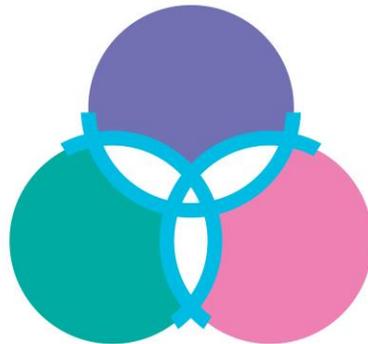




Brilliant Minds Early Learning Academy, LLC

Parent Handbook

Serving ~ Infants, Toddlers & Preschool
Before & Afterschool



Brilliant Minds
EARLY LEARNING ACADEMY

It's never too early to be brilliant!

863-646-6644

5900 Sundance BLVD, Mulberry, FL. 33830



WELCOME!

Welcome to Brilliant Minds Early Learning Academy, LLC (BMELA). We hope your entire family will enjoy the Academy and the friends you will make here. This handbook has been written to describe our program, goals, policies and the myriad of practical details that go into making each school day as happy and successful as possible. Please study it and keep it for reference, as it will answer many of your questions.



PHILOSOPHY

At Brilliant Minds Early Learning Academy, LLC, our philosophy of Early Childhood Education is to provide children with an environment that will promote their optimum development, at a time when they are in a critical period of their development, socially, physically, emotionally, and intellectually. While each of these areas of development is important, the child's feeling of self-worth is most crucial and must underlie every aspect of their first school experience. We believe that each child is an individual with his own rate and style of learning and growing, his own unique patterns or approaches to situations, and his own innate capacities. Every child needs opportunities adapted to his or her individual needs with respect for individuality. We feel that all aspects of growth are interrelated: physical, emotional, social, and intellectual.

We believe that academic enrichment programs should be planned for a child's spiritual, mental, social, emotional and physical growth. Our purpose is to lead a child to a close relationship with God in worship and daily life.

We believe discipline and structure are necessary for the growth of each child. Good discipline involves fairness, consistency, respect for the child and an understanding of child development. Positive and consistent guidance from the teacher and parent/guardian will help a child to regulate his own behavior in a responsible way. We believe our programs must be non-sexist in nature and a healthy, positive & stimulating environment is the right of every child.

WE BELIEVE:

- That every child can be brilliant!
- In love, compassion, learning, respect, laughing and hugs!
- In learning through play!



ORIENTATION

PROGRAM

Our curriculum involves a solid emphasis on play. We believe play is an important avenue for learning and for enjoyment. Children learn through active involvement in play, using all their senses; through engaging with materials; through representing concepts in play, rehearsing roles and thus clarifying those roles. Children test out, explore, discover, adapt, classify, organize, and reorganize their experiences as they play. The values of play are increased by informed guidance and equipment as well as a provision for space and uninterrupted time.

CURRICULUM

WEE Learn Curriculum is framed by theory and philosophy of life. Led by faith and grounded in evidence-based practices, programs using the WEE Learn philosophy and curriculum work to support children and families. Children's individual differences and learning styles are considered as children learn through play and interactions with supportive early childhood teachers to maximize each child's learning potential. This thoughtful and well-planned curriculum has a multiple theoretical basis. By blending what is known from Bronfenbrenner's ecological systems theory, Piaget's theory of development, Erikson's stages of development and Gardner's theory of multiple intelligences, early childhood teachers prepare individually and age-appropriate experiences for young children

DLM Early Childhood Express (VPK Students) is a holistic, child centered program that nurtures each child by offering focused,

meaning instruction that is developmentally appropriate. The complete system provides a wealth of English and Spanish materials to foster the social-emotional, intellectual, and physical development of children. *Focused Instruction*-Children learn best by connecting what they know with what they learn. Essential questions in units connect children to new ideas and understanding.

Abeka curriculum (infants- 3 year olds) employs phonics as the most logical, orderly way to introduce reading to children. It beautifully illustrates and is imaginatively written. Stories are carefully selected for interest, readability, theme, and values with questions throughout to guide students in comprehension of reading material and in application of valuable principles to their lives.

