

Curriculum

We believe that learning must be hands-on and fun in order for young children to learn.. ACE Preschool Academy uses *Learn Every Day™* :*The Preschool Curriculum* and *Nemours® Bright Start! Program for Early Literacy Success*. “The combination of these two easy to implement, developmentally appropriate, research based programs provide educators with a wealth of information designed to meet and extend the basic learning needs of today’s and tomorrow’s preschool classroom!”

Our character building curriculum is *Becky Bailey’s Conscious Discipline*. It is the only program that integrates classroom management with social-emotional learning, utilizes everyday events as the curriculum, and addresses the adult’s emotional intelligence as well as the child’s. Conscious Discipline empowers adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children.

Nemours and Sesame Street Healthy Habits for Life (HHL) is used additionally in helping to teach the importance of nutrition and daily exercise. This follows the 5-2-1 Almost None initiative; 5 fruits and vegetables, 2 hours of exercise, 1 hour of screen time and almost no sugary drinks. This gives us the opportunity to discuss “sometime” and “anytime” foods, proper diet and plenty of exercise.

We also include Gymnastics instruction as part of our curriculum.

License

We are licensed by the Department of Children and Families, who are charged with ensuring that all childcare centers and preschools meet acceptable standards. Our current license will always be posted in the front office area along with recent inspection reports. License C18SE0313

Quality Care

ACE Preschool Academy has a committed and professional staff that is educated and certified in Early Childhood Education. We only hire teachers that meet or exceed the State’s requirements, and who are willing to continue their education in early childhood instruction in order to provide the children with the best possible learning experience.

All staff have undergone background screening and finger print checks. Staff members are certified in First Aid and CPR. In order to maintain an exceptional educational environment ACE Preschool Academy will always meet or exceed the State of Florida guidelines of student to teacher ratios in our classrooms. We will continue to invest in safe, age appropriate learning materials and equipment.

Discipline/Exculsion

Children need help in developing a sense of responsibility and inner discipline. Our teachers use positive techniques of guidance including redirection, anticipating and eliminating potential problems, and encouragement. We use consistent, well-defined rules and daily routines. All children are treated with respect and dignity at all times. We expect children to learn to make the appropriate choices with school and parental guidance. For constructive discipline to take place, it is imperative that the proper communication exists between the parents and the Preschool, the "School Family". If your child is undergoing a significant change in the home environment, we encourage you to discuss this with the Director. Conversely, if your child is exhibiting continual disruptive behavior such as biting, excessive hitting, or other disruptive behavior, the following steps will be taken:

1. Each incident will be documented in the child's records, noting the date, circumstances leading up to the incident, disciplinary actions taken, and communication with the parent. The parent must sign this incident report the day of the occurrence.
2. Three incident reports will result in a conference, held with a parent or guardian, the Director, and the child's teacher. A behavior modification plan will be devised for the child.
3. If the behavior continues, the parent will be contacted and required to pick the child up from school for the remainder of the day.
4. After all the above steps have been exhausted, the child may be asked to leave the school. This will be considered as a last resort since as Early Childhood Educators we need to be constantly advocating for the children and their particular needs. Sending them to another center isn't always in the best interest of the individual child.

Our goal is to help children learn to behave within acceptable limits, as well as maintain a safe and secure environment for all of the children in the program;

2019-2020
ACE Preschool Academy
Student Attendance Calendar

August 12	First day of School
September 2	Labor Day-School Closed
Nov. 25 - 29	Thanksgiving Break
Dec. 23 - Jan.3	Winter Break
January 20	Martin Luther King Day
February 17	Presidents' Day-School Closed
March 13-20	Spring Break
May 21st	Last Day of School
May 22nd	Graduation Day



- Non-payment
- Lack of adherence to our policies
- Lack of cooperation from the parents to resolve differences with the child's behavior
- Abusive behaviors by parents or children towards property, staff, other children, or other parents
- Parents using physical discipline while in the Preschool, or on the property, even if it is with their own child
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PLEASE NOTE: It is the responsibility of the parent to reimburse the Preschool for or replace any equipment that is purposely damaged or broken by their child.

Parent Survey Each family will receive an annual ACE Preschool Academy Parent Survey near the end of the year to provide valuable feedback for long-range planning.

