared
5. Move all children away from windows. Have children sit with their heads between their legs and cover their heads with both arms.
6. Toddler teachers will move toddlers into the bathroom with blankets covering their heads.
7. All teachers need attendance roster.
8. Take attendance and account for every child.
9. The Director will continue to monitor the weather channel.
10. Remain in your designated area until local authorities issue the "all clear" signal.
11. The director will alert the staff as when the weather improves, and they can return to class and proceed with daily activities.
12. Teachers take roll call in their classroom.



LOCKDOWN PROCEDURE

Facilities must have a procedure for responding to situations when an immediate emergency response is required. During Lockdown Drill the steps below will be followed.

- Doors to Classrooms are closed and locked.
- Students are moved to the safest part of the room, away from windows and doors, to the interior walls.
- Everyone drops to the floor or out of the line of vision from the door.
- Window shades are pulled down.
- Any windows in the doors are covered (to prevent an intruder from seeing into the room.)
- Classroom lights are turned off.



**AFTER COAST IS CLEAR ATTENDANCE WILL BE CALLED.
PARENTS UPDATE WILL BE SENT VIA BRIGHT WHEEL.**

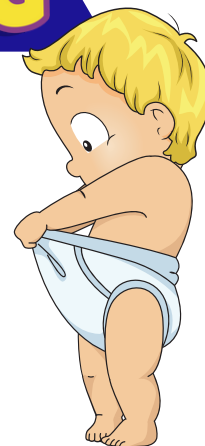


OTHER POLICIES



INFANT CARE / DIAPERING

All Infants Parents will need to provide diapers, wipes, and necessities associated with your child's diapering needs of parents' choice. Diapering will occur twice per hour, or however often needed based on the child's frequency of soiled diapers. WE DO POTTY TRAIN, however all potty -trained children are on a bathroom schedule which can be located in your child's classroom. Parents **MUST** assist and continue the routine at HOME. All potty train students must bring Pull-ups with Velcro siding.



NECESSARY ITEMS

It is parent's choice as to whether they will provide sheets and covers for each child's cot/ sleeping station. However, we will provide. All children are required to bring change of clothing. Shoes are required for entry into the facility **NO EXCEPTIONS**. Sneakers, shoes with good support and back. **NO CROCS OR FLIP FLOPS!**



POSTED NOTICE

All information to include the license, copy of rules, review of evaluation report, communication disease chart, statement of parental access, names of persons in charge, currently weekly menu, emergency plans for severe weather and fire, and statement for visitors will be available to parents always. No parent or guardian will be denied access to this information



HANDBOOK AGREEMENT

Name of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

OUR CHILDCARE RATES

Childcare Rates are based on Child's Age.

All fees are due on or before the 1st of each month. All registration fees must be submitted before the childcare begin. Parents is still responsible for the payment of fees whether the child is present in the facility. The parent must still pay for childcare on holiday; unless stated otherwise, and payment is also due during center planned vacation days. In the event that your child is sick, takes a vacation, etc. IMEA will access a holding fee equal to one week's tuition for each week the child is out. We will not hold any slots without compensation.

Late fee of \$35.00 will be applied after the 5th of each month.

There will be an increase Yearly on tuition.

All Private Pay Parent Fee is due First day Child attend.





APPLICATION FORM



STUDENT INFORMATION

Full Name: _____ Birthday: _____

Nickname: _____ Sex: M ___ / F ___

Full Address: _____

Primary Hours of Care: From: _____ To: _____

☐ SU

Days of the Week In Care: ☐ M ☐ T ☐ W ☐ TH ☐ F ☐ SA

FAMILY INFORMATION

Mother's Name: _____ Father's Name: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Employer: _____ Employer: _____

Mother's Name: _____ Mother's Name: _____

Address: _____ Address: _____

Cellphone #: _____ Cellphone #: _____

MEDICAL INFORMATION

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____ Address: _____

Cellphone #: _____

Dentist: _____ Address: _____

Cellphone #: _____

Please list allergies, special dietary needs, or other areas of concern:





EMERGENCY PLAN



EMERGENCY CONTACTS

Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason, the custodial parent or legal guardian cannot be reached:

Full Name: _____

Full Address: _____

Cellphone #: _____

Sections 7.1 and 7.2 of the Child Care Facility Handbook require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.

Section 7.3 of the Child Care Facility Handbook requires that parents receive a copy of the Child Care Facility Brochure entitled "Know Your Child Care Facility (CF/PI 175-24)" (also available online at:

<https://eds.myflfamilies.com/DCFFormsInternet/Search/OpenDCFForm.aspx?FormId=860>

Section 8.3 of the Family Day Care Home/ Large Family Child Care Home Handbook requires that parent(s) receive a copy of the family day care home brochure entitled "Selecting A Family Day Care Home Provider (CF/PI 175-28)" [also available online at:

<https://eds.myflfamilies.com/DCFFormsInternet/Search/OpenDCFForm.aspx?FormId=841>

Section 2.8 of the Child Care Facility Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility, or

Section 2.3 of the Family Day Care Home/ Large Family Child Care Home Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the family day care provider.

Your signature below indicates that you have received the above items and that the Information on this enrollment form is complete and accurate. hereby grant permission for the staff of this facility to have access to my child's records.



Guardian's Signature

Date

