

# FLORIDA ADDENDUM

## CADENCE EDUCATION FAMILY HANDBOOK

### ANNUAL PARENT SURVEY

Parents are asked to complete a survey at the end of each school year. The information gathered will help us to evaluate the program and to identify strengths and areas where improvement is needed to set goals for the next period.

### ALLERGIES

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to notify us in writing detailing the child's symptoms, reactions, treatments, and care. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

### ARRIVAL AND DEPARTURE

Arrival: For the safety of your child, Cadence Education requires that you accompany your child/ children into the building, deliver them into the care of the attending staff member and sign your child in/out every-day.

**IMPORTANT:** Please do not hold the door for other visitors/families. They must sign in using their own code, to ensure the safety of our students and staff members.

Circle Time begins at 9:00 AM. Please make every effort to arrive before Circle Time begins. It is imperative that your child is present for Circle Time as that is when new material is introduced, and the bulk of teaching takes place. Late arrivals cause a distraction during teaching time. Your school may refuse a child after 10 AM, unless prior notice to the director has been given. (This does not apply to children who arrive late due to a doctor's appointment. In these cases, a doctor's note is required.) Any students dropped off after 9:00 AM will be dropped off at the front office and will be escorted into the classroom by the administrative staff to minimize distractions in the classroom.

Departure : When picking up your child, make sure that a staff person acknowledges that your child is leaving. Please allow enough time to arrive, sign your child out, and leave by closing time. If you would like to converse with other parents, please do so prior to picking up your child from the classroom. It is not safe to have children running or playing in the activity hall or entrance. Furthermore, we ask that you do not linger in the classroom or playground during pick up time for safety reasons.

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

We will prohibit the release of a child to any individual (including mom or dad) who appears to be intoxicated or otherwise impaired due to an illegal substance. No child will be released to anyone that cannot safely transport a child. If a parent has failed to bring an appropriate car seat for a child, we will ask the parent to drive home without the child and return with an appropriate car seat installed in the car. If a child is not properly put in a car seat when taken from the premises, we are required to call the police and report the unsafe driving situation.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you, or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

#### CHILD ABUSE/NEGLECT

As childcare providers and care takers, it is our legal responsibility to report suspected child abuse and/or neglect. Cadence Education and its employees are mandatory Child Abuse and Neglect reporters which means that any person who knows, or has reasonable cause to suspect, that a child is abused, neglected, or abandoned by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families. Any cases of suspected child abuse or neglect will be reported to the Department of Children and Families. If we do not report to the Department of Children and Families, we are subject to punishment by law.

To report suspect child abuse:

- Florida Abuse hotline: 1-800-962-2873
- Parents help line: 1-800-FLA-LOVE
- Child Abuse is the non-accidental action made by a caretaker that causes or creates a substantial risk of harm to a child's physical and emotional wellbeing, including sexual abuse.
- Child Neglect is the failure by a caretaker, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate food, safety, clothing, shelter, medical care, supervision, or other essential care.
- Reasonable Cause means that after examining all the facts in a particular situation, most people with similar training and experience would also suspect abuse and/or neglect.

#### COMMUNICABLE DISEASES

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will also notify families about confirmed exposure, so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophiles Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Covid 19

#### OPEN DOOR POLICY

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit, however, we kindly ask that parents refrain from visiting the classroom during Circle Time, Lunch Time, and Nap Time, as it is crucial to maintain a structured routine during these times.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

#### NON-DISCRIMINATION

Cadence Education does not discriminate against anyone based on sex, age, religion, national origin, color, race, marital status, physical or mental disability, or veteran status. We are happy to welcome students with special needs and make accommodations that are aligned with the Americans with Disabilities Act (ADA).

#### NUTRITION POLICY

Nutrition is a very important part of learning at Cadence Education schools. We rely on experts in the field of nutrition to prepare our daily lunches. There are two essential elements to nutrition. First, the meals must be nutritionally balanced, including all the basic food groups. Second, food must appeal to children, so they consume the food. Cadence Education provides a well-balanced breakfast, hot lunch, and afternoon snack. Menus will be provided monthly and are posted on the Parent's Board as you enter your school.

We are proud to provide food that supports a healthy lifestyle. We are sensitive to allergies and special diets and do our best to provide healthy substitutes for all our students with special dietary needs.

Meals are catered daily. Food prepared for the school will be properly planned, prepared, and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service. The five meal menu cycles are designed and approved by a licensed nutritionist and registered dietitian. Copies of the week's menu will be available for parents each month. We take pride in providing excellent quality lunches that are made specifically for children with attractive items that have a high nutritional value. Milk and Juice is also provided for students daily. Junk food such as chips, hot dogs and canned, high sodium items are not served.

Bringing food or snacks to school is highly discouraged. If your child has a specific diet requested by a physician or for religious restrictions, please submit a doctor's note or a written request. We will try to work with the nutritionist so we can provide alternative options. However, if substitutions are not available, you will be allowed to bring an alternate lunch in a Ziplock bag labeled with your child's name. Food substitutions must be of equivalent nutritional value. Food cannot be stored at the school for more than one day. We cannot store food in the school refrigerator. If your child's food needs to stay cool, please send a cold pack in the Ziplock bag. Likewise, we are unable to heat up food in the microwave. If your child's food is to be served warm, please send the already warm food in a thermos.

#### Meals/Snacks:

- Meals/snacks are served at the appropriate schedule.
- USDA meal guidelines are used.
- Milk must be served unless otherwise requested by parent/guardian with the appropriate filled out form.
- Dietary restrictions for religion or illness must be respected. Proper food substitutions must be provided, and proper documentation signed by the physician will be required.

