

BAY HOPE
DAYSCHOOL

PARENT HANDBOOK

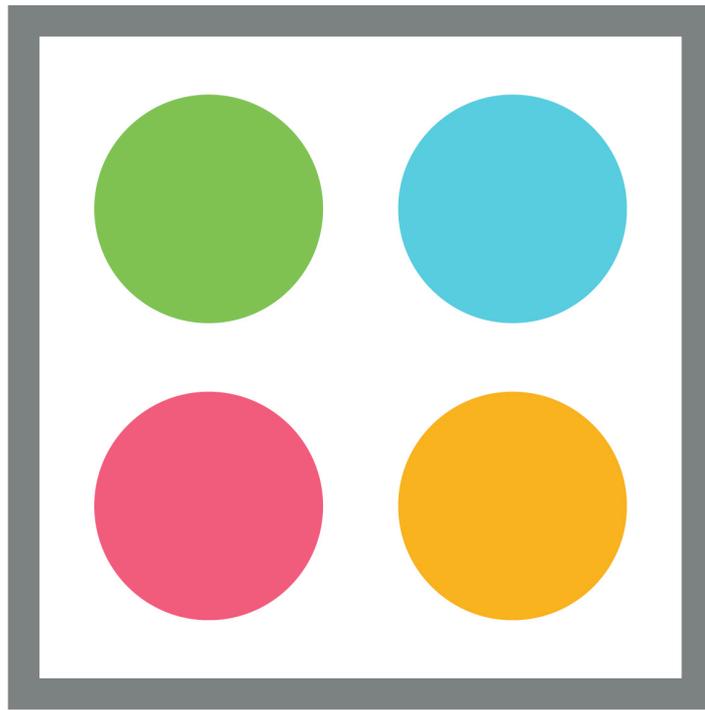


*Train up a child in the way he should go
and when he is old he will not depart
from it.*

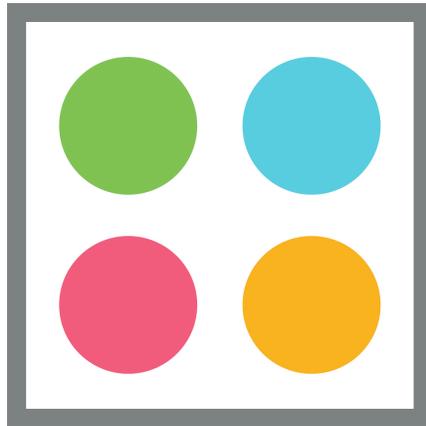
Proverbs 22:6



GOLD SEAL ACCREDITED



B A Y H O P E
D A Y S C H O O L



**B A Y H O P E
D A Y S C H O O L**

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Hours of Operation 6:30 a.m. to 6:00 p.m.

License #CHC-223

FEI 59-2487452

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Bay Hope Day School

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BAY HOPE DAY SCHOOL

MISSION STATEMENT

To lead children and families into a growing relationship with Jesus Christ by providing quality childcare and preschool services where children receive the love and support they need in order to reach their full potential.



PHILOSOPHY STATEMENT

Our primary objective is to provide superior Christian education in a nurturing and loving atmosphere which embraces the whole child. We believe that children should learn in a stress-free, safe environment where guided and free expression activities are combined to enhance each child's spiritual, emotional, social, physical and cognitive development.

STANDARDS

Bay Hope Day School is licensed by Hillsborough County Child Care Licensing and visited by a representative to verify compliance prior to our license being renewed. We are also inspected by the Fire Marshall's Office and Health Department before our license can be reissued. A VPK validator visits our center twice a year to ensure that we are meeting the requirements for the state-funded four-year old pre-kindergarten program. We meet or exceed all requirements set forth by all these organizations.

ADMISSIONS POLICY

Bay Hope Day School admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

ACCREDITATION

Bay Hope Day School meets the standards of Gold Seal accreditation through The Association for Early Learning Leaders, formerly known as the National Association of Child Care Professionals. They are committed to excellence by promoting leadership development and enhancing program quality through the National Accreditation Commission's standards. This accreditation is renewed every 3 years.

OUR STAFF

We have a team of dedicated professionals who have the welfare and best interest of your child as their top priority.

Everyone on our staff is required to have the State of Florida 40-hour Child Care certification and 5-hour literacy training offered through DCF, with an additional minimum of 20 hours of child care related training per year. The state requires fingerprinting and an extensive background check, which is done upon employment. All of our staff is required to have current CPR and First Aid training within the first year of employment.

Each classroom has a lead teacher with a Child Development Associate Credential or a higher level of education. Over 50% of our assistant teachers have also earned their CDA credential.

Educational Advancement: Bay Hope Day School encourages all employees to further their education, whether it is through college courses, seminars or workshops. All are encouraged to join professional teacher organizations - local and national.



COURTESY CALLS

Phone Calls: The Day School main number is (813) 960-1694. This is the best number to reach us. At times we are away from our desks and do not hear the phones ring, so please leave a message and we will promptly return your call. If you have tried on numerous occasions and are unable to get through to our answering machine, please call the church office at (813) 968-3983 and ask for the Day School, or dial extension 121.

Absences from School: We really miss your child when he/she is not here. If your child has been out for **3** or more days we ask that you call and let us know, but please let us know sooner if your child has been exposed to a communicable disease.

It is not necessary to call and report an absence when your child is out one or two days.

