Education Station
Preschool
Parent Handbook

954-782-2226
2458 N. Federal Highway
Lighthouse Point, Fl. 33064
Welcome to Education Station Preschool. You have joined an ever increasing number of parents who are interested in the early education of their children. Our purpose is to provide the highest quality preschool education in a secure, nurturing, and stimulating environment. Education Station Preschool serves the physical, emotional, and intellectual needs of preschoolers and their families.

The Parent Handbook has been designed to provide important information to parents regarding Education Station Preschool policies and procedures. Please take time to read the following information to better understand our program and philosophy.

We want you to feel a part of the Center. Your participation, cooperation, and input into the various aspects of our program are encouraged. The Center is here for parents as well as students! If you have any questions, please feel free to contact the preschool director.

Thank you, for allowing Education Station to be a part of your child’s preschool experience.

Education Station Staff & Administration

2458 N. Federal Highway Lighthouse Point, Fl. 33064
(P) 954-782-2226 (F) 954-782-2235

www.educationstationpreschool.com
**History:**

Education Station Preschool open February 27, 2006, servicing children of ages 2-5 part-time and fulltime care, School age children ages K-12 years. Seeing a need for quality infant and toddler care service, we expanded our services August 2009 to include an infant/toddler program. Responding to a need in the community, Education Station Preschool added to additional classrooms increasing our building capacity to 114. Our Aftercare Program expanded to include pick up from 8 local elementary schools. Our School Aged program now included Spring, Summer, and Winter camp, and Camp on Non-public school days.

**Mission Statement:**

At Education Station Preschool we believe in the value and uniqueness of each child we serve. Our preschool experience is designed to foster each child’s own individual social, emotional, physical, and cognitive development.

Our company core mission is to: Embrace each child’s uniqueness with Integrity.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child’s natural desire to explore, discover, create and become life-long learners.

Education Station Preschool further believes that Parents are the child’s first teacher. By building a relationship with our parents/families we believe we are bridging the gap from home to school.
School Philosophy:

Our Program is built around the concept that children are born ready to learn. As educators we strive to create a learning environment that is safe, innovative, stimulating, and encouraging.

Through hands-on guided discovery and opportunities to thrive independently, your child’s first preschool experience will be one that excites him/her to learn more. At Education Station Preschool our staff provide activities that keep each day rich and exciting. Your child will be care for in a healthy, happy, and safe environment that he or she will look forward to attending. Children are assigned to classrooms based on age and development achievements, by factoring in both it sets the stage for success for your child.

Education Station Preschool uses the energy of your child and directs it in a positive way for learning and discovery. Our staff forms bonds with each child to establish a strong sense of security. We strive to maintain ongoing communication with families and work as a team to accomplish established goals for each child. We use every moment of your child’s day to embrace new learning experiences.

Goals:

Our goal is to guide each child in the growth of their total personality. Our program is designed to develop the whole child: i.e. emotional, social, physical and cognitive growth. A child’s self-expression, creativity, and analytical thinking are all worked out through play. Children can participate in their own unique styles and at their own rate of speed. Additionally, our learning curriculum was researched and developed to prepare the children for the adventures that await them in years to come.
Parents are a valued part of our program. Together we hope to achieve the following goals for our children:

- To develop self-esteem and self-confidence;
- To become a competent problem-solver;
- To facilitate natural curiosity and ability to question;
- To develop the creativity of each child in all aspects of the program;
- To develop successful social skills for interacting with peers, adults, and the group;
- To enhance physical development in both large and small motor skills;
- To develop cognitive skills through direct, concrete with materials that form the foundations of learning in math, reading, science, and technology;
- To develop good health habits and practices

*Education Station Preschool Primary Goal is to provide quality early childhood program that meets the need of young children and their families.*

**Non Discrimination Policy:**

In accordance with Federal Law and U.S. Department of Agriculture Policy; Education Station Preschool is prohibited from discrimination on the basis of race, color, creed, religion, political party, national origin, sex, age, or disability.
General Center Information:

Education Station Preschool is located at:

2458 N Federal Highway Lighthouse Point, Fl. 33064
P (954)-782-2226 - F (954)782-2235

Administration:

Kelly Berrios    educationstationpreschool@yahoo.com

Broward County License- 46733

Hours of Operation:

Education Station Preschool is open Monday through Friday from 7:00am-6:00pm, servicing ages 3months-Pre-Kindergarten both Part time and full time programs. Aftercare program for school aged children 5-12. Camp during spring, summer, winter breaks; and on non-public school days off.