BMELA Supplemental Curriculum Themes

Month	Curriculum Theme	Academic Focus	Christian Focus
August	Student Orientation	Rules of the Classroom	Virtues- Work Ethic and Courage, Compassion, Friendship, Honesty
September	Aviation/Transportation	Aerospace, Aquatic and Land Transportation	Jesus Returns to Nazareth
October	Imagination/Outer Space	Careers & Identifying Social Roles/Outer Space	Character Building/ The Creation
November	Harvest/Thanksgiving	Environmental Awareness, Thanksgiving Responsibility	Feeding the Multitude, Loaves & Fishes
December	Historical Art	Art Appreciation & Sculptures, Birth of Jesus	Jesus the biggest work of Art. When God made Jesus
January	Architecture/ Technology (two weeks)	Building Blocks of a New Year Latest Innovations in Technology	Jesus is our Foundation
February	Appreciation	Love, Black History Month, President's Day	Parental Love, Abraham & Son, Jochebed & Moses, Judgment of Solomon
March	International Month	Diversity and Multiculturalism	Christian Celebrations in Countries
April	Animal Planet	Plants & Animal Science,	Planting the seeds for

		Dinosaur Day, Fossil Fuel	Harvest/Shepherds
May	Anatomy	Growth and Observations	Mary's Love for Christ, The Crucifixion
June	Hollywood	Film Production, Theater, Animations	Jesus Famously Known
July	Music of our Nation	All Music's, 4 th of July	Christian Worship



LICENSING

Effective May 22, 2013, Brilliant Minds Early Learning Academy, LLC, is licensed by the Department of Children and Families and exceeds all guidelines and standards set by the state of Florida and the Polk County Health Department. Our school will

maintain a clean, healthy, and safe environment. Our students are directly supervised at ALL times and we maintain effective, organized, and well-disciplined classrooms. We encourage parents to visit their child's classroom and discuss ideas/opinions with the teacher and/or director. We have an "open door" policy.

BMELA FACULTY & STAFF

Our staff, at Brilliant Minds Early Learning Academy, LLC, is composed of educated, highly trained, Christian teachers that are dedicated to providing quality, loving care to each child. We have extremely high morals, standards, and love to teach God's children. Our teachers and teacher assistants are highly qualified. BMELA provides many opportunities for teachers to share ideas and grow professionally. All employees must complete the state mandated child care training, First Aid, CPR,



Fingerprinting and Background Checks. Employees must also complete staff development training each year.



PAYMENT OF TUITION

Tuition must be paid in advance via the Procure Tuition Express system. Procure will withdraw the tuition from your account. You may choose to either pay the entire month on the first of each month or you may choose to divide the monthly tuition rate in half and pay 50% on the first of the month and the other 50% on the 15th of each month. All fees are nonrefundable after being paid. Notice of withdrawal from BMELA must be given two weeks prior to the child's last scheduled day of attendance. Failure to do so will result in additional charges after the date of withdrawal.

Tuition must be paid in ADVANCE. If 2 weeks of care is provided and you are unable to pay the balance due, your child's care will be suspended until payment is made. BMELA's administrators will determine how long your child's spot will be reserved.

“Non-Sufficient Funds” Returned Checks- If a check is returned or sufficient funds are not available to us for any reason you will be charged a **\$30.00** fee. If this occurs more than two times, all payments must be made in cash.

SIGNING IN & OUT/RELEASE

Parents are required to sign students in and out daily. To do this use the Procure touch system.

We will release your child only to those individuals you have authorized on the Enrollment Form. Please inform the people you have authorized to pick up your child that if we are unfamiliar with them they will be asked for identification, phone number and address. This is for your child’s protection. People authorized to pick-up students at PCA must be at least 18 years old with a valid driver’s license. Should any recorded information on your child’s records change, please notify the office as soon as possible.

People authorized to pick up your child must also be sober. If the person authorize appears intoxicated your child will not be released to him or her.



GENERAL INFORMATION



HOLIDAYS

The company observes the following holidays:

- 1 New Year's Day
- 2 Good Friday
- 3 Memorial Day
- 4 Fourth of July
- 5 Labor Day
- 6 Thanksgiving
- 7 Day after Thanksgiving
- 8 Christmas Eve
- 9 Christmas Day

SCHOOL HOURS

Brilliant Minds Early Learning Academy, LLC will be open from 6:30am-6:00pm.