Elementary Absences: Parents of elementary children are asked to call the Day School by **1:30 pm** if their child will not be riding the Bay Hope bus in the afternoon from school. This is very important so that we do not spend time at the school waiting for a child who is absent, or who has gone home with a friend. We will be picking up children at three schools with one bus, so our timing is important. Please save us the worry and time by calling in advance. **On Early Release Mondays, please call us by 12:30 pm** if your child does not need to be picked up from school.

BABYSITTING ARRANGEMENTS

Babysitting arrangements with Day School employees must be made off the premises and on the staff person's own time. Employees are not permitted to sit for children in their own classes or for whom they care for more than 3 hours daily, as this causes a conflict of interest.

The Day School accepts no responsibility for children removed by employees after hours upon agreement with parents. If you want to a Day School Staff member to take your child off site, you **MUST write a personal note which will then be placed in your child's folder.**

Your note should be on a full-size sheet of paper and must be dated giving permission and that you understand that our staff member is acting on your behalf and not as an employee of the school.

SAFETY

SMOKING, ALCOHOL, and FIREARM POLICIES



NO Smoking: Bay Hope Day School is a smoke-free environment. Please do not smoke anywhere on the premises. Smoking onsite is prohibited by the Hillsborough County Department of Children and Families and causes our school to be in non-compliance.

NO Alcohol: For the safety of your own child, please do not drink any alcoholic beverages before picking up your child.

NO FIREARMS or weapons as defined in Florida Statutes Section 790.001 are not permitted in the building or on the premises, even though you have a concealed weapons permit. Only individuals who are employed by a law enforcement agency and who are required to carry their firearm while on duty will be permitted to enter the building with said firearm.



Visiting Pets: At BAY HOPE DAY SCHOOL we recognize that your child may enjoy having a family pet visit his or her classroom. We are happy to assist your child in sharing their family pet. Please talk with your child's teacher one week prior to the pet's visit. Early notification will allow your child's teacher the time to prepare for children that may have allergies or fears of certain animals. All pets must be properly immunized, be free of disease, and create no health hazard. ***A written notice will be sent home to all classroom parents prior to any pet's visit.***

Please do not bring your pet in with you when dropping off or picking up, unless you have prior approval.

SAFETY

The health and safety of our children and parents, staff and visitors is of utmost importance. We have procedures in place to ensure that your child is safe at all times. Remember that “**Safety begins with you.**”



Keyless Entry: Bay Hope Day School uses a Keyless Entry System to gain entrance into the Day School. All families are assigned a code number that is given to them during Preschool Orientation along with information on how to use the keypad. We encourage you to use the keyless entry when entering the building and reserve ringing the guest doorbell for those who do not have a special code.

Parking Lot: Please slow down and observe the traffic pattern –

- The Day School parking lot has **ONE** entrance and **ONE** exit.
- Check and double-check before pulling in or backing out of a parking spot
- **WATCH** for children!
- **TURN your vehicle off! Do not leave siblings in the car to wait.**
- Parents need to **HOLD their child's hand** at all times while they are in the parking lot. Cell phones should be turned off.
- Conversations with other parents should not be held in the parking lot. Please use the courtyard for this purpose.
- Children should remain by their parent's side while in the school. Remind your child to **WALK** in the hallway.

Authorization to Remove Child from School: No child will be released to a person not authorized by the parent(s). We must have **WRITTEN** authorization for any changes to the pick-up list. **Phone calls will not be accepted.** It is recommended that parents or guardians always carry some form of picture ID as any employee (especially new employees) will ask for identification from anyone that they do not know or recognize.

A permanent change in the authorized pick-ups can be made by filling out an Addition/Deletion to Pick-Up List form located on the front credenza. This information will then be entered into our computer for future use.

A one-time pick-up can be arranged by writing a note to the teacher stating that your child will be picked up by someone else and include their first and last name on the note so we are able to ID that individual from their license.

In the case of separated or divorced parents, the only way we may legally deny access to a child is if we have a copy of the legal custody papers on file.

SAFETY

Accidental Injury: In case of accidental injury, we will make an immediate attempt to contact a parent. If it is an emergency, we will call 911. If necessary the child will be taken to the closest or most appropriate hospital by ambulance. Until contact is made with the parent or the child's physician, the Director or another school representative will be in charge and make all decisions about the care of the child. You will be responsible for any resulting expenses. We will maintain a parent's signed form agreeing to this provision (**Authorization for Emergency Medical Treatment**) that is found in the registration packet. It is to **your responsibility** to keep the school up-to-date on changes to home and cell phone numbers, emergency numbers, and other pertinent information.

School Accident Insurance: Student insurance carried by Bay Hope Day School is a secondary policy only. If an accident would occur at school requiring a physician's care or hospital care, the student's family insurance would be the primary provider and the school insurance would pick up what was not covered by the primary carrier.

Emergency Closings: The Day School will be **CLOSED** on days when Hillsborough County Public Schools deem it necessary to close for inclement weather conditions such as a hurricane, flooding, etc.

If the Church Executive Director of Operation deems it necessary to close the church office for inclement weather, the Day School will also close for the day.

For non-weather related emergencies when it is necessary to close the Day School, we will make every effort to contact parents by phone.



Emergency Procedures: In case of an emergency in which we must evacuate the building you will be contacted by phone and asked to pick-up your child permitting safe conditions exist to do so. We will walk the children to the Worship Center and/or gym and remain there until it is safe for the children to be picked up or for us to return to the building.