Education Station will be closed on the following days:

Memorial Day       July 4th       Labor Day
Thanksgiving (2) days  Christmas (2) days
New Years (2) days        Teacher Workdays (2) days:
                          (1)Spring (1) Summer

We ask that parents cooperate in picking up their children by 6:00P.M. If you are unable to pick up by 6:00 P.M., please notify us of the delay. A late fee of $1.00 per minute will begin at 6:01P.M. If late pick up occurs more than 3 times in one month you may be asked to withdraw your child from the program.
**Admission Procedures:**

Parents are offered a tour and overview of policies and procedures, curriculum, and meet the staff at Education Station Preschool. Registration is complete with Tuition Agreement forms, registration packet that includes Broward County required forms as well as Education Station Preschool forms and original Blue and Yellow Florida immunization Records.

Parents are invited to attend a “New Family” orientation, parents have an opportunity to tour facility, meet staff, and speak with a team member about any questions they may have. Parents also receive a parent handbook and sign a receipt stating they have participated in orientation and had an opportunity to ask questions.

**New Family Orientation:**

Each family is strongly encouraged to schedule a time with the Director to complete a “New Family Orientation.” This orientation is a great time for parents to drop-off routine care items (diapers, bottles, etc.) as well as an opportunity to participate in a portion of classroom activities with their child, familiarizing themselves with their child’s routines at Education Station Preschool. Important policies and procedures are also reviewed with the Director at this time, as well as the paperwork required for enrollment completed. Typically, “New Family Orientation” is scheduled one week prior to the start date.
Pre-Registration/Waiting List

Pre-registration for school can be arranged several months in advance by completing the Enrollment Record/Application and submitting the required non-refundable fee and setting an attentive start date of enrollment.

A waiting list will be maintained for those interested in enrollment when space becomes available. A tour and paid registration fee is required before your child can be added to the waitlist.

Tuition:

Tuition is due weekly, bi-weekly, or monthly however, payment is due prior to services rendered. Tuition payments are made through our automated payment system called Tuition Express.

Electronic Funds Transfer (EFT)
It is easy and convenient. Simply complete the Tuition Express Form and turn in at time of enrollment. Tuition will be automatically deducted from your account (checking or credit card) every Monday before services are rendered.

In order to help Tuition Express run as smoothly as possible it is imperative that you inform the office IMMEDIATELY of any changes that may occur concerning your credit card or bank information that will result in a declined payment. Failure to do so will result in the following:

1\textsuperscript{st} Decline- Verbal warning
2\textsuperscript{nd} Decline- 15.00 charge
3\textsuperscript{rd} Decline- 25.00 charge
4\textsuperscript{th} Decline- withdraw from program
If you choose to make CASH payments, you may do so, but you will need to add an additional $5 processing fee to your payment.

There is a $15.00 late charge if payment is not made by 12:00 noon of the second day your child attends. If payment is not made by the third day your care will be suspended until payment is made in full.

We accept Federal and State Funding, and those parent fees are determined by the agency, the parent fees are due at the beginning of each week. We accept cash or check, and credit cards as form of payment. Should we have to commence legal action in order to obtain tuition payment all attorney fees shall be paid by the customer.

**Tuition Credits:**

Fees are set to reflect the high quality of early childhood education provided. As in any other industry, expense are constant, which prevents credit or discounts due to illness, inclement weather, or regularly scheduled holidays. No exceptions.