ARRIVAL

Brilliant Minds Early Learning Academy, LLC opens each weekday at 6:30a.m for early hours and 7:30am for regular hours. All children must be escorted by an adult their class. Parents need to allow enough time to bring them into the classroom. We request that children arrive by 9:00a.m., so they may take full advantage of the entire morning program.

DEPARTURE

Brilliant Minds Early Learning Academy, LLC closes at 6:00p.m. Children are to be picked up by the scheduled agreed time. Parents should make the staff aware that the child is leaving. It is best to notify the Academy if the parent will be late so that the child does not feel abandoned.

If someone other than persons on the “Authorized Pick-Up List” is to pick up your child, a written, signed note should be given to the director or person in charge by the parent or guardian at the child’s arrival. The person picking up the child MUST have a valid I.D.

PARENT/TEACHER COMMUNICATION

Most would agree that parents and teachers need to communicate. Please feel free to talk to your child’s teacher at school or drop a note at the office requesting a call back or a note of response.

Parents are expected to escort their child to the classroom. This is a good time to share a comment or a few words with the teacher, or to arrange a later time to talk. Parent-Teacher Conferences are scheduled at least twice a year.

PARENT BULLETIN BOARD

A bulletin board will be available with announcements for you to view and read. Please take the time to scan the Parent Board regularly to keep informed of the academies happenings and/or announcements. Weekly lesson plans and monthly plans will be posted for viewing.



OPEN DOOR POLICY

Our open-door policy is based upon the belief that a child's development is best promoted through a partnership between home and school.

Parents are encouraged to visit our academy throughout the day without prior appointment, and observe their child in class through a one-way viewing window.

BRILLIANT MINDS EARLY LEARNING ACADEMY EVALUATION

Parents will be given the opportunity to do an annual evaluation on the academy, our program, and our ability to meet your special needs. These are very important to us. Please take the time to fill it in when it is received.

ASSESSING YOUR CHILD'S DEVELOPMENT

We will be observing your child throughout the year to assess their development, physically, emotionally, socially, cognitively, creatively, and language skills. Twice a year a Child's Skills Checklist will be done. This information will provide the basis

for parent-teacher conferences held in the fall and spring. Conferences can be held at any time if either parent or teacher requests one.

POTTY TRAINING

Children as early as a toddler may begin to show signs of the need to begin potty training. Below are some of the criteria we look for that suggests it may be time to start:

- The child shows signs of desire to train
- The child's diapers are dry for long periods of time
- The child is not scared of a flushable potty
- The parents are ready to fully train at home

Once you decide to begin potty training, we suggest you begin with a full weekend at home, making notes of what techniques worked and what did not work. Please share this useful information with your child's teacher, such as what physical signs to look for or anything else that will help make potty training a smooth transition. Please do not forget to send plenty of extra clothes and even socks and shoes to school with your child at this time!

Brilliant Minds requires that your child be potty trained by the age of three. If your child is not fully potty trained by that time, please understand a conference may be necessary to discuss ways to ensure this process takes place quickly.

BITING POLICY

Infant and Toddler Biting Policy



- 1st bite** Immediately, the biter will be removed from the other children and redirected. The teacher will explain that biting is a bad choice with the child and a discipline form will be completed by the teacher and signed by the parent to be placed in the child's file.
- 2nd bite** The child will be told again that biting hurts, and that we cannot bite our friends, and will be put in a time away from his/her friends. The parent will be notified that if the child bites again he or she will be sent home.
- 3rd bite** The parents will be called and the child will be sent home for the rest of the day.

*If biting continues from week to week, then the child may be suspended from the center.

If the child bites multiple times within a short time frame, BMELA reserves the right to accelerate the enforcement of the Biting Policy until the behavior is modified. If biting results in broken skin, the biter will be sent home immediately. They child may return the following school day.

BITING POLICY

Infant and Toddler Biting Policy Continued

Ages 2 through Pre-K Biting Policy

1st bite Immediately, the biter will be removed from the other children and redirected. The teacher will explain that biting is a bad choice with the child and a discipline form will be completed by the teacher and signed by the parent to be placed in the child's file.