Florida Administrative Code:

Chapter 65C-22, Child Care Standards states that:

(g) **No firearms or weapons** as defined in Section 790.001, F.S., shall be allowed within any building or upon any person located on the premises, excluding federal, state or local Law Enforcement Officers. (h) **No narcotics, alcohol, or other impairing drugs** shall be present on the premises. (i) 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.

Equal Opportunity Provider

ACE Preschool Academy is an equal opportunity provider. We accept enrollment application regardless of race, sex, religion, national or ethnic origin, or any other basis prohibited by law.

Thank you for entrusting ACE Preschool Academy with the care and education of your child. We will do our utmost to make your child's time with us a pleas-

however, a prolonged situation that is disruptive to other children may result in you being asked to make other arrangements for your child's education. ACE Preschool Academy does **NOT** condone physical punishment. At no time will corporal punishment or withholding of food, drink or toileting be used as a part of our discipline routine.

Open Door Policy

ACE Preschool Academy has an open door policy, and welcomes the parents to drop in and visit us any time that we are open.

ACE Preschool Academy also strongly encourages parental involvement in your child's learning process. Monthly themes and lesson plans are posted in every classroom. If you are able to contribute to our learning program by sharing your knowledge of a particular topic with the children, please feel free to arrange a time to come to school. You may volunteer to read a book, sing a song, play an instrument, or to help with a class party.

The administration at ACE Preschool Academy also feel that it is very important to develop a strong line of communication with each child's family, so please feel free to arrange an appointment to sit down with your child's teacher or the Director to discuss any of your concerns at any time.

Conferences and Communication

ACE Preschool Academy strongly encourages parent-school cooperation and support. We utilize the following ways of encouraging communication between parents and staff:

1. Open House
2. Monthly calendars, newsletters, written notices, ACE Preschool Academy and ACE Gymnastics Facebook and company e-mail
3. Parent/Teacher conferences for preschool students. Scheduled conferences for review of the child's progress will be held twice a year. Parent or teacher may request an additional meeting as the need or desire arises.

Student Observation

The Director and teachers at ACE Preschool Academy have completed training courses in the observation and screening of young children, and we have implemented this program for the children in our care. With your permission, we

will observe your child's development and will record the results using a screening checklist. We will share this information with you during a private conference. Please complete the [Developmental Screening Release](#) form that was provided as part of the registration packet. The Director will be glad to explain the screening process to you in detail.

Enrollment Policy

ACE Preschool Academy will maintain a file on every registered child. Parents have the responsibility to provide the Academy with ALL the documents in the enrollment packet as listed below. Children will be accepted provided the child is the age of the desired class by Sept. 1 and that there is availability in the appropriate age class.

- Completed and signed Registration form, including acknowledgement of receipt of Parent Handbook & DCF brochure "Know your Child Care Facility"
- Release and Waiver of Liability form for Gymnastics Instruction
- Certificate of Eligibility for VPK classes, if eligible
- Copy of child's original Birth Certificate
- Current Florida Student Health Examination form—original only (physical must be current within the year and submitted within 30 days of start date)
- Florida Certificate of Immunization—original only (must be up-to-date and submitted within 30 days of start date)
- Copy of Parent/Guardian Photo ID
- Signed and notarized Medical Consent form
- Signed verification of receipt of the DCF brochure/guide to parents on *Influenza Virus*
- Signed Developmental Screening Release form
- Signed Video/Photo Release form
- Permission to serve your child outside food, including milk at snack time
- Student Information forms: *What Makes Your Child Special?* & Emergency Data Card

Registration and Materials Fees

Registration and Materials fees are due at time of registration for Non-VPK classes in order to secure your space in the program. Half of the Materials fees will be due upon enrollment, with half due along with the January 2020 tuition payment. Registration fees are prorated quarterly. The Materials fees will be prorated by a \$10 per month reduction for each month.
Registration and Materials fees are non-refundable.

VPK Graduation

At the end of every year we host a Graduation for the children leaving us to go onto the Elementary school. This is to assist the children in transitioning into Kindergarten. We encourage everyone to attend, even if your child isn't graduating, this is what your child will experience in the future.

Our School Day

ACE Preschool Academy children will have the opportunity to participate in the following activities everyday:

- Phonics instruction
- Math, and Science, or Social Studies instruction
- Learning Centers/Open Play
- Music & Movement
- Story or Poetry Time
- Creative Art
- Gymnastics instruction (VPK students not enrolled in wrap-around care will receive one Gymnastics class per week.)
- Playground time
- "Home Connection Activities"; these are activities that the teacher will send home periodically. These activities, although not required, are strongly encouraged to help form that School to Home Connection. This helps to continue the learning process at home, lets your child know that we have a partnership in their learning and build better bonds and communication skills with your child.