**Vacation:**

*Each family receives 1 week per calendar year free to use as vacation or sick time. Student must be out the entire week in order to use the time off policy. If time off is used for vacation please submit to Director in writing the dates of vacation (must be a Mon-Friday week)*
Withdrawal:

Education Station Preschool defines withdrawal as permanent removal from our program. We require a written notice with 2 weeks prior to withdrawal. Your account will be charged for the 2 weeks if you decide to withdraw without attending.

Termination of Enrollment:

Children may be withdrawn from our program at any time. You must notify the school by giving a two week notice if you are planning to withdraw or you will be held responsible for the two weeks tuition. Education Station Preschool reserves the right to refuse admission and/or dismiss any child whose behavior is disruptive and harmful to other children.

Annual Registration Fees:

There is an annual non-refundable registration fee. The fee is to cover the processing of enrollment forms and records, mat usage, and purchasing of supplies your child will need to participate in the school program.

Bounced Checks- There will be a $35.00 bank fee for all returned checks. After two (2) bounced checks, only cash payments will be accepted.

FLORIDA ADMINISTRATIVE CODE CHILD CARE STANDARDS:

Pursuant to Chapter 386, F.S., smoking is prohibited within the child care facility, all outdoor areas, during field trips, and in vehicles when being used to transport children. Owners/operators are to notify custodial parents and legal guardians, in writing, that smoking is prohibited on the premises of the child care facility.
Adjusting to Preschool:

There is usually a short time period before children are completely comfortable in any new situation. This is true for adults, too. Please be patient with your child’s adjustment period, and be assured that our staff will do everything possible to assist. Feel free to call or visit several times daily during this phase. It may help to ease your apprehension to take note of the other children in the center as they happily come and go.

**BRIEF OVERVIEW OF AGE/GROUP EDUCATION PROGRAMS.**

**Infants/Toddlers:**

Emphasis is on nurturing with prompt and loving attention. Infant areas are designed so that all physical development - crawling, sitting, pulling, standing, walking can be comfortably attempted. Special toys and equipment are provided for development of infants. Education Station Preschool is a breastfeeding friendly center.

**Two - year olds:**

A Creative Curriculum is used in the two year old classroom. The development program involves furry puppets, songs and finger plays, stories and learning experiences that will develop the senses and stimulate learning. Monthly themes such as “How Things Move”, “Old Macdonald’s Farm”, and “My Family and Jobs People Do”, are used. The curriculum provides the framework for a complete learning environment that children need to learn and grow in knowledge.
Preschool (3-5 Year Olds):

In the preschool class we use the Creative Curriculum. Weekly and bi-weekly themes are used. Examples are, “Community Helpers”, “Transportation”, “Animals”, “All About Me”, and many more. Extensive use of learning center education is provided. Preschoolers learn best through play and direct involvement, and plenty of play experiences are insured for optimum intellectual growth. Activities which promote language, math, science, and art development are engaged in by this group. Children are prepared for entry into kindergarten.

School age (5 - 12 Year olds):

During the school year, hours after school are a change of pace from the formal atmosphere of the public school classroom. Children are given the opportunity to play leisurely outdoors or in organized games on our special playgrounds. Indoors a variety of choices are available: creative art, games and manipulative materials and, of course, homework.

Classroom Assignment:

Children are initially assigned to a group based on their age, skills, and overall level of development as evaluated by the Director and Lead Teachers involved. Normally, all children enrolled are advanced to a new class at the beginning of each “school” year. Interim classroom re-assignments may occur at other times when recommended by the Director, based on reassessment of developmental progress and availability of space, following a consultation among Lead Teachers, parents, and the Director.
Open Door Policy:

Education Station Preschool has an “Open Door” policy on parent visits. We recognize and support parents’ desire to see and spend time with their children whenever they can. Unfortunately, there are unintended negative consequences of such visits, when they disrupt resting children or naptime routines. The following guidelines ensure open access for parents while respecting children’s requirements for uninterrupted rest:

Unless prearranged with the Lead Teacher in advanced, children may not be dropped off during naptime.

Exceptions: Teachers can be expected to be supportive and flexible when circumstances occasionally necessitate a naptime drop off such as when a child is picked up for a 10:30am Dr. appointment). When a situation like this arises, parents should be reminded when nap time begins. Parents can also be asked to feed the child lunch before returning. If that reduce disruption.

If you are interested in volunteering or becoming a room parent please let your child’s teacher know.

Safe Arrival and Departure Policy:

All parents will receive a code to enter the facility. Parents are asked not to share codes with unauthorized users. All parents must sign children in upon arrival and out upon departure. Please check your child’s folder for daily work or correspondence. Children must stay with parents when they are picked up; please do not allow your child to roam the premise unattended.
Sign In and Sign Out:

Every child must be signed in each morning. An approved adult must sign out your child before leaving the premises. Parents must sign their child in and out every day. This is a state requirement which must be followed. Education Station Preschool is required to maintain daily attendance records. Please be sure to sign your child IN and OUT each day. Signing in and out is done through a biometrics system located at the front desk. The sign in and out is also used during evacuation drills to ensure all are present and safe and accounted for.

Authorization for Pick Up:

The names of at least two individuals who normally pick up your child must be on file. If anyone else will be picking up your child, it is imperative that you notify the office in writing, or by phone. To comply with safety regulations, the school will not release a child to anyone who is not authorized to pick up additionally, the authorized person picking must have photo identification and be over the age of 18 years of age.

Alleged Impaired Pick-Up:

The staff at Education Station Preschool will not release a child to an authorized person who is unable to adequately care for the child. The staff will offer to call a relative or friend to pick up the person and child, or offer to call a taxi to pick them up. If the person is driving a vehicle the teacher will explain that driving under the influence of drugs or alcohol is against the law and that the teacher is obligated to ensure the safety of the child. If this person chooses to get in the car (with or without the child) the teacher will immediately notify police and provide a description of the car and location headed.
Custody and Related Court Orders:

If a custody or court order exists, a copy of the order must be placed in the child’s file at Education Station Preschool. The guardian is responsible for providing accurate and up-to-date information concerning the legal guardianship of the child. Without a custody or court order on file, the teacher cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy of unauthorized persons will be implemented.

Parking:

Please use caution when driving through our parking lot. Parking spaces are located on the northeast side of building. Please be sure to hold your child’s hand to and from front door.

School Guidelines for Common Illness:

Any child in school with fever, conjunctivitis, vomiting, diarrhea, rash, and or cold with general irritability and listlessness will be notified. The child shall be picked up from school within one hour and may only return with a doctor’s note; 24 hours after taking medicine or 24 hours after fever, vomiting, diarrhea, or rash have subsided. In the case of common colds or cough, we reserve the right to make the decision about remaining in school, unless a doctor’s note is provided. It is in every child’s best interest to provide a clean and healthy environment.

Medication:

Medicine will not be dispensed! This includes prescription and non-prescription. Only Exception to this rule is an Epi-pen. If parents wish to come in at any time of the day, to personally administer medicine to their child, they are welcome to do so.
What To Bring Each Day:

Sleeping: A blanket and crib size fitted sheet and whatever is necessary to make your child comfortable during quiet time.

Change of Clothes: We do have accidents sometimes. Please label clothes.

Diapers and wipes: if your child is in diapers, we ask that you send a minimum of five each day.

Bottle/Pacifiers: Both are welcome in the infant and toddler programs.

Please label clearly with child’s name on everything.

Daily Sheets:

For children enrolled in the infant, toddler, and two year old programs, a daily “recap” sheet will be completed to tell you about your child’s day. This chart contains information about toileting, meals, naps, and activities. Parents of children in the three and four year old program rooms may request a daily chart be filled out for their child. We are proud to say Education Station Preschool delivers all of its daily reports via email through Lifecubby

Room Transitions:

Your child will transition to a new classroom when he/she has reached the developmental milestones for a particular classroom. As the time for a transition to a new room approaches, you will receive a letter containing information about your child’s transition into his/her new classroom. Both your child’s current and future teacher is available to address any questions or concerns you have during the transition process. Before the
transition into a new classroom has been completed, parents are encouraged to schedule a meeting with the new teacher in order to familiarize themselves with the new classroom, children, and curriculum.