If we need to evacuate the church property the children will be transported using the church and day school buses to St. Timothy's Catholic Church at Lakeshore and Bay Hope roads. Local news stations will be notified to make announcements as to the location of the children for parent pick-up.

The person picking up **MUST** be on the computer-generated pick-up list and will be asked to sign that they have picked up their child.

Bay Hope Day School Emergency Preparedness Plan

Reason for alert:	Fire in the building	Severe Weather (Tornado)	Suspicious person or Danger near the building	Chemical Threat (Outside)
Signal for action:	Fire alarm will sound	CODE GRAY	CODE YELLOW Call 911	CODE ORANGE Call 911
Action to be taken:	EVACUATE Building	Move to hallway or other assigned room	Lockdown Shelter in Place	Lockdown Shelter in Place
<p>Details:</p> <p>Always carry your clipboard & emergency pick-up information with you.</p> <p>RELEASING CHILDREN:</p> <p>Children should NOT be released until the “all clear” has been given and the present danger has been resolved.</p> <p>A legible written signature is required on the attendance sheet next to the child’s name, and the individual picking up the child, MUST be on the written pick-up list.</p>	<p>Turn off the lights and close the doors to the classroom.</p> <p>Exit following the evacuation routes posted in each classroom.</p> <p>MEETING PLACE: Sanctuary or other safe place away from the immediate danger.</p>	<p>Move all children to the inside hallway away from any windows.</p> <p>Close your classroom doors.</p> <p>Set people in “watch” positions at different ends of the building with walkie-talkies.</p> <p style="text-align: center;">Shift to “duck and cover”</p> <p>Stay in assigned location until “ALL CLEAR” has been given.</p>	<p>Stay inside your room until you are given the “ALL CLEAR”</p> <p>Retreat to closets and/or bathrooms.</p> <p>No one is to leave their classroom for any reason.</p> <p>All students and staff in an outdoor area must move immediately to the closest secure classroom area UNLESS an intruder is IN the building.</p> <p>Admin staff will lock ALL doors and notify church office (968-3983)</p> <p style="text-align: center;">Danger in the neighborhood</p> <p>Stay inside your room until you are given the “all clear”. All doors will be locked and children should be kept inside.</p> <p>If danger gets closer to building you will be told to “RETREAT” to closets and/or bathrooms.</p>	<p>Move all children to the inside hallway away from any windows.</p> <p>Turn off A/C unit and close your classroom door.</p> <p style="text-align: center;">Shift to “duck and cover”</p> <p>Admin staff will lock ALL doors and notify church office (968-3983)</p> <p>All doors need to be sealed. Stay in a sealed area until the “all clear” has been given.</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Lockdown Evacuation</p> <p>Chemical threat INSIDE the Day School</p> <p>Follow Fire Drill Exits.</p> <p>1st – Worship Center 2nd - Gymnasium</p>

These are general guidelines to be followed. Our main goal is to keep our children safe! Should it be necessary to move the children off-campus, we would transport them to St. Timothy’s Catholic Church at the corner of Van Dyke Road and Lakeshore Road.

FULL-TIME PRESCHOOL AND CHILDCARE (6:30 a.m. – 6:00 p.m.)

ARRIVAL AND DEPARTURE TO AND FROM CENTER

For safety reasons, keeping track of how many children are in each classroom at all times is extremely important. The teacher is responsible for writing down when each child arrives and departs each day. ***It is your responsibility to make your child's presence known to the teacher.*** When the children are on the playground, please walk your child all the way outside and verbally touch base with your child's teacher before leaving. The same is true in the afternoon -- **touch base** before removing your child.

Circle time occurs between 8:30-9:00 am in our classrooms and sets the tone for the day. New topics, centers and letters are introduced early. Jobs are given out and special activities are discussed. Being in class for this time will make the rest of the day much easier for your child as he/she will feel confident in knowing what is going to happen that day.

Early Morning and Late Afternoon Care: Children are combined together with similar ages for very early morning and late afternoon care. As numbers increase or decrease accordingly, the age groups will be separated. A note is posted in the late afternoon letting you know if our child is on the playground or in another classroom.

Lunch Time and Rest Time

Lunches: We provide one-half hour for lunch for each class. Our younger children eat around noon and our fours eat at 12:30 p.m. Children eat in their own classroom and parents are responsible for supplying a nutritious lunch. Please see the Nutrition section of our book for the County licensing guidelines.

Rest-time / Nap-time: A 2" thick mat will be provided to your child for napping and/or resting time. This mat is sanitized daily. A travel size pillow, small blanket and/or stuffed toy may be provided by the parent but should be taken home every Friday for laundering purposes.

PART-TIME PRESCHOOL **(8:30 am – 11:30 am)**

ARRIVAL AND DEPARTURE TO AND FROM CENTER

Please have your child here by 8:30 a.m. on a regular basis. Circle time occurs between 8:30-9:00 am in our classrooms and sets the tone for the day. New topics, centers and letters are introduced. Jobs are given out and special activities are discussed. Being in class for this time will make the rest of the day much easier for your child as he/she will feel confident in knowing what is going to happen that day.