Adjustment Period

Children react very differently when faced with new situations. It has been our experience that a child may take up to three weeks to adjust to a new environment. Please be patient during this period and be assured that we are doing everything possible to make your child comfortable and happy.

Termination by the Center

If the Preschool staff does not feel the child's needs are being met, we reserve the right to terminate the educational arrangement on a time line that is in the child's best interest. Other reasons which may result in termination are:

On a scheduled show and tell day, your child may bring a toy or an item of interest to share with the class. We DO NOT allow war-like toys, guns, or other destructive or violent games/toys.

Pets

From time to time, pets or other animals may live in the classrooms. We will inform you of any new arrivals.

Birthday Party Policy

Parents are encouraged to bring a special snack to share with the class in recognition of your child's birthday. Birthday snacks may be provided during your child's snack time only. Cookies, mini cupcakes, or other simple treats that are easy to handle are recommended. If you wish for your child's teacher to hand out birthday invitations at school, please provide enough invitations for all students in your child's class; leaving names off of envelope fronts and inside of cards for easy distribution into classroom cubbies. Gift exchange and birthday parties are an event to be celebrated off campus.

Holiday Parties and Special Events

ACE Preschool Academy will sponsor holiday celebrations during the year that will incorporate the assistance of our parents. Participation from parents will involve signing up to either bring an item to the celebration or be a classroom helper. Your child's teacher will provide information for each event. Parties will take place at our normal snack time or lunch time.

We will offer "In House" field trips to help support our educational instruction. The children will also perform in special events and programs during the school year. We will inform you of these events through our newsletters and classroom bulletin boards.

Photos/Videos

Photographs of the children's activities will be taken during the school year. These photos may appear on forms such as display panels, brochures, ACE Preschool Academy website, newspaper or other such publications and special projects such as memory books/videos. We ask that you sign the Photo/Video Release form given to you at registration.

Payment Policies

Tuition payments are due at the front office the Friday before the billed week. Weekly payments are considered late after 6:30 p.m. on Friday and a \$20 late fee will be applied to accounts for late payment of tuition. The Guaranteed Form of Payment will be used for any outstanding charges the Monday after. ACE Preschool Academy requires ACH information to be on file and authorizes ACE Preschool Academy to charge the ACH information on file to collect the monthly payment for unpaid tuition and all other unpaid items charged on my account that are outstanding on the 1st of each month. In the event that my account is past due, I understand that charges will include a \$10.00 late fee as specified in the payment policies.

Monthly payments are considered late after the 1st of the month and are ineligible to receive the monthly tuition discount as a late payment penalty.

Tuition fee structure is based on 38-weeks (*excludes week of 11/25-11/29, 12/23—01/03, 03/16—03/20*). These payments are divided into 10 equal payments for monthly tuitions. This includes school closings for holidays. No tuition reimbursement or credit will be given for holidays, natural disasters, absences, illness, or vacations. We do not offer make-up days for missed days

The monthly tuition discount for each child after the first child enrolled in a family is \$25 when enrolled 5 days per week or \$10 when enrolled less than 5 days. **Changes to your choice of payment or program days, times and /or hours may cause additional monies to be due.**

The school reserves the right to request withdrawal of a child if tuition is not paid by the end of the month.

Voluntary Withdrawal

ACE Preschool Academy requires a 30-DAY WRITTEN DROP NOTICE which is strictly enforced. This notice must be received by the front office before the first of the month PRIOR to the month dropping. Failure to give notice will result in full payment for one month of tuition. No fees or tuition are refundable. In addition to the 30-day written notification, students enrolled in the VPK program must notify the VPK office at 321-832-6407 if you are withdrawing your child.

Hours of Operation

ACE Preschool Academy will be open Monday through Friday, from 7:30 AM - 6:00 PM. Our Non-VPK classroom hours are 7:30 AM - 2:30 PM and we offer a full day option from 7:30 AM - 6:00 PM. VPK classroom hours are 8:30 AM -11:30 AM with optional wrap around care until 2:30 PM or 6:00 PM.

Holidays

The preschool creates its own closure dates in accordance with standard and traditional holidays. It is mindful of the calendar for the Seminole County Public School System and matches its dates regarding their breaks. During certain breaks, day camps will be offered at an additional cost as this is **NOT** included with the regular tuition cost such as Winter and Spring break. Any days missed due to illness and family outings are not deducted from the tuition cost.

Arrival Procedures

ALL children must be signed in everyday on the Monthly Calendar at the front desk, as well as signed out upon departure.

Children must be walked to their classroom for their own safety and protection. Please do not let your child use the elevator unattended. Do not assume that your child will find his/her own way.

Because ACE Preschool Academy is a learning center, we strongly recommend that your child **ARRIVE** no later than 8:40 AM. This will benefit your child because all learning activities will begin at exactly 8:45 AM. It is very important that your child be a part of a routine, to feel a part of the group, and to start with the rest of their class. Late arrivals interrupt the program that will be already in session, and will divert the children's attention away from the teacher. A child is considered tardy after 8:45 a.m.

Any VPK only child arriving earlier than 8:30 AM will be charged a fee of \$5.00 per day unless your child is enrolled in the wrap around program (7:30 AM to 2:30 or 6:00 PM). FEE MUST BE PAID AT THE TIME OF EARLY DROP OFF. Please make every effort to have VPK students in class no later than 8:40 AM. Children may not arrive after 9:30 AM in a VPK program *unless* prior arrangements have been made. Consistent tardiness may lead to dismissal from the VPK program.

Since microwave ovens are not accessible and safety is a consideration; food cannot be heated. Food may be heated at home then sent in a thermal container instead. Please be sure to send all of the necessary eating utensils for your child.

Nap and Rest Time

Naps and rest are appropriate and necessary activities for children. Each child will be provided with a cot. Parents will need to provide a baby crib sheet, and a blanket, which needs to be clearly labeled for their child. These sheets and blankets will be sent home every Friday for laundering and returned every Monday. Children may also have a small travel pillow and/or a stuffed animal to use during nap/rest time.

Dropping off and picking up children during rest time is strongly discouraged so that our children's much needed rest will not be interrupted.

Supplies

Children will need the following supplies labeled with the child's name:

- Complete change of clothes, in a Ziploc bag, labeled
- Lunch box, labeled
- Blanket, sheet, and pillow, if napping
- Standard size backpack to transport items to and from school daily
- Water Bottle - reuseable with a flip top spout

Dress Code

Children should come to school dressed to learn, play, paint, experiment, and have fun. Their clothes should be comfortable and easy to button, snap, and zip. We require the use of **closed-toed** and rubber-soled shoes for the safety of the children. Girls should wear shorts underneath skirts or dresses. Please send a sweater or coat during cooler weather because the children will be playing outdoors on the playground during the morning hours every day, unless it is actively raining.

Personal Effects

Except for the above-mentioned items, leave everything else at home. *Do not allow your child to bring toys, markers, books, brushes, money, etc. to school.*

We cannot be responsible for lost or broken items.

school following treatment for head lice until the child has been examined by a staff member, and it is determined that lice and nits are no longer present.

Hurricanes/Storms/ Natural Disasters

Hurricane/tornado procedures are relayed to teachers, and necessary precautions are taken as needed. Our teachers have been trained how to help children in these situations and directions/procedures are also posted in each classroom. In case of natural or national disasters, ACE Preschool Academy will close and no make up days will be scheduled.

We do adhere to the Seminole County School schedule for closings of the schools. Therefore if there is a threat of any natural disaster the news reports will advise which school systems have decided to close.

Evacuation of the Building

In case of fire or other emergency that requires immediate evacuation of the building:

- 1) Appropriate authorities will be notified.
- 2) Children will be evacuated to the meeting location.
- 3) Parents will be notified immediately if children are moved to a different location away from the school for safety.

Fire Evacuation drills are practiced monthly and other drills quarterly.

Toilet Training

Toilet training must be completed before registering your child in our Preschool. We do understand that all children will have a rare accident, so please leave a complete change of clothes in a zip-lock bag with your child's name on it to be kept in the classroom.

Nutrition

Food will NOT be provided, except when having planned food activities. We serve milk at snack time with parent's consent. The school teaches the *Healthy Habits for Life Curriculum*; expect to see information going home regarding healthy foods. Please avoid sending foods that may be a choking hazard such as nuts, large pieces of meats or raw carrots. NO candy, gum, or soda will be permitted. Please use insulated lunch boxes and freezer packs to protect perishable foods as we do not offer refrigeration. Children may not share food with their friends.