**Natural Disaster:**

All schools have an emergency disaster plan in place. Please listen for public announcement for school closings. Should a natural disaster occur and require us to close tuition will be prorated to $95.00 per week should the school be closed for more than 3 consecutive days.

**Fire, Tornado, Bomb or Other Emergency Situation:**

Fire regulations and tornado warning procedures are posted near the exits in each classroom. Fire and tornado drills are conducted each month; all classrooms are required to participate. In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the building and meet on the sidewalk northeast of the building. In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as safely possible following an emergency situation. For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency situation.
Typical Day in Preschool Programs:

The classroom’s teachers work cooperatively to create a daily schedule and plan activities that meet each child’s developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

Nap or rest time (for all children) lasts approximately 1 ½ to 2 hours in the early afternoon.

Outdoor play is schedule twice a day. Parents should dress children with the weather in mind. Outside time is only cancelled in the event of rain. Children regularly participate in planned group activities as well as individual play. They experience daily exposure to music, art, language, math readiness, story time, and creative movement activities.

Please remember that preschool children are taken out daily (weather permitting) and should dress accordingly. No open toed shoes, sandals, jellies or cowboy boots.

*In the event that weather does not permit outside time, then the class will do an indoor physical activity. These activities may include, but are not limited to; parachute play, music and movement, large group with gross motor, yoga, simon says.


**Curriculum:**

Education Station offers a developmentally stimulating curriculum specifically designed to allow children to take risks and be adventurous and imaginative in an atmosphere of security and comfort. Our preschool's curriculum is, therefore, built around children's play. Our preschool classroom has several different play areas such as the block area, housekeeping area, cognitive (academic) area, computer area, art area, sensory area, and others which the child is free to explore under the guidance and supervision of the teacher.

This type of programming is necessary for our developmental focus, allowing the staff to see each child as an individual with different likes and dislikes, different needs and levels of growth, and provides ways to maximize each child's experience at preschool. In a typical day at preschool, there are both structured and non-structured times which include individual and group activities.

**Learning Centers:**

Incorporating learning centers into our classroom provides an environment of choice and opportunity. In every classroom there are various centers: Art, Dramatic, Small Motor, Discovery, Language, Blocks, and Computers. Additionally cozy-corner provides an area dedicated to individual time.

All learning centers are stocked with fun, educational material, varied to reflect on classroom learning topics. Integrating every learning style into the curriculum provides each child with the tools they need to succeed. Creative movement, music, storytelling are also a part of your child’s day in class. Through these and other activities the children learn, develop, and grow.
A special visitor to our classroom and an exciting schedule of field trips or in-house events gives the children special access to the world around them. Learning centers define special focus areas. These areas allow children to make choices, move freely independently, and grow in areas of need. Learning centers invite a child to learn with hands-on experience! Centers utilized in our classrooms include:

1 **Art Center** - which provides students with a variety of materials to stimulate creativity.

2 **Dramatic Play** - which allows students to act out the day-to-day activities or allow a student’s imagination become reality through creative props.

3 **Small Motor/Manipulative Centers** - which encourages practice of hand-eye coordination, problem solving, and critical thinking.

4 **Discovery & Math Readiness** - where experiments and opportunities to watch, wonder, and question are provided for students.

5 **Language/Reading Readiness** - which allows the children to focus on the fundamentals of learning, recognize the shapes of letters and/or their meanings.

6 **Computer Centers** - which allows students to work with software that is related to what is happening in the classroom or to reinforce a concept that the class is working on.
Weapons/Violent Play:

There is a strict policy of allowing no weapon play at Education Station Preschool. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to Education Station Preschool, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons. Competitive behavior is minimized in our programs.

In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

Dress Code:

Because play activity is such an important part of the curriculum, clothing should be practical and comfortable. It is in your child’s best interest to have him or her dressed in comfortable and washable clothing. No open toed shoes, sandals, jellies, or cowboy boots are permitted. Little toes are easily hurt and children can have a difficult time on the playground. We also prefer that children do not wear jewelry. We will not be responsible for jewelry if it should get lost or broken. Every child needs to have a complete change of clothing including socks and underwear. If your child has changed clothing during the day, please take home the soiled items and replace them the next day. Again, all clothing must be labeled with child’s full name.
Nap Time:

There is a rest period during the day from 12:30 -2:30 P.M. for all children. Each child is assigned to his/her own mat to sleep on. We request a crib size sheets and blankets and should be labeled with child’s full name. All bedding will be sent home on Fridays for washing. We ask that children not be dropped off between 1:00-2:30, as this can disrupt the other children resting in the class.

Television Policy:

Due to recent paparazzi exposure, television and video viewing is not a part of Education Station’s preschool philosophy.

In accordance with the updated Broward County Ordinance, as of January 2015, electronic devices are not allowed. Electronic devices may include, but are not limited to cell phones/smart phones, tablets, I_pads, and gaming devices such as DS, 3DS, etc.

Meals:

Education Station Preschool provides breakfast, lunch, and snack. If you would like to supplement food for your child, we ask that meals are healthy and nutritious. It is important for your child’s growth to eat a healthy meal. If you have special instruction, please inform the office. No chocolate, soda, or other sweet sugary foods or beverages. No glass containers or bottles. Parent’s provide formula/breast milk and baby food for their infants. Formula and milk must be prepared and bottles must be labeled with child’s first and last name.
Fundraiser:

Two major fundraisers are run per school year. We ask all parents to participate in helping raise extra funds for new school equipment.

Toys:

We provide a wide variety of material to accommodate all of our children; therefore, we would appreciate your cooperation in leaving all of his or her personal toys or stuffed animals at home. We cannot be responsible for toys lost or broken in school. Your child may bring in an educational item for Show-n-Tell on Fridays.

Birthdays and Celebrations:

The children are welcome to celebrate their special day with their friends. Parents are permitted to bring in store bought treats for this special occasion. You can see the director for an approved list of goodies. Please make arrangements with classroom teacher in advance!! KEEP IN MIND NO BALLOONS OR LITE CANDLES ARE PERMITTED. If birthday invitations are distributed at the Center, all children should be invited!
Communication with Parents:

We believe it is our responsibility to communicate with you regarding your child’s experience at our school; our teachers are interested in working with both you and your family.

Life Cubby:

Life Cubby is a secure website we use to communicate with you about how your child is doing throughout the day. Once your child has enrolled at Education Station you will receive an email asking you to set up an account. From there you will start to receive daily and/or weekly updates, including pictures and/or videos, of what activities they are doing, information about mealtime and naptime, and any announcements pertaining to the classroom. You will also be able to view the lesson plan for the class to give you an overview of the theme and activities every week. Weekly newsletters encourage family involvement. Offering information on current classroom learning concepts and skills as well as important preschool newsletters is vital to good parent-teacher communication. Working together, we can maximize every child’s preschool learning experience. Please check your child’s cubby for important notices.
General Rules for Contacting Parents:

*Parents will be contacted immediately under the following conditions:*

- A child has received an injury that could require medical attention.
- A child has a medical condition that could be contagious.
- A child soils his/her clothing and no extra clothing has been supplied from home. Parents will be notified when picking up their child under the following circumstances.
- A child receives a minor injury that does not require medical assistance.
- A child complains of a non-emergency condition or symptom.
- A child exhibits disruptive or unusual behavior.

Prevention of Child Abuse:

It is our hope and belief that every parent and child enrolled in our program should enjoy a happy and stable home full of love. In the event we are forced to question whether a child in our care is safe at home, we are mandated and required by the State of Florida to report any and all suspected bases of physical, mental, verbal, or sexual abuse; or maltreatment and/or neglect.

Parent Code of Conduct:

Any of the following inappropriate behaviors may result in suspension/or immediate termination of your child’s/family enrollment. Disrespectful or Inappropriate Language of any kind,
Threatening behavior toward staff, other parents, or children, Physical or Verbal abuse of own children or others, Smoking on premises or Breaching Safety or other school policies, Quarreling or Augmentative Behaviors, Loud verbal, conformational behaviors/voices, Violating Confidentiality Policy, or any other infraction as determined by administration.