LUNCH BUNCH

11:30 am – 2:00 pm or 12:30 pm – 2:00 pm
For 3 and 4-year old classes ONLY

Lunch Bunch: Lunch Bunch is a time for your child to socialize and eat lunch with their friends. After the children eat, they are free to explore centers and use their imagination to discover new worlds through art, music, science, blocks, and story time. Children will end their day on our playground.

Advance reservations are not required. Simply pack your child a nutritious lunch and advise the teacher that your child will be staying. **Since many lunchboxes look alike, please remember to print your child's name on the outside of their lunchbox for easy identification.**

All part-time preschoolers need to be picked up by 2:00 p.m. If you pick up your child before 2:00 pm you will need to come inside to get your child; however, children staying until 2:00 pm will be taken out front at 1:55 pm for the pick-up line. Please be prompt as our preschool teachers are scheduled to leave at 2:00 pm. If you are late in picking up your child at the designated time you will be charged a late-pick up charge according to the guidelines set forth in the financial section of this parent handbook.



CURRICULUM GOALS

Our curriculum includes the following developmentally appropriate goals. It consists of play, stories, songs, movement, activities, art, and learning projects. Children are celebrated for their victories and encouraged in their strengths.

During their preschool years:

Children will grow socially and emotionally by learning to.....

- ❖ Listen and follow simple directions
- ❖ Think for themselves
- ❖ Live within limits they can understand
- ❖ Make choices
- ❖ Express feelings in socially acceptable ways.
- ❖ Identify with an adult other than a parent
- ❖ Feel secure away from home
- ❖ Make new friends
- ❖ Work both individually and in a group
- ❖ Take turns and share

Children will grow physically and mentally by.....

- ❖ Developing large and small muscle coordination
- ❖ Developing visual and auditory discrimination
- ❖ Developing language skills
- ❖ Recognizing colors and shapes
- ❖ Recognizing some uppercase and some lowercase letters
- ❖ Recognizing and writing numbers 1 to 10
- ❖ Working creatively with their hands
- ❖ Learning to cut with scissors
- ❖ Recognizing and writing their first name
- ❖ Learning some letter/sound associations
- ❖ Recognize and produce rhyming words

Children will grow spiritually by...

- ❖ Experiencing various types of prayer
- ❖ Hearing age-appropriate Bible stories
- ❖ Learning about forgiveness – honest – compassion – and obedience
- ❖ Exploring God's wonderful creation
- ❖ Celebrating major Christian holidays
- ❖ Singing songs about God and Jesus
- ❖ Hearing faith language such as *God, prayer, Jesus, love, and worship* used in the classroom.

CURRICULUM PHILOSOPHY

Bay Hope Day School's philosophy is that children learn through purposeful play – through interactions with each other, adults, and materials. We believe that a child's play is an integral part of their learning and social development. The more senses that are involved with an activity, the better! Developmentally appropriate activities in the areas of language, fine and gross motor, social/emotional and cognitive development will be incorporated into your child's learning experience. Christian values will be taught through Bible stories and songs, memory verses, daily prayer and social interactions.

We all know that two-year olds are in constant motion and are developing many new skills! They will be provided a rich learning environment that helps them expand their vocabularies, find appropriate ways to express their creativity, and safely discover the world around them. Using both the High Reach and Complete Resource Book for Preschoolers curriculums, will ensure that your children have the resources that will allow them to achieve these goals.

Building on a three-year-olds, "I can do it!" attitude, this program will use experimentation and exploration in building higher-level thinking, language, math, social, and motor skills. To help accomplish these goals we will be using Creative Pre-K Curriculum Lesson Plans using a "Hands-On" approach to learning that includes fun and challenging activities.

The Pre-K 4-year old program will use the Links to Literacy curriculum, and will help build a foundation for lifelong learning through play. By investigating new interests and experiences, children will gain independence and self-confidence in their growing abilities while achieving readiness skills necessary for kindergarten.

Artistic Experience: An important part of our curriculum is art. A variety of materials are available daily in the classrooms. Playing with playdough, sculpting with clay, cutting, pasting, drawing and painting are not only fun for the children, but are also important opportunities for learning. It is a chance for children to express original ideas, develop fine motor skills, improve coordination, learn to recognize colors, shapes and textures and develop creativity and pride in their accomplishments. Rather than concentrating on a finished product to go home, we want to focus on what the children are learning from the experience.

Chapel and Music: Chapel is generally on Wednesday of each week. The children enjoy songs, prayer and Bible stories in the worship center with one of the church ministers. Your child will enjoy music class once a week in the classroom with our music teacher. The children love to learn new songs and play musical instruments as they march around.

Program Extras: The Day School brings in resource people and programs to enhance the curriculum. Major events are scheduled throughout the year including, Open House, Noah's Ark Parade, Christmas Program, Spring Fling and other Classroom Events.



Holiday Celebrations

Our preschool children are learning the very basics of Christianity and we recognize that our Day School families are made up of different religious beliefs. Therefore in conjunction with Bay Hope Church, our preschool has adopted the following policies regarding holiday celebrations.

The school respects the right of parents to celebrate the holidays with their families as they wish, however within the preschool program our major emphasis will be on the Christian teaching of the holiday.

We celebrate the following holidays with your children.



HALLOWEEN: The preschool emphasizes a harvest theme at this time of the year. We conclude the month of October with our annual Noah's Ark Parade.



THANKSGIVING: Parents are invited to attend a Thanksgiving Feast as the children celebrate and remember that 1st Thanksgiving feast in America giving thanks to God.



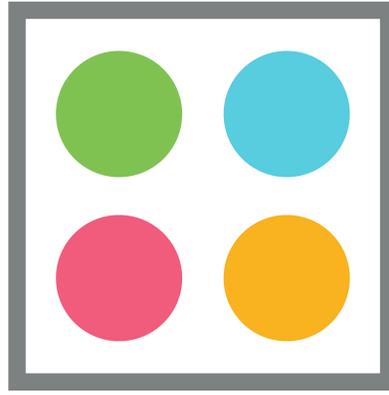
CHRISTMAS: Our children celebrate Christmas as the birthday of Christ. Children in our 3 and 4-year old classrooms perform in a Christmas program where the birth of Christ is celebrated.

EASTER: We celebrate the resurrection of Christ and because HE LIVES . . . we can have life in HIM. Every classroom does an easter egg hunt.



There are other times throughout the preschool year that parents are invited to classroom parties. Your child's teacher will keep you informed as the preschool year unfolds and will also let you know if they need supplies and contributions to help with the party. A sign-up sheet is generally posted outside the classroom door.

Please keep in mind that teachers are not allowed to receive gift cards, checks or cash for regular school supplies. Parents need to bring in the supplies they have purchased. The teachers may accept cash to pay for pizza or other food that is to be purchased for a party day.



BAY HOPE
DAYSCHOOL



*We love to learn at
Bay Hope Day School!*

PARENT INVOLVEMENT

It has been proven over and over that parent involvement in a child's education is one of the most important factors in how that child perceives education and its importance. Please get actively involved in your child's experience here at Bay Hope Day School – all questions and ideas are welcome. There is a "Praise and Suggestion" box in the front office. We look forward to hearing from you!

Where to be active?

NEEDED: Homeroom Parents. Every classroom needs 1 or 2 homeroom parents to be a liaison between your child's teacher and the other parents in the classroom. Homeroom parents are responsible for coordinating classroom parties and are also responsible for securing parent volunteers within your child's classroom for school-wide functions. Being a Homeroom Parent requires a commitment of your time, energy and willingness to get the job done to be effective. In some instances you will have to make several phone calls to get the task at hand completed.

Other Parent Involvement: Parents are always welcome in the classroom to observe or simply to have lunch with your child. We encourage your assistance during special class projects or story time. Your child's class should have a designated day for Story Moms and Dads to come visit to read to the class. Check with your child's teacher about this opportunity.

We delight in Moms and Dads who are community service workers who are able to come to class and share with several classes a part of what they do to help our community. We also like to have Moms and Dads who have special talents to come visit in the classrooms.

Missions Projects: Helping young children experience the joy of helping others is the goal of our mission projects. With your help we hope to instill a lifelong desire in each child to help those less fortunate by sharing their time, talent and resources. Please allow your child to participate as much as possible in these missions.

Day School Advisory Council: The Day School Advisory Council serves as a liaison between the church and the Day School. The Council is comprised of teachers, parents and members of the church. The council meets every other month, generally on the third Monday of the month at 7:00 pm. Parent representatives on the council serve a 1-year term. If you are interested in serving, please contact the director.

All parents are welcome to attend any council meeting. A notebook containing minutes of each meeting is located on the front table to keep parents informed. Extra copies are available on request.

PARENT INVOLVEMENT

Parent Conferences: Formal conferences are offered to parents a minimum of twice per year. The Day School is closed one day in February exclusively for this purpose. A second conference is offered to parents throughout the preschool year. These conferences will generally be held before or after class. If you have a specific concern and need to conference before the school-wide conference day ask your child's teacher when they are available by phone to answer quick questions or concerns. Teachers cannot give you their full attention during Drop-off and Pick-up times. Additional parent conferences may be necessary depending on the child. The Day School Director is generally a participant in these conferences.

Sharing your Questions or Concerns: Your first step is always your child's teacher. Ask her to give you a call or set up a time for a conference. If further assistance is needed or you have a general concern in regards to the center, please contact the director. Our doors are always open to assist parents and children.

Birthdays: Birthdays are special! We are more than happy to celebrate them with you and your child during the regular snack time. If you would like to send in a special snack for your child's class, please let his/her teacher know in advance so she can schedule her day accordingly. All treats **MUST** be **commercially prepared**. The Health Department will not allow us to serve homemade cupcakes and other homemade items. Birthday celebrations can be done with or without your attendance; however, we ask that you refrain from providing outside entertainment and/or balloons at the preschool.

If your child is having a Birthday party outside of school, invitations may be left inside the classroom if you are inviting the entire class. Otherwise, you will need to contact the parents of the children you want to invite individually.

Sharing of Phone Numbers and Addresses: As a means to communicate with other families in your child's class we will share your telephone number and address at the beginning of the school year. We will only share this information if you granted us permission to do so on the registration form when you enrolled your child. This information is given so that you can communicate effectively on classroom and school-wide events or on a personal level to set up a play date for your child.

Home Businesses and Charities: Many of our parents are involved in wonderful charities and/or small businesses. Teachers have been directed not to send home invitations to participate in charitable events or to attend an in-home sales party. We know parents are often bombarded with fundraising requirements for elementary schools, sports teams, boy scouts etc. that can be overwhelming. Thank you for your understanding.

DEVELOPMENT

Potty Training for 2's: This is a major step in your two-year old child's development. We always approach it in a positive, non-stressful manner. Begin training at home and when you feel your child is ready to start using the bathroom at preschool, please communicate this to your child's teacher. Make sure you provide several changes of clothing and replace them as they are sent home. (Mark your child's name on each item.) **Note:** Twos need to wear simple clothing (elastic waist) to make bathroom time easier.

If your child is still in diapers, please make sure you provide enough diapers on a **DAILY** basis. We do not keep diapers in stock. For sanitary reasons, we can only allow disposable diapers. Children in full-time care need to bring in enough diapers on Monday mornings to last them for the entire week. If you run short of diapers before the end of the week, our staff will let you know via a note on the child's clipboard.

Three- year-old children must be completely potty-trained and out of pull-ups to be in a three-year-old classroom.

Personal Property and Toys: We are not responsible for any personal property brought to school. **Toys should not be brought into class on a daily basis** – only on Show 'N Tell days or if it is a naptime cuddly. If your child brings a toy to school, he/she will be instructed to leave it in the cubby until it is time to go home. Toy guns, war toys and other toys of destruction or costumes are not acceptable at any time. **Expensive electronic equipment and toys should be left at home and not brought to school.**

DRESS CODE

Children's Attire: Please send your child in clothing that is comfortable and washable, which may be fastened and unfastened quickly. Girls should wear shorts under dresses. On Fridays the children are requested to wear their Bay Hope t-shirt. (Thursdays for T/Th children)

The children are on the playground every day and we have several types of climbing activities, therefore, **WE REQUIRE THAT YOUR CHILD WEAR CLOSED-TOE SHOES** that are secure around your child's foot and does not flip up and down when the child is running or climbing. We prefer that children wear tennis shoes to school. This provides safety for your child as well as others.

BOOTS, SANDALS, CROCS, AND FLIP FLOPS SHOULD NOT BE WORN

If your child does not wear the appropriate shoes, they will not be allowed to climb on the equipment, but will be asked to sit in the discovery zone and play.

Extra Changes of Clothing: Due to "accidents" of all kinds, please send your child to school with **2 extra sets of clothing which are weather-appropriate in a zip-loc bag, including 3 pair of underwear; a long-sleeve and a short sleeve shirt; long pants and shorts; and 2 pairs of socks. Remember to label all articles of clothing with your child's name.** The Day School only has a limited amount of extra clothing, so if your child has an accident we often do not have appropriate clothing to change him/her. You will be called to bring your child a set of clean clothes if he/she has none. **Remember to replenish clothing when soiled items are sent home.**



DISCIPLINE

We want all of our children to grow in a positive, non-threatening environment. Our goal is to do whatever it takes to make every child successful here at BAY HOPE DAY SCHOOL.

At Bay Hope Day School, children are guided and directed in a positive, gentle manner. There will be no severe, humiliating, or frightening disciplinary action taken with children. When dealing with a disruptive child, a teacher will always try to talk to and redirect that child. When a child is exhibiting harmful behavior they may be asked to sit next to the teacher or by themselves until he/she has gained control of him/herself. Discipline will not be associated with food, rest, or toileting. Under no circumstances will there be any form of physical punishment. Upon rejoining the group the teacher will discuss with the child his/her behavior, why it is unacceptable, and a positive way to resolve the situation. ***These instances will be used as opportunities to teach children about forgiveness and grace.***

If a child's behavior causes serious harm to him or others or is repeatedly disruptive of the classroom environment, the following steps will be taken:

STEP ONE: Parents will be contacted to attend a conference with the teacher and/or director to inform them of the child's misbehavior and will be encouraged to work with the school staff in finding a solution. Interventions for home and school will be discussed. We often use the Early Childhood Council (ECC), formerly known as Care Options to assist teachers and parents to help children whose behavior is disruptive and/or harmful. This is a free service provided by Hillsborough County. With the parents written permission, ECC will assign an early childhood specialist to their child and will contact the parents and the preschool to set up times for observation and discussion. They will also provide suggestions for both home and school to enable the child to participate in preschool successfully.

STEP TWO: A parent conference will be called and a probationary period will begin. During this time, a written behavior plan will be developed with input from teachers, parents and the director. We will use all resources available to resolve the problem. Any major incidents and behavior that results in harm to self or others that occurs during this time period will result in the parent being asked to withdraw the child from the school immediately.

STEP THREE: If the teacher and/or director document satisfactory improvement, the child will continue in the class. On rare occasions a child does not respond to interventions and has needs that we cannot meet and the parents will be asked to make other arrangements.

ACCIDENT and INCIDENT REPORTS

The main purpose of having parents sign these reports is **communication**. Many things happen here at school during the day and we want to keep you informed in a positive manner.

An ACCIDENT report will be filled out for any and all injuries that occur here at school. **Please note that we are not allowed, by state licensing regulations to use anything other than soap and water on a cut, scrape, sting, or splinter.**

An INCIDENT report will be filled out when a child has acted inappropriately. These reports will be filled out if the behavior resulted in harm being done to another child. Hitting, biting, and kicking are very normal reactions to frustration and anger for young children.

These reports are **NOT** to tell you your child is “bad”, but to let you know which behaviors are occurring at preschool.



HEALTH

Medical Records: Your child's health and well-being are of primary importance to us. Therefore, you must provide us with a Statement of good health from a doctor and your child's immunizations record. (These are DCF forms that may only be obtained from your pediatrician). Our preschool policy requires that we have these forms within 2 weeks of their first day of attendance. It is your responsibility to ensure that your child's immunizations and physical examinations are kept up-to-date. In order for our center to stay in compliance with state laws, we may ask that your child not return to the center until these records are updated or a physician's waiver is obtained.

Allergic Reactions: Please notify us if your child is allergic to insect bites, foods, or any other substance that could be life-threatening.

Illness: Your child will be sent home if he/she appears to have signs of illness during the day or is unable to participate in the activities in the classroom for any reason. In these cases, the child will be cared for in the office area away from the other children and a parent will be contacted. You may notice a "514" exchange number on your caller ID when we are trying to contact you. This exchange prefix number is assigned to both the Day School and Church by our phone service provider.

It is the parent's responsibility to pick the child up as soon as possible! If you work more than 30 minutes from the preschool you will need to make arrangements with a friend or family member who is close by and be sure to add them to your child's pick up list.

Please keep your child home if he/she had the following symptoms within the past 24 hours (Children may not return in the middle of the day – i.e., if we send a child home, then that child may not return to preschool the next day):

- Fever
- A constant untreated cough.
- Signs of possible communicable disease: SKIN RASH or INFLAMED EYES
- DIARRHEA and/or VOMITING

We are not equipped to take care of sick children.

We reserve the right to use our own judgment, even though we have received a doctor's release in order for your child to re-enter school.

PLEASE NOTIFY THE CENTER if your child has a communicable disease or has been exposed to one.

OUTSIDE TIME: We are not able to offer care for children who may not play on the playground. All children must go as a group to outdoor play time. We do have picnic tables and benches for children who wish to participate in quiet activities while on the playground. Please keep your child home if you feel they are too sick to go on the playground.

HEALTH

Medication: We can only dispense medication with your WRITTEN permission per Department of Children and Families (DCF) regulation. Verbal instruction over the phone will not be accepted. In order for us to dispense medicine, you will need to fill out a white Authorization for Medication form that can be found in a Lucite holder on the front credenza. Include your child's name, name of the medication, and exact dosage. Parental instructions must be consistent with the labeling on the medication. Expired medication will be returned to the parent.

Bay Hope Day School cannot administer the **initial dosage** of a medication, with the exception of an EPIPEN with the physician's written permission for life-threatening situations.

We will dispense medications at lunchtime, unless your child has a chronic illness that requires additional medication. If the medication carries over to the following week, you need to fill out a new authorization form. A medication slip may be filled out for one day or the entire current week.

We cannot give a child a sibling's prescribed medicine. The medication needs to be in the original container with your child's name and recommended dosage. The parent will need to provide a medicine spoon for appropriate dosage.

Over-the-counter medication cannot be administered to your child unless the age-specific dosage information is included on the actual medication label. If your child needs a medicine that does not have a specified dosage for a child under 6, we will need to have written dosage instructions from your child's pediatrician. All procedures stated above also apply to over the counter medications.

All medication will be kept in a locked cabinet in the kitchen and dispensed only by designated office staff. Please be aware that we do NOT keep any medication in stock. Tylenol, or similar products, will not be given as a fever reducer to any child.

When you ask us to dispense medication, please remember:

- We only give medication at lunchtime
- The medication must be in the original container
- Deliver the medication to the front office in a ziploc bag along with a measuring spoon for the correct dosage.
- Do not put medication in your child's lunchbox or backpack.
- Do not mix medicine with milk, juice or other food

Emergencies: Before your child begins school, we need to have all medical information on file in the office. If your child might need emergency medication, you will need to provide us with that medicine and a blank **Authorization for Medication** form. **EPIPENS** and other emergency medications, as provided by the parent, will be kept in a locked cabinet in the kitchen.

NUTRITION

The following will offer some guidelines and policies at our school that will enhance lunchtime.

- The **Alternative Nutrition Agreement**, found in the registration packet, must be signed for all children. If your child has any allergies, please advise us of this in writing. You will need to provide snacks for your child if he/she has any dietary restrictions.
- All lunches should be in a lunch box with beverages in a thermos or other plastic container. Commercially prepared glass containers and cola or other sodas are not permitted.
- The county Health Department does not allow us to heat or refrigerate food. Please send hot foods in a thermos and cold foods with cold packs in your child's lunchbox.
- Please provide your child with all of the necessary utensils, including napkins, spoons and forks. Please do NOT send knives with your child.
- We discourage the children from eating too many sweets. A little dessert is permissible, but NO GUM, CANDY OR SODA. Please do not send "sweets only" with your child. One dessert-type food is plenty for lunch.
- Please be advised that we will not force children to eat if they are not hungry. Should your child choose not to eat lunch we will return it to the parents in the child's lunch box. If we are having difficulty with a child's eating we will notify the parents, especially if this is abnormal for the child, as lack of appetite may be a sign of illness.
- Emergency room physicians have listed the following foods as the most common **CHOKING HAZARDS** in young children and we will **NOT** serve these foods to the children: **Raw Carrots, Nuts, Hard Candies, and Popcorn**. If these items are sent in a child's lunch the staff will leave it in the lunch box with a reminder to the parent to send alternate foods to school. **Hot Dogs, Grapes and small Tomatoes will be served provided you cut them lengthwise or in small pieces.**

County Requirements for Lunches: The county ordinance focuses on providing nutritious meals and snacks to meet the nutritional needs of young children. Using the USDA Food Guide Pyramid for Young children, lunch shall consist of at least four different food groups and snacks shall consist of at least two different food groups. Please help us meet these requirements by carefully selecting one item from the four food groups to send with your child for lunch.