Food Allergies: If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

#### Infant Feedings:

- Bottle-fed infants are fed while being held or sitting up.
- Infants are fed “on demand” to the extent possible (at least every 4 hours and usually not more than hourly).
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.
- Formula must be brought to the premises in a factory-sealed container in a ready-to-feed strength or powder or concentrate. Formula will be diluted at the childcare site according to the instructions provided by the manufacturer or from the child’s health provider, using water from a source approved by the local health department. Formula brought from home must be labeled with the child’s name. Solid foods will only be introduced after a consultation with the child’s family.

#### Toddler Feedings:

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

#### REST/NAP TIME

Rest Time: Infants sleep according to their own schedule. After lunch, all children participate in a quiet rest time. Every child is provided an individual cot or assigned crib during the daily rest time. Please do not request that your child be exempt from this rest period. This is a state licensing requirement. It is not mandatory that children sleep during this period. At this time, your child is encouraged to relax, look at books, or sleep. Bedding is purchased upon registration at the front office. Each bag will have the student’s name and only their bedding is stored in the bag. These beddings are sent home every Friday to be washed and must be returned to school the following Monday.

Nap time Supervision: During nap time, childcare personnel must be within sight and hearing of all the children. All other childcare personnel required to meet the staff-to-child ratio must be within the building on the same floor and available to be summoned if needed to ensure the safety of the children. Nap time supervision does not apply to children up to 24 months of age, who must have direct supervision at all times.

#### SAFETY POLICIES

The safety and welfare of all children is of the utmost importance to all Cadence Education management and staff. From the moment a child arrives until a child is picked up at the end of the day, a child will never be left alone or unsupervised while in the care of Cadence Education staff. All safety policies and procedures will be strictly observed and enforced. Every staff member is trained in emergency procedures in the event of fire or emergency weather alerts. Emergency exit plans are displayed in every room of the school.

#### **Keypad Access**

- Only registered parents will have access to enter the school through the keypad access system. Other family members may be registered with parental permission only.
- The keypad access system also serves as a permanent log of attendance and record of who dropped off and picked up each child. All parents must use their own code.

- All other guests must ring the doorbell and present valid ID to verify that they are on the approved student pick up list.
- Please do not open the door for the person behind you, let them use their code to enter. It's safe, not rude.
- If you would like to converse with other parents, please do so prior to picking up your child from the classroom. It's not safe to have children running or playing in the activity hall or entrance.

**Parking Lot**

Cadence Education prides itself on its safe location and outdoor environment. Therefore, it is imperative that all parents, authorized pick up personnel, and visitors practice safe and appropriate driving and parking lot etiquette. Please be courteous to other drivers who are loading and unloading small children from their cars. We expect all drivers to practice safe driving techniques and refrain from speeding in our parking lot. Always hold small children by the hand when walking in the parking lot and look before crossing behind a car. The entrance to our school is equipped with a ramp and handrails to be accessible to all. Please refrain from hanging and swinging on these handrails, as doing so may compromise your safety and the safety of others.

**Accidents/Incidents**

Safety is a major concern in childcare. Therefore, daily safety inspections are completed inside and outside the center area to prevent injuries. Though many incidents/accidents are minor, we are very sensitive to these minor incidents/accidents. Lots of TLC is given to aid in recuperating from a minor incident/accident. If no first aid is needed other than TLC, an Incident Report will be given to you at the end of the day. First aid will be administered by a trained caregiver if your child sustains a minor injury such as a scraped knee. You will receive an accident report outlining the incident and course of action taken. All reports are placed in the children's files. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. First aid kits meeting state regulations are in the director's office and in each classroom. All staff members receive training and certification in First Aid, Communicable Diseases, and Child Abuse Recognition and at least two employees are on premises during all hours of operation with Pediatric CPR and first aid certification. In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact. If the parent/guardian is not available, the emergency contact person will be notified. A staff person will remain with the child until the parent/guardian arrives.

**Child Custody**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

**TELEVISION**

Cadence Education believes in hands-on quality experiences as a springboard for education. Therefore, television and video viewing are not a regular occurrence. Television and videos are only used on special occasions for educational purposes and thematic emphasis.

**VACATION POLICY**

After twelve months of continued enrollment, students are entitled to one week of vacation every twelve months with no payment required to hold their spot. Full tuition is due for any other additional vacation time. We cannot hold a child's space for any non-paid period. To assist us in staffing, you are required to notify the director in writing of your plans at least two weeks in advance. Vacation days may only be taken in weekly increments. In the case of an extended illness (one week or longer in duration) vacation time (5 consecutive days) may be used only if child has been enrolled for at least 1 full year. This vacation policy does not apply to children attending Voluntary Prekindergarten.

Students enrolled in the Voluntary Prekindergarten Program are eligible to take one unpaid vacation week during Christmas Week, New Year's Week, or Spring Break Week. Any additional time off between the months of August to June must be paid in full. To be eligible, your child must have been enrolled in our program for a full twelve

months. Any child that has taken any time off during the summer will not be eligible for a vacation credit during the months of August to June.

#### WITHDRAWING

Written notice of a child's withdrawal is required two weeks prior to the actual withdrawal date. This policy is in effect to have ample time to find a replacement to fill the spot vacated by your child. If a written two-week notice is not received, two weeks' tuition will be owed to the school at the time of disenrollment. You are still required to pay for the remaining 2 weeks whether the child attends or not. \* If you would like to re-enroll at a future date, you will be subject to a reregistration fee. Payments not received to cover the two weeks of tuition once disenrolled will be subject to collection.

\*We reserve the right to withdraw any child whose behavior threatens the safety and well-being of other children in our center\*

#### SPECIAL ACTIVITY FEES

From time to time, there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip.