



EAGLE'S NEST CHRISTIAN ACADEMY

Parent Handbook

2011-2012

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Florida League of Christian Schools (FLOCS) #4523



This booklet covers the following areas:

- ✦ Purpose Statement
- ✦ Core values or guiding principles
- ✦ Licensing
- ✦ Program Goals
- ✦ VPK standards
- ✦ Curriculum
- ✦ Art, Music and Chapel
- ✦ Parent communication and involvement
- ✦ Enrollment
- ✦ Tuition Schedule/Policy
- ✦ Return Check Policy
- ✦ Health Information/Illness Policy
- ✦ Emergency Information
- ✦ School Closed
- ✦ Attendance
- ✦ Withdrawal
- ✦ Sign In/Out
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- ✦ Lunches and Snacks
- ✦ Dress Code
- ✦ Rest Period/Nap Time
- ✦ Conferences

It is our goal to keep parents informed and to make information available in a timely manner. This handbook covers our general policies and philosophy. It is not exhaustive. We will continue to make information available to you throughout the year. Please take notice of the bulletin board by the front desk. Flyers and reminders are posted there.



Eagle's Nest Christian Academy is a ministry of Eagle's Nest Worship Center operating under the supervision of the Senior Pastor and Board Of Directors. We are here to be a blessing to you and your family. If your family ever has any kind of need, please let us know. We are more than a school; we are here to serve the families of Southwest Florida.

Purpose:

Eagles Nest Christian Academy (ENCA) is committed to providing a loving, Christian, educational environment. We believe it is our responsibility to work with you in teaching and nurturing your child towards becoming a loving and caring individual. Our goal is that each child will strive to reach their fullest potential and discover their unique God-given gifts and talents.

Values:

- ✦ Educate children to reach their full academic potential
- ✦ Convey an awareness of God, His wonderful love and His importance in their lives
- ✦ Assist their social and emotional growth
- ✦ Assist children in the development of their motor skills, coordination, an physical health
- ✦ Develop a sense of respect for others, for property and good citizenship
- ✦ Encourage the development of self discipline and self control
- ✦ Encourage artistic and creative expression

Program Goals: Our Pre-K program is designed for children ages 0-4 and is intended to prepare them for kindergarten. We offer physical education, art, music, and computer which are incorporated into our weekly class routine.

"Essentials Preschool Curriculum" is a complete year of easy-to-use lessons in all subjects. 52 themes integrated in a topic, Bible story, and a social emotional issue, covering basic kindergarten preparation like colors, shapes, numbers, and letters. While preschoolers know they get to see, say, hear, touch, and do plenty of fun things, you'll know that they're forming language, science, social studies, math, and motor skills - *all* while discovering the richness of God's Word.

VPK Students also use "**Creative Curriculum**". Designed for *all* children birth to age 5, CreativeCurriculum.net is used in all types of early childhood settings, including inclusive and early intervention programs that are based in homes, centers, and schools. Learn more about VPK at: www.elcofswfl.org/vpk

VPK Graduation: A formal graduation ceremony is provided for your Child at the end of the school year. This can be very meaningful to you and your child as you chart their growth and developmental milestones in their lives. This is not required by the State VPK Program and not covered by state funds. If you desire your child to participate in the graduation ceremony, there will be a \$20 fee for cap and gown. Graduation Photos are provided by a Photography Company who provide photos at a nominal fee.

Chapel: all students attend chapel once a week where we have fun, sing and dance to praise music, see puppet shows and skits, and most of all learn about God's love for us and truths from the Bible. Parents are welcome to join us.

Kid's Zone: Our Aftercare program is for children K-5th Grades. We provide a safe and fun environment for your child and pickup students from Laurel Oaks Elementary each school day. **Available from 3 - 6 pm** Monday through Friday.

Infant Care: Childcare is available for children from birth to 2 years of age. With considerably smaller child to adult ratios, infants are provide a loving, warm and secure environment.



Enrollment: All children are considered for enrollment regardless of race, religion, social demographic or national origin. Students with special needs are considered based on our ability to make reasonable accommodations for them.

Enrollment is on a first come, first serve basis. Existing students are placed first, followed by those for whom we have a completed application. When classes are full, a waiting list is established and the office will make parents aware as openings become available.

Parents are encouraged to check back regularly for any enrollment changes. DO NOT assume that your child has a place in a classroom until you have been told directly by the school office. Questions should be directed to the school registrar.