**Education Station is a “CHILD SAFE ZONE”**

**Change in Address/Phone:**

It is the parent’s responsibility to make sure the office has the correct information regarding you and your child. Please notify the school office immediately of any changes. Current information will help us contact you quickly!

**Parent Participation:**

Parent participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your child’s Preschool experience:

- Field trip transportation and supervision
- Leading or assisting special projects (sewing, carpentry, cooking, etc.)
- Construction or collection of raw materials for art projects, dramatic play props, etc.
- Eating lunch or snack with your child – please inform the teachers one day in advance
- Volunteering in your child’s classroom during the school year, we sponsor various functions; this is a great way to meet new parents and builds a network of play dates outside of school. We also provide parent(s) the opportunity to volunteer for various school events, such as field trips, birthday parties, room parent and other special events.
Assessments:

Ages and Stages is an assessment tool used by our programs to evaluate and track each child’s progress from 3 months to 5 years of age. It is an on-going assessment that includes a parent questionnaire to be complete. We believe by using an on-going assessment system to track a child’s development, our teachers are able to plan activities that are appropriate for each child’s development abilities.

Progress Reports:

Progress reports will be sent home during the year for two years olds through five year olds. Progress reports are created through teachers observations and students documented work. If it is deemed necessary, children will receive referrals to specialists in any area of child development (i.e. Speech, vision, disability.)

Parent Conferences:

Conferences are available with your child’s teacher twice a year. This a great opportunity for the parent and teachers to discuss the child’s progress and development achievements. The perspective of the parent is encouraged and invited. Documentation of the conference is made, dated, and signed by teachers/parent and a copy kept in child’s file.

Please look for conference sign-up sheet in your child classroom. Please do not expect this during class time. Remember, a teacher’s first responsibility is to the class.
Wise Guys:

Wise Guys is our after school program for grades Kindergarten through 12 years old. Hours are from 2:00 p.m. to 6:00 p.m. weekdays with transportation from local schools. Wise Guys is available for non-school days and Spring, Summer and Winter Break.

According to Child Care Licensing as of January 1st 2015, children shall not be prohibited from participating, or required to participate in, any physical activity as a form of discipline. As part of the health and nutrition portion of our curriculum at Education Station Preschool, we include gross motor activities to promote physical health. These activities can include kickball, football, tag, yoga, exercising, nature walks, and more.

Positive Behavior Support Center (PBS)

Education Station Preschool is proud to be a PBS recognized preschool in Broward County.

Positive Behavior Support:

We believe a preschool environment should foster and encourage a child’s creative, intellectual, emotional and social growth. A discipline program should be integral part of the preschool program and should be designed with these same goals in mind.

Here at Education Station Preschool discipline is used as a means of redirecting a child’s misbehavior toward positive behavior. When discipline is necessary, it is used as a means of teaching a child to understand his or her behavior, and to teach the child responsibility for that behavior. This is accomplished through discussion, providing the child with choices, involving the child in decision making, and or removal of the child from a situation.
Should a child behavior become a safety concern Education Station reserves the right to withdraw the student from the program. **It requires patience, thoughtful attention, cooperation and a good understanding of the child Education Station Preschool staff will use only positive guidance techniques.**

**Such as:**

When interacting with young children, staff should ask themselves the following questions: “Am I...”

- Validating feelings?
- Asking open ended questions?
- Encouraging problem solving?
- Respecting children’s choices
- Using praise and positive reinforcement?
- Talking with children – not at them
- Circulating throughout the classroom
- At the child’s eye level?

**Handling Parent Concerns:**

If a problem exists, the Center wants it corrected as quickly as possible. This can be achieved if it is identified immediately. Parents are asked to refrain from discussing their concerns with other parents, instead following the below.

Parents with concerns should first discuss with the Lead Teacher of their child’s class. Other staffs are to avoid discussing any concerns with parents that has not been addressed by the classroom Lead Teacher.