2nd bite The child will be told again that biting hurts, and that we cannot bite our friends, and will be put in a time away from his/her friends. The parent will be notified that if the child bites again he or she will be sent home.

3rd bite The child will be placed in time away from his or her friends and an administrator will call the parents and the child will be sent home for the rest of the day.

4th bite The child will be suspended for the remainder of the day and the following day.

5th bite The child will be suspended for one week.

If the child bites multiple times within a short time frame, BMELA reserves the right to accelerate the enforcement of the Biting Policy until the behavior is modified.

Once this process is complete, the child may be given a "clean slate" if improvements



CLOTHING

Children should dress comfortably, simply and suitably for the weather. We do engage in a number of messy activities that, despite smocks, can get clothes dirty. We do not want to inhibit the children unnecessarily, so we ask you to send them in comfortable clothes that can be played in without hesitation. Remember also that children will be playing outdoors, so be sure their clothing is sturdy and durable and they are wearing tennis shoes. No flip flops, open-toed sandals, slip-ons, “jellies” or boots for safety reasons. Dress in layers on cold days! An extra set of clothing (well labeled and in a plastic bag) including underwear, socks, pants and shirt must be left at school permanently in case of accidents. An extra sweater or jacket at school is also recommended since the Temperature often changes noticeably in the winter.

****Label all clothing prominently with your child’s name. ****

We will have BMELA shirts (optional) available to purchase.

TREASURES AND POSSESSIONS

Each child will have a specially marked cubby for jackets, extra clothes, and nap blankets and most treasured art projects. Please check your child's cubby each day to take home items that need not remain at school.

Sometimes, children need to bring special toys or new-found treasures to school to use as a bridge between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Past experience has shown us that lots of toys from home create many problems at school. We have a wide variety of materials as well as many opportunities to work on sharing at school. We encourage you to encourage your child to leave personal belongings at home, however, for nap time a soft toy may be brought in for your child to sleep with. IMPORTANT: Play guns, weapons and other toys that encourage aggressive play are never welcome in our classrooms. We are trying to build cooperation and concern for one another in our school; these items promote aggression, competition and hostile feelings. Please leave them at home!

NAP TIME

We provide a quiet rest or nap time for all full-time children. Some children may need sleep; others may only rest. We try to accommodate to each child's sleep needs.

***** EACH CHILD NEEDS TO BRING A BLANKET FOR NAP TIME *****



LABELING

Please label all toys, books and clothing that are extra or removable with your child's name. This is very important for the teachers in determining ownership of these items. It is also important in helping a child learn to take care of his/her belongings.

LOCKERS OR CUBBIES

One is provided for each child and is marked with the child's name. Please check each day for artwork, notes from teachers or office, personal items, etc. It is especially important to keep these cleared for other children who may share the cubby on another day.

BIRTHDAYS

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, please feel free to bring the invitations to school. Please be considerate of our children's feelings and comply with the above request.

Children are invited to celebrate their birthdays at school. If you plan to bring in a treat, please notify us ahead of time so we can plan snack around it. We will also inform you as to how many children to plan for. Parents are always welcome at their child's birthday celebration.

The class will sing Happy Birthday to the birthday child as well as make a special birthday crown.

RECYCLING

When you clean your house, remember that we can use:

- good used toys
- dramatic play props
- dress up costumes
- purses
- collage materials
- ribbons
- calendars
- tiles
- books
- phone
- jewelry
- good kitchen equipment of all sorts
- greeting cards
- spools
- buttons
- yarn

VIDEOS AT SCHOOL

Videos are not regularly used in our school. Exceptions are made for very short films that relate directly to a topic that has been discussed with the children. On the rare occasion when there is extremely inclement weather for a long period of time, the afternoon teacher may choose to show a short video from our library of quality movies for children, however, television viewing is not a regular occurrence.

ENRICHMENT/SUPPLEMENTAL PROGRAMS

Brilliant Minds Early Learning Academy offers a variety of classes for preschoolers during the year. The Academy's supplemental classes are held once a week. They are in addition to our regular preschool and day care programming. Classes are limited in size and age groups. Some sample supplemental classes are dance, music, karate, ballet, etc.