Students attend at the discretion of ENCA administration. We reserve the right to withdraw students from their program due to behavioral issues, unpaid tuition, problematic parent relationships or any other reason seen as irreconcilable by the administration. Parents are still responsible for the remaining annual tuition if the child is withdrawn early. (see withdrawal policy).

Health / Illness:

Students **MUST** be up to date on all immunizations and physical exams.

Important: Your child must have a blue immunization card and a yellow student health exam card on file **BEFORE** the first day of school

Please do not send children to school who have:

- **Fever**
- **Rash**
- **Diarrhea**
- **Sore Throat**
- **Pink Eye**
- **Vomiting**
- **Yellow or green nasal discharge**



If your child becomes ill you will be notified right away. Your child will be able to rest in the infirmary until you pick them up. Children must be completely recovered or on medication 24 hours before returning to school.

Medications will be given as requested by the parent if the proper forms have been filled out. For children's safety, medicine must be kept in the front office. Make sure the child's name is on the bottle and that there are clear instructions including dosage and frequency. Medication must be in the original container. Medications will not be given if this information is not provided.

Emergency Information:

Keeping up to date emergency information is vital. Notify the front desk or school office of any changes in your personal information, work numbers or cell phone numbers.

School Closings:

Half-day VPK students follow the Collier county school schedule. In the event of severe weather we will follow the Collier County schedule. ENCA will be closed to all students on the following days:

- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Last Friday of Summer Program - Staff orientation for new school year.
- Labor Day
- Thanksgiving and Day After
- Christmas Week - Dec 24 - Dec 31



Special Events:

Throughout the year your child will have the opportunity to be involved in many special events and musicals. We encourage you to take advantage of these Fine Arts activities. Special promotion and invitation will be offered. These events will be a highlight of the year, that the entire family can enjoy.

Attendance Policy:

At the beginning of each school day, you are responsible to sign your child in at the receptionist desk and walk them down to their classroom.

Keeping in mind that ENCA is not a daycare but a Preschool Program, it is important to us that every child receives the full benefit of our programs. Please arrive at the start of the class time or as close as possible. A late arrival causes your child to miss out on important activities, instructions and scheduled lessons.

All classes begin at 9:00 am. VPK only morning classes run from 8:30-11:30 am and afternoon classes run from 12:15 - 3:15 pm. Summer VPK runs from 8:30am-3:10pm.

Those students in VPK will find their start and closing times posted in their respective classrooms.

We understand that on occasion a child may miss school for various reasons. The latest time for a student arrival, due to an appointment is 10:30 am. Please inform the office of any days your child will be tardy.

State Of Florida VPK Attendance Requirements:

VPK parents must fill out a [Child Absence Documentation](#) form at the front desk, in the event your child is absent. The State does not allow Excused Absences for VPK.

State VPK regulations allow up to 36 absences per school year, with appropriate parental signatures and documentation for such absences. Upon the 37th absence the students' enrollment in the VPK program is terminated. In the event of termination you will need to register for "Private Pay" at Eagle's Nest Christian Academy, if you wish to continue your Child's Education.

Withdrawal Policy:

If your student is withdrawn from ENCA, parents will be responsible for the remainder of the annual tuition. In extreme situations (health, work, etc.), parents may schedule a meeting with the Academy Director to negotiate a lesser amount with the following limitations. If your student is withdrawn before but not after:

- October 15th you're responsible for ¼ of tuition plus 2 weeks
- December 15th you're responsible for ½ of tuition plus 2 weeks
- February 15th you're responsible for ¾ of tuition plus 2 weeks
- April 15th you'll be responsible for the entire tuition.

Sign In/Out

ENCA opens at **7:00 am** and closes at **6:00 pm**. Your child's safety is important. Parents **MUST** sign students in and out using the touch screens at the front desk. This is an important security issue as well as an administrative one.

Late pick up charges are as follows: \$15 for first 10 minutes and \$1 for every minute after, until the child is picked up.

Discipline Policy

We believe discipline is for the purpose of instruction, training and correction, not punishment. We DO NOT use corporal punishment of any form, humiliation, shaming, performing meaningless tasks or withholding food. Here are some guidelines we use in the classroom:

- ⊕ Set clear, understandable goals
- ⊕ Redirect students who are losing focus and reward acceptable behavior.
- ⊕ When a child is exhibiting unacceptable behavior they will be taken aside and their behavior will be discussed.

- ⊕ If the behavior continues the child will be:
 - Placed in time out
 - Removed from the class and taken to the office
 - The parent will be called.

This policy is expounded upon in the signed discipline policy.

Lunches and Snacks:

Kids are growing and they need healthy food to grow healthy minds and bodies. All full day students are responsible for a morning snack and lunch every day. We do not microwave or refrigerate lunches, so plan accordingly.

½ Day VPK students do not eat at school. Please make sure they eat breakfast or lunch before coming to school. This will help them concentrate and learn.

Dress Code:

Our students will be engaged in a number of activities throughout the day. Proper clothing is essential to their safety and ability to participate. Each student must wear their ENCA shirts every day. Closed toed shoes are also required. Crocs are not fitting foot protection on the playground.

Rest Period / Nap Time:

All students, (except afternoon VPK) will have a rest period between 1 & 3 p.m. Most students will nap. Bring clean linens each week and take them home every Friday.

Conferences:

Feel free to schedule a conference with your child's teacher if you feel it is necessary. Please respect the importance of your teacher meeting and greeting each child in the morning. This is not the appropriate time to discuss issues you may have. We want to work *with you* to resolve any conflicts and answer any questions you might have.



FEES AND TUITION: 2011/2012

Effective August 2011

Fees (non-refundable) (apply to all students except those who are VPK only)

Registration: \$85 Curriculum: \$90 Materials: \$50

Annual Tuition Rates: (Children 2yrs [potty trained] to 4yrs only)

<u>52 weeks</u>	\$8835	<u>VPK wraparound</u>	\$7565
3 days a week	\$5840		
2 days a week	\$4110		
<u>42 weeks</u>	\$7440	<u>VPK wraparound</u>	\$6465
3 days a week	\$5165		
2 days a week	\$3630		

VPK Only a valid State Issued VPK Certificate (there are no additional fees for VPK only students.)

*Eagles Nest Christian Academy has agreed to participate in the Voluntary Pre-K program. Should funding not be received in accordance with the contract, Eagles Nest Christian Academy reserves the right to withdraw from the VPK program and immediately begin charging parents the tuition rate for non-VPK students.

Childcare Tuition Rates: Children birth to 12 months

<u>Annual Tuition</u>	\$10,800
3 days a week	\$ 6,858
2 days a week	\$ 4,752

Childcare Tuition Rate: Children 1-2 years

<u>Annual Tuition</u>	\$10,620
3 days a week	\$ 6,858
2 days a week	\$ 4,752

Laurel Oaks Elementary Student Programs:

Before Care – 42 weeks

Annual Tuition – \$1,110 - ten payments of \$110

After Care - 42 weeks

Materials Fee: \$85

Annual Tuition – \$2,870 – Includes Spring Break - ten payments of \$287

Transportation from Laurel Oaks is provided daily including early release days.

Purposes of 52 and 42 Week Programs: The 52 Week Program is our standard and best rate offering. It is for the majority of our children whose parents work year round. The 42 Week Program is offered primarily for those children whose parents work seasonally, such as those who work for the public schools. Our Summer Camp program will only be open to children that are

entering 1st grade or 6 years of age and over. Those of preschool age (5 years and under) must remain in our preschool program so as to insure age appropriate care for all our children who are less than 6 years of age.

Please Note: In order to maintain the quality of services provided to students and their families, the Board of Directors may increase tuition and/or fees during the school year due to unforeseeable economic conditions. Parents will be provided written notice a minimum of thirty (30) days prior to the implementation of such an increase. Thank you for your understanding in this matter.

PAYMENT OPTIONS

2011-2012 School Year

Effective August 2011

Equal Monthly Installments

All Monthly Installments are due by the 1st day of each month; late fees will apply after the 5th day. **

- **52 week plan** ~ 12 Equal Installments ~ first due August 1st & last due July 1st
5 Days - \$736 VPK - \$630 3 Days - \$486 2 Days - \$342
- **42 week plan** ~ 10 Equal Installments ~ first due August 1st & last due May 1st
- 5 Days - \$744 VPK - \$646 3 Days - \$515 2 Days - \$363
- **Childcare** ~ 12 Equal Installments ~ first due August 1st & last due July 1st

Birth to 1 years old:

5 Days - \$900 3 Days - \$571 2 Days - \$396

1 to 2 years:

Childcare ~ 12 Equal Installments ~ first due August 1st & last due July 1st
5 Days - \$885 3 Days - \$571 2 Days - \$396

** A **\$20 late fee** will be added for every academic day after the 5th of the month until tuition is paid.

Weekly Installments ~ Must Use Tuition Express!

- **52 week** ~ 52 Equal Installments ~ weekly Aug 22nd to Aug 13th
5 days - \$173 VPK \$149 3 days - \$116 2 days - \$83
- **42 week** ~ 41 Equal Installments ~ weekly August 22nd to May 28th
5 days - \$185 VPK \$161 3 days - \$129 2 days - \$93

- **Childcare** ~ 52 Equal Installments ~ Weekly, Aug 22nd to Aug 15th
Birth to 1 years old
 5 days - \$211 3 days - \$136 2 days - \$95
1 to 2 years old
 5 days – \$208 3 days - \$136 2 days - \$95

Weekly Payment option MUST use Tuition Express. Installments include a \$4.00 processing fee. All funds will be transferred on Monday.

If your transfer is rejected an additional \$5.00 fee will be accessed each academic day until the funds clear.

** A **\$20 late fee** will be added for every academic day after the **5th** until tuition is paid.

Tuition Discounts

- 5% discount if paid in full within 30 days of August 22nd 2011
- 3% discount if paid in full within 60 days of August 22nd 2011
- 1% discount if paid in full within 90 days of August 22nd 2011

Returned checks are subject to a \$30 fee. Upon 3 returned checks in one school year, personal checks will no longer be accepted.

Late pick up charges: 6:05 pm -6:15 pm \$15, 6:16 pm-6:30 pm \$30.

VPK Extended Care Charges: \$15 for the first 15 minutes; \$15 for each additional 15 minutes thereafter.





Licensing Standards

Parent's Role

This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License # C20C00021
Issued April 1, 2011
Expires March 31, 2012

For more information regarding the compliance history of this child care provider, please visit: www.florida.com/childcare.

- ✓ Provide parents with written disciplinary practices used by the facility.
- ✓ Provide access to the facility during normal hours of operation.

Physical Environment

- ✓ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ✓ Provide space that is clean and free of litter and other hazards.
- ✓ Maintain sufficient lighting and inside temperatures.
- ✓ Equip with age and developmentally appropriate toys.
- ✓ Provide appropriate bathroom facilities and other furnishings.
- ✓ Provide isolation area for children who become ill.
- ✓ Practice proper hand washing, toileting, and diapering activities.

General Requirements

- ✓ Valid license posted for parents to see.
- ✓ All staff appropriately screened.
- ✓ Maintain minimum staff-to-child ratios:

Under 1 yr. old	1:4
1 yr. old	1:6
2 yrs. old	1:11
3 yrs. old	1:15
4 yrs. old	1:20
5 yrs. old & older	1:25
- ✓ Maintain appropriate transportation vehicles (*if transportation is provided*).

Health Related Requirements

- ✓ Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- ✓ Medication and hazardous materials are inaccessible and out of children's reach.

Food and Nutrition

- ✓ Post a meal and snack menu that provides daily nutritional needs of the children (*if meals are provided*).

Record Keeping

- ✓ Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

The parent's role in quality child care is vital to it's success. In partnering with the caregiver to achieve this goal, parents should:

- ✓ Familiarize themselves with the child care standards used to license the child care facility.
- ✓ Inquire about the qualifications and experience of child care staff, as well as staff longevity.
- ✓ Know the facility's policies and procedures.
- ✓ Communicate with the caregiver.
- ✓ Visit and observe the facility.
- ✓ Participate in special activities, meetings, and conferences.
- ✓ Talk to their child about their daily experiences in child care.
- ✓ Arrange alternate care for their child when they are sick.



To report non-compliance with state licensing standards, please contact your local licensing office.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Caregivers

- ✓ Are friendly and eager to care for children.
- ✓ Accept family cultural and ethnic differences.
- ✓ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ✓ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ✓ Help children manage their behavior in a positive, constructive, and non-threatening manner.
- ✓ Allow children to play alone or in small groups.
- ✓ Are attentive to and interact with the children.
- ✓ Provide stimulating, interesting, and educational activities.
- ✓ Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- ✓ Communicate with parents.

Quality Environments

- ✓ Are clean, safe, inviting, comfortable, and child-friendly.
- ✓ Provide easy access to age-appropriate toys.
- ✓ Display children's activities and creations.
- ✓ Provide a safe and secure environment that fosters the growing independence of all children.

Quality Activities

- ✓ Are children initiated and teacher facilitated.
- ✓ Include social interchanges with all children.
- ✓ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- ✓ Include exercise and coordination development.
- ✓ Include free play and organized activities.
- ✓ Include opportunities for all children to read, be creative, explore, and problem-solve.



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:



Know Your Child Care Facility



CFRPI 175-24, 102007

This brochure was created by the Department of Children and Families, Child Care Program Office pursuant to s. 402.31-25(9), F.S.





INFLUENZA VIRUS

**"The Flu"
A Guide
for Parents**

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:



CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