If the classroom Lead Teacher cannot resolve the concern independently and to the satisfaction of the parent, within 24 hours the Lead Teacher should bring the matter to the Director.
If a parent brings a concern to the Director with consulting the Lead Teacher, the Director will confer with the Lead Teacher, and then follow up with the parent.

Education Station Preschool respects the Privacy Act, and will always do our best to explain a concern without the usage of student’s names. At time of employment all staff members sign a Confidentiality form, should a staff member violate this agreement it can result in termination of employment.

**Classroom Information:**

Each student will receive his/her own cubby. We ask that all personal belongings be labeled with child’s first and last name and placed in cubby. Since this is a source of communication, it is important that you check it daily for notices and other important information. Depending on their age, children may need to be dropped off in rooms other than their assigned class, since teachers have different starting times ranging 7:30-8:30am.

**We ask parents to bring children to the Center no later 9:00am each day they attend.**

There are several important reasons for this, all of which involve the welfare and happiness of all the children. Many of the most important activities of each day take place during morning hours starting at 9:00am. Children who skip some of these activities because of their late arrival often “miss out” on a favorite play period, circle time, story time, and creative art.

These morning hours usually included planned group activities, which are important in helping children develop social skills and abilities involving interaction with their peers as well as self-discipline.
Equally important is the opportunity for a personal greeting from their teacher. These personal greetings are crucial elements of the bonding process between children and teachers, where friendship and trust are established and nurtured. Once planned activities are underway, teachers must devote their attention to the other children in the class, and CANNOT be expected to stop the activity to engage in conversation with parent.

Please refrain from speaking with Lead teacher once class has begun unless information regarding your child’s needs for the day needs to be addressed! (However, we prefer a written note.) Please pre-arrange with the teacher or call the center if you expect to bring your child to class late or if your child will be absent.

*The following information is specific to the Infant, Toddler, and Two year old program rooms:*

- Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, blankets, for rest time. Please label all items with child’s name.
- Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child’s cubby or diaper bag during all other times of the day.
- If you are breastfeeding, please discuss with your child’s teacher when your child should be fed breast milk, and when you would like to come in and feed your child.
- Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.
• We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before. Please inform your child’s teachers on the daily charts of any new foods your child has tried.

• Solid foods will not be fed to an infant younger than 4 months of age unless directed by a physician, to which a doctor’s note will be required. Due to the risk of choking, solid foods, including cereal shall not be given in bottles or with infant feeders to children with normal eating abilities unless authorized by a physician.

• Bottled breast milk, infant bottles, and formula shall not be heated in a microwave oven. Items shall be heated in a bottle warming device, which is stored out of reach of children. A bottle may be warmed only once. It cannot be re-warmed or replaced in the refrigerator. Breast milk and formula remaining in bottles after feeding shall be discarded within one hour after serving to infant.

SIDS Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS, however several sleeping practices have been linked to an increased risk for SIDS. Therefore, Education Station Preschool has a strict policy for infant sleep placement. All infants less than one year will be placed on their back to sleep. Infants shall not be allowed to sleep in a car seat or swing for a period of longer than 15 minutes.

Once a child has been placed in his or her crib for nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. NO heavy blankets, stuffed toys or pillows should ever be placed in a crib.
Finding the best Preschool takes work! Every parent shares the same vision of wanting a safe, secure environment with loving qualified staff, great facility with play areas, and good balance between developmental and academic curriculum. Preschool education is an investment. It’s an investment of time, love, and money. From the time your child is born, the investment choices you make begin to mold their character and their future, Education Station Preschool offers such a program that will help you establish a solid foundation for your child for years to come.

See you in the classroom, Staff & Administration
NOTES:
Receipt of Parent Handbook

I have this day received a copy of the Education Station Preschool Parent Handbook and I understand that I am responsible for reading the policies and practices described within it.

If I have questions regarding the content or interpretation of this handbook, I will bring them to the attention of the director.

NAME
__________________________________________________

CHILD’S NAME
__________________________________________________

DATE
__________________________________________________