FIELD TRIPS

Field trips may be a part of the curriculum for older children. Whenever possible, teachers will plan these trips to broaden classroom activities. Transportation and admittance fees may be charged for these field trips. Under most circumstances, buses and/or other school-owned vehicles will be used to transport children for field trips. Parental support is essential for the success of a field trip and we encourage parents to help chaperone these trips. If a parent decides to drive his/her own vehicle to transport his/her own child, the parent will sign a liability release form releasing the school from all liability.



GENERAL POLICIES

STAFF-TO-CHILD RATIO

Preschools in Florida must follow mandatory staff-to-child number regulations for licensing. These requirements have ratios for different age groups, which preschools must maintain at all times. Failure by a preschool to have the minimum staff-to-child ratio may have negative consequences such as loss of license. The Department of Children and Families inspects schools to ensure the correct staff/child numbers. Preschoolers ages 3 through 6 fit into three separate ratio categories: 3 to 4 years, 4 to 5 years, and 5 years plus. Children age 3 to 4 years must have one adult teacher present for every 15 children. Classrooms with 4 and 5-year-olds must follow a ratio of one adult teacher to 20 children. Preschoolers, ages 5 and older may have supervision at a ratio of one adult teacher to 25 children.

4) STAFF-TO-CHILDREN RATIO.

(a) Minimum standards for the care of children in a licensed child care facility as established by rule of the department must include:

1. For children from birth through 1 year of age, there must be one child care personnel for every four children.
2. For children 1 year of age or older, but under 2 years of age, there must be one child care personnel for every six children.
3. For children 2 years of age or older, but under 3 years of age, there must be one child care personnel for every 11 children.
4. For children 3 years of age or older, but under 4 years of age, there must be one child care personnel for every 15 children.
5. For children 4 years of age or older, but under 5 years of age, there must be one child care personnel for every 20 children.
6. For children 5 years of age or older, there must be one child care personnel for every 25 children.
7. When children 2 years of age and older are in care, the staff-

to-children ratio shall be based on the age group with the largest number of children within the group.

PHYSICAL SPACE & NUMBER OF KIDS

Florida has created specific square footage per child requirements for licensed preschools. Preschools licensed after October 1, 1992, must provide 35 square feet of indoor and 45 square feet of outdoor space per child. Indoor spaces must be usable space the children may enter. For example, circle time or block area is usable space, while a teacher's lounge is not. Additionally, usable outdoor spaces must be safe and usable as well as designated for play.

TOTAL NUMBER OF KIDS IN A PRESCHOOL

Although Florida has created physical space and staff-to-child ratio numbers, there is no total number requirement or limit for individual schools. If the preschool has adequate indoor and outdoor play spaces and the appropriate number of staff members, there is no limit on how many children may attend the site at one time.



Source(s):

<http://www.dcf.state.fl.us/programs/childcare/laws.shtml>

NON DISCRIMINATION POLICY

Brilliant Minds Early Learning Academy, LLC, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made

available to students at the school. It does not discriminate on the basis of race, color, marital status, physical or mental disability, or veteran status, national and ethnic origin in administration of its educational policies, and other school-administered programs.

HEALTH AND SAFETY / EMERGENCIES

First Aid - The school provides only the basic kind of first aid in case of accident. If more serious injury is indicated, parents will be notified immediately, and the school will take the appropriate steps for the comfort of the injured and the prevention of further injury. A first aid kit is provided in the office and in every classroom.

All significant accidents are reported in the student's online file with a copy emailed to the parent. Parents may access all student medical records, including incident reports, on our Procure System.

Emergencies - In case of extreme or very painful injury, the school office will immediately call for an ambulance, and the injured child will be taken to the Emergency Room of Lakeland Regional Medical Center.

Desired Action Information - Information about emergency contacts, approved transporters, etc. is kept in the student's file in our online information system. Parents are strongly advised to update this information at any time using Procure.

Immunizations and Health Requirements



The state of Florida and Polk County require that children must have a physical examination and submit a record of the examination and immunizations before entry into the prekindergarten or K-8 school programs. Pre-K parents must submit the following: a current yellow physical examination form with a tuberculin test within the last six months and a current blue temporary immunization card signed and dated by the physician.

Food Allergies

Parents may submit a notification of food allergies on a Diet Modification Form and the lunch room staff will make every effort to accommodate those special needs.

MEDICATION

In general, we feel that a child on medication needs to be at home. However, some medication must be given over a specific number of days, even though the child has improved. Parents may request under these circumstances that the child be given medication while at the academy.

No medications, vitamins, or special diets are administered unless instructions to administer such items are written, signed and dated by a licensed physician and are prescribed for that child. This applies to over-the-counter pain relievers as well as prescription medicines.

There are special forms that must be completed by the physician, parent and staff who administer the medication. No medicine, vitamins or special diet can be administered without this completed form.

MANAGEMENT OF COMMUNICABLE DISEASE

You are the best judge of your child's health and we trust you will not bring a sick child to the academy. However, if in the opinion of the teaching staff your child is sick, we will call you to come and pick-up your child. All staff is trained in First Aid and to recognize the signs of communicable disease and other illness. Each child shall be observed daily.

Signs of illness include the following:

1. Temperature of 100 degrees or more by axillary method
2. Skin rash
3. Diarrhea and/or vomiting two times or more in a 24-hour period
4. Evidence of lice infestation, scabies or other parasitic infestation
5. Severe coughing
6. Difficult or rapid breathing
7. Yellowish skin or eyes
8. Evidence of conjunctivitis (pink eye)
9. Stiff neck
10. Untreated infected skin patches
11. Unusually dark urine and/or gray or white stool
12. Sore throat or difficulty in swallowing
13. Complaints by child, fussiness
14. Listless behavior
15. Symptoms of a cold
16. Decreased appetite

MANAGEMENT OF COMMUNICABLE DISEASE CONTINUED



When a child exhibits one or more of behaviors 1 - 12, a determination will be made by the administrator regarding the discharge of the child to a parent. If the child is to be dismissed, the parent will be notified and the child must be picked up within the hour.

If the above listed behaviors 13-16 are noted, but none of the first twelve sign are observed, the parent will be informed and it will be their decision whether the child will remain in the care of the academy or be discharged. If the child remains at the academy but their condition worsens or they cannot participate in an activity, the child will be taken to the office and the parent will be notified that the child needs to be picked up within the hour.

In cases in which the parent cannot be reached, the emergency number listed by the parents will be called. The child will be released to that person. Re-admittance into the academy is allowed after 24 hours of normal axillaries temperature (below 99) and/or no other signs of illness for 24 hours, or by a doctor's signed statement. (In the case of parasitic infestation, a child is readmitted when all evidence of the infestation is gone. This is determined by the office staff before the child can enter the classroom.)

Children returned to the Center with signs of illness or disease will be refused admittance.

Antibacterial soaps are available at all hand washing facilities for staff and children. Paper towels are available for drying hands. Cots, tables, toys, etc., are disinfected regularly. Good nutrition and appropriate health habits are encourage by the staff.

LUNCHES AND SNACKS

Brilliant Minds Early Learning Academy, LLC, offers a daily hot lunch program with a main entrée and some alternatives. All meals include a meat or meat alternate, fruit, vegetable, bread or bread alternate, and milk. If a parent chooses the alternate nutrition agreement he or she must provide a lunch for his child that follows the nutritional needs of the food pyramid.

Children may bring treats on their birthdays for members of the class provided that parents clear it first with the classroom teacher. Parents should be encouraged to keep these observances simple.

SNACKS

We provide a mid-morning and an afternoon snack daily. The children participate in preparing the snack as much as possible. We service nutritious snacks including natural foods, fresh fruits and vegetables and fruit juices.

TRANSPORTATION

Since bus transportation is only provided to school-aged children, parents are responsible for the transportation of their children.



SCHOOL PICTURES

Each year, individual and class pictures are taken by a selected photographer. Individual pictures are taken in the fall and group pictures in the spring.

VISITOR'S - PARENTS

Parents are welcome in the school. Before visiting a classroom for any reason parents and other visitors must check into the office and receive a visitor's name tag. **PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM.**

Parents may observe in the classroom if previous arrangements have been made with the teacher. Such observations must not disrupt the learning process.

If you want to speak with your child's teacher, please arrange a private conference by appointment through the school office or directly with the teacher.

EMERGENCY PROCEDURES

We have regular fire and disaster drills at school. We urge each family to plan what you will do if disaster strikes during the day when you are separated at work, school, etc. You will find helpful disaster planning information in your phone book.

The children are taught to listen to the teachers' directions. We will assemble and count everyone and give aid and comfort as needed. We will stay with your children until you or someone of your choice can get here.

We have stored flashlights, radio, first-aid supplies, food and water. Teachers have first aid training and CPR training.

SOCIAL POLICIES



PARENT INVOLEMENT/VOLUNTEERS

Ways parents can get involved...

1. Families can help plan and participate in a Fall Festival
2. Family members can read stories
3. Parents can volunteer to speak on Career Day
4. Family members can volunteer
5. International Month (Family Explain Culture)
6. Parents can help Prepare Lesson Plans (cutting shapes, etc.)



7. Classroom Mom or Dad
8. Families can lead activities such as cooking, music, woodworking, etc.
9. Families members can come in and share their hobbies
10. Parents can come in and help sort recyclable materiel
11. Family can help with a field trip
12. Parents can come share music
13. Parents can visit for breakfast or lunch
14. Parents can serve during open house
15. Parents can help plan holiday parties for students.
16. Parents can offer to tutor children
17. Family can work as a center/lab helper

SUPERVISION

Each teacher will supervise all pupils carefully as the circumstances or occasion may demand. Parents, please help your children understand that they are to obey the instructions of all staff members, including other teachers, office personnel, child care workers, and volunteers, such as coaches.

CHILDREN WITH SPECIAL NEEDS

Brilliant Minds Early Learning Academy will try to accommodate children with special needs (physical, behavioral, cognitive, etc.). We will make accommodations required by the Americans with Disabilities Act. Close communication with the parents is essential to providing quality care. If the child has already been evaluated by his/her school system, we will work with them to implement the IEP that they develop. Parents are required to submit to us their child's most recent IEP, and keep us updated on progress.

If we feel a child should be evaluated so that they can get extra help early on, we will make recommendations to the parents.

CHILDREN WITH SPECIAL NEEDS CONTINUED

Brilliant Minds Early Learning Academy, LLC, will not discriminate against children with special needs. We will admit any special needs child on a trial basis of one month, after which we will require a conference with the parent(s). At this conference, we will assess whether we are able to adequately care for the child within our current staffing patterns. If we are not able to meet the child's needs within our current staffing patterns, we will give parents the time and assistance needed to find more appropriate care.

DISCIPLINE AND GUIDANCE

The term guidance is used for several reasons. It is a positive term, and implies working WITH the child to develop internal control of her/his behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices, and accepting the consequences of such choices.

Guidance takes several forms;

1. Environment - A place designed for children. The furniture is child-sized, with lots of hands-on experiences.
2. Logical Rules - Such as keeping our hands to ourselves, and taking Care of the learning environment. These are discussed with the children, as well as why such rules are needed.
3. Curriculum - Is developmentally appropriate, based on the children's interests and level of readiness.



4. Positive Behavior - We reinforce the behaviors we encourage. Catch them being good!
5. Redirection - Often interesting a child in another activity can eliminate a potential difficulty. We might ask a child to help us or send them to a different area to play.
6. Positive Reminder - Telling the child what we want them to do, rather than using no or don't.
7. Renewal Time - Occasionally a child needs to be removed from the situation for a brief time allowing them to consider alternate behavior.

Any on-going situations will be discussed with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.

Note: No corporal punishment will be allowed. This is defined as the use of negative physical touching. (Spanking, slapping, pinching, etc.) No unusual punishment will be allowed, such as humiliation, ridicule, threat, or coercion.

CHRONIC DISRUPTIVE BEHAVIOR

We will make every effort to work with the parents of children having difficulties in the academy. We are here to serve and protect all of our children. Though, children displaying chronic disruptive behavior, which has been determined to be upsetting to the physical or emotional well-being of another child, may require the following actions.

CHRONIC DISRUPTIVE BEHAVIOR CONTINUED

1. Initial Consultation - The Director may require the parent(s) of any child who attends Brilliant Minds Early Learning Academy, LLC to meet for a conference. The

problem will be defined on paper. Goals will be established and the parent will be Involved in creating approaches towards solving the problem.

2. Second Consultation - If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.
3. Suspension - When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from child care indefinitely. The Brilliant Minds Early Learning Academy, LLC Director may immediately suspend a child at any time he/she exhibits a behavior which is harmful to him/herself or others. A parent may be called from work at any time the child exhibits uncontrollable behavior that cannot be modified by staff. That parent may be asked to take the child home immediately. Suspensions from the academy may vary from a few hours to an indefinite period.



DISCHARGE POLICY

The Children's Center reserves the right to cancel the enrollment of a child for the following reasons:



1. Non-payment or excessive late payments of fees.
2. Not observing the rules of the center as outlined in the parent agreement.
3. Child has special needs, which we cannot adequately meet with our current staffing patterns.
4. Physical and/or verbal abuse of staff or children by parent or child.

CHILD ABUSE AND NEGLECT

Staff members are required by law to report any suspected child abuse or neglect.

Abuse Hotline

The Florida Abuse Hotline accepts reports 24 hours a day and 7 days a week of known or suspected child abuse, neglect, or abandonment and reports of known or suspected abuse, neglect, or exploitation of a vulnerable adult. To make a report you can -

- report online at <https://reportabuse.dcf.state.fl.us/>
- call 1-800-962-2873
- Florida Relay 711 or TTY 800-453-5145
- fax your report to 800-914-0004

If you suspect or know of a child or vulnerable adult in immediate danger, call 911.

Legislation, signed by Gov. Rick Scott, requires any individual who suspects that a child has been abused by any person to report that to the Florida Abuse Hotline. Any allegations a child was abused or neglected by a caregiver will be investigated by the Department of Children and Families, while allegations of child abuse by someone other than a caregiver will be accepted at the Hotline and immediately electronically transferred to the appropriate local law enforcement agency where the child lives.

Penalties for those who suspect a child is being abused but fail to report it have been increased from a misdemeanor to a felony. Financial penalties also have increased.

<http://www.myflfamilies.com/service-programs/abuse-hotline>

PRESCHOOL WHAT TO EXPECT

Based on our experience and the advice of experts, some of the children in our early learning academy and preschool will experience some or all of the following. All are normal behaviors.



1. Your child may become overly tired and irritable on preschool days. This may cause him to be overactive and noisy. This new experience is very stimulating. Give him snack or lunch and a quiet time to nap.
2. Your child may act very differently on the days you work at school. He may exhibit very negative behavior. Don't be embarrassed or push him away. Give him/her the attention he needs. It is very hard for him/her to share you with so many others.
3. Your normally outgoing child may be very quiet at school or vice versa. Accept this and let him enter at his own pace. Many young children prefer to watch first before entering play or a group.
4. Your child may do things at home for himself that he will not do at school or vice versa, like dressing himself.
5. Your child may pick up behavior or language you dislike. This can happen anywhere, not just in school. Relax and do not make an issue of it.



6. Your child will not necessarily play together with other children. He/she will play alone or alongside others. He may go quickly from one activity to another, spending little time with any.
7. Your child may come home spotted with paint or grass stains, but glowing with wonder over his experiences. Don't scold, threaten or bribe.
8. Your child may suddenly not want to come to school or will want you to stay. Look for the reasons. Talk with the teacher. Don't scold, threaten or bribe.
9. Don't expect your child to be equally happy every day. We all have ups and downs. Part of preschool is learning about life and to accept its ups and downs.
10. Do not always expect your child to learn facts or complete songs, or bring home a finished product suitable for framing. He is learning skills, developing coordination and developing happy, well-adjusted attitudes towards other and life.
11. Parents—expect to watch your own child and be mostly concerned for him at first. But learn to look at and be interested and concerned for the other children, and their growth and development.