Your child will need to wash his/her hands upon arrival.

This is done to help decrease the spread of germs and they will be required to continue this procedure throughout the day.

Departure Procedures

ALL children must be signed in and out everyday on the Monthly Calendar at the front desk with the exact time. Those parents picking up after 2:30 pm, will have to sign their child out upstairs too.

Authorized persons may pick up students directly from their classroom. Children will only be released to those individuals that have been listed on the enrollment form. Persons picking up children must always have identification on them and they must know the security code you noted on your child's Emergency Data Card.

Late Pick Up Fees

Students must be picked up at the designated time according to the program hours you have enrolled your child in. Late pick up fees apply to ALL programs. \$10.00 for every 15 minutes after a designated pick up time of 11:30 AM, 2:30 PM., or 6:00 PM., unless prior arrangements have been made with the office for a child to stay late. THE FEE MUST BE PAID AT THE TIME OF LATE CHILD PICK UP.

Attendance

Students are expected to attend school each day. If your child becomes ill, please keep him/her at home. If your child is absent, please call the Academy and let us know that he/she will not be in school. Upon your child's return to school, please submit a written excuse to the front office to be kept in your child's file.

VPK Note: A child is allowed up to seven excused absences per calendar month. Absences beyond seven excused absences will require a third-party to provide documentation of the excused absence (letter from physician, religious leader, military superior, etc.). Your child may be dismissed from the VPK program if a pattern of absenteeism or tardiness occurs (other than reasons of illness or emergency situations).

Court Orders

Parents with court orders detailing custodial arrangements may volunteer only on days in which they are afforded custody (joint/shared custody arrangements) as per the court order. Parents with visitation only (sole/exclusive custody arrangements) will be permitted to volunteer only with the express written permission of the custodial parent.

In cases where an enrolled child is the subject of a court order, ACE Preschool must be provided with a Certified Copy of the most recent court order (i.e. Custody Order, Restraining Order, or Protection from Child Abuse Order) and all amendments thereto. In the absence of a court order on file with our school, both parents shall be afforded equal access to their child as stipulated by the law. As required by law, ACE Preschool and its staff are obligated to follow any court order.

Health and Safety

The health and safety of your child is of utmost importance to us. We rely on parental cooperation to help prevent the spread of communicable diseases throughout our program. If your child displays one of more of the following symptoms, keep him/her home:

- 1) A fever in the past 24 hours
- 2) A cold that is fewer than 3 days old
- 3) Heavy nasal discharge
- 4) A persistent, nagging cough
- 5) Fussy, cranky or generally “not himself/herself” behavior
- 6) Nausea, vomiting, or refusal of food
- 7) A rash on face or body
- 8) Any sign of diarrhea
- 9) Unusual tiredness (necessary rest may prevent illness)
- 10) Any symptom of possible communicable disease—sniffles, red eyes, sore throat, headache, abdominal pain

This is for the health of all our children, staff, and families.

If your child develops any of these symptoms at school, you will be contacted to pick up your child immediately. In the event that we are unable to contact the parent/guardian, we will attempt to contact those persons you have listed as emergency contact in our files.

We will be very stringent on matters of health. The Academy reserves the right to request a doctor’s note for any persistent symptoms for a child to return to school to ensure the safety of all the children and staff members.

Injury or Illness at School

PLAN 1

If your child has a minor accident, the staff will wash the wound, apply a bandage, apply ice if necessary and TLC.

PLAN 2

If your child has an accident resulting in a large bump, a head injury, a cut that requires stitches, possible fracture or serious illness calling for professional medical care, the parent, guardian, or parentally designated emergency contact will be called.

PLAN 3

In obvious emergency situations, we will proceed to secure the necessary medical attention. A staff member will be with your child at all times and we will make every effort to get in touch with you.

Medicine

If your child takes a medication (prescribed) during the school day, state law requires that you and your physician provide written authorization for administration by school personnel. Student Medication Authorization forms are available at the front office. All medications must be in the original labeled container and brought in by the parent/guardian. Under no circumstances will children be permitted to transport medication of any kind to and from school. Your cooperation is very appreciated.

Per DCF Regulation, we can apply sunscreen on your child as long as the Student Medication Authorization form is on file signed by the Parent.

Lice

It is the policy of ACE Preschool Academy that children may not return to