Water Recommendations: Water is considered a nutrient because of its importance to good health and nutrition. Bay Hope Day School provides water for snack, on the playground, and in the classroom. Children will be ENCOURAGED TO DRINK AS MUCH WATER AS THEY WANT and will be able to serve themselves in the classroom.

Snack: As per DCF regulation, the snack menu is posted on the credenza in the front office area. Children are not permitted to bring their own drink for snack – water will be provided and we will offer foods from 2 of the 4 food groups for every snack.

BAY HOPE DAY SCHOOL

General Financial Information

ANNUAL REGISTRATION

Registration is held in January of each year for the following school year.

IN-HOUSE: Our In-House parents are given the opportunity to register their children and any younger siblings first. Registration forms are sent home through your child's classroom and you are given a 2-week timeframe in which to return the applications.

FORMER FAMILY and CHURCH MEMBERS will have the opportunity to register their child before Open Registration. This is a lottery-style registration,

OPEN REGISTRATION: This is also a lottery-style registration and is open to the general public. It is important to stay through the Registration process until your child is registered. If classes are full, the order in which your lottery number is called will determine your child's position on the Wait List.

WAIT LIST: The wait list is created in the order in which names are added. When we have an opening, calls are made and messages left with a 24-hour timeframe in which to respond. If we do not receive a return phone call your child's name will be taken off the Wait List and we will call the next child on the list. If you decline the space we have available but wish to remain on the Wait List, your child's name will be placed at the bottom of the wait list.

Your child's name may be skipped on the Wait List if we need a spot for a child of a newly-hired staff member or to accommodate a special need of a family who has a child currently enrolled in the Day School.

SUMMER REGISTRATION: A less formal registration questionnaire is sent out in the spring to inquire if you are interested in summer care for your child. Based on enrollment, it is sometimes necessary to move children into different classrooms for the entire summer. We generally take the "oldest" students and place them in the next age bracket when necessary.

BAY HOPE DAY SCHOOL

General Financial Information

We expect your childcare and tuition payments to be made on a timely basis and that your account is kept current. Please follow these guidelines in accomplishing this goal.

TIMELY PAYMENTS:

You will **NOT** be billed for weekly childcare or for monthly tuition, unless your account becomes **PAST DUE**.

Full-time (6:30 am-6:00 pm) childcare is a *pre-paid expense* and should be paid on or before Wednesday noon of each week. A late charge of \$10 will be added to your account if payment has not been received by Wednesday.

Part-time (8:30 -11:30 am or 12:30 pm) preschool payments are due by the 10th of each month to avoid a late payment fee of \$10. Ten equal payments are expected from August through May. **You will be charged a full month's tuition when your child first starts preschool. The 1st and last month will not be pro-rated.**

LUNCH BUNCH hours are accumulated throughout the month and will be billed at the rate of \$7.00/hr. Invoices are generally mailed by the 5th of each month and are due within 10 days if the amount exceeds \$25. If Lunch Bunch hours are less than \$25, they may be paid with the following month's tuition. Lunch Bunch invoices are subject to a \$10 late payment fee.

PAYMENT METHODS:

Tuition Express: Our preferred method of paying for your childcare and tuition fees is through Tuition Express. You authorize Bay Hope Day School to do an automatic EFT (electronic funds transfer) through your checking or savings account and your childcare and tuition fees are posted directly to your account. We are not set-up for credit card EFT. Withdrawals from your account will always occur on a Wednesday. Monthly tuition for part-time students will be withdrawn from your account on the 1st Wednesday of every month and Lunch Bunch will be deducted the 2nd Wednesday of each month. If you are interested in this program, Tuition Express forms can be obtained through the front office.

In-House: **We accept Checks and Money Orders payable to BAY HOPE DAY SCHOOL** These may be dropped off at the front desk in the Tuition box. We do not accept debit and credit cards.

Online Banking: Arrange with your bank for online banking and checking options. You initiate and authorize the payment to be made to Bay Hope Day School and your bank will proceed to send us a check for your childcare payment. If you select this option be sure to arrange with your bank to authorize payment about a week before payment is due so that your payments are received on time. You can arrange this on a recurring basis with your bank with just a one-time set-up or you can choose to do it yourself month-by-month or week-by-week. Please have the bank send these payments to our P.O. Box.

General Financial Information

REFUND POLICY: Payments for services rendered are non-refundable including tuition payments, withdrawal fees, late fees, *registration fees, supply fees, activity fees, etc. If there is an overpayment on your account when you withdraw your child, a refund will be issued in the amount of the overpayment.

*VPK Registration fees collected for children enrolled in the part-time 8:30-11:30 am class will be “held” until your child attends their first day of school. If the registration is a family registration, the fee will be deposited and the balance of \$25 will be applied to the younger sibling’s tuition. Registration Fees for the Extended Day and Full-Time VPK Classes are not refunded, but are assessed for the longer day.

REGISTRATION AND SUPPLY FEES: Registration and supply fees are annual fees and are non-refundable once payment is made. Registration is held in January for the following school year. Supply Fees are for consumable goods we use on a daily basis. Supply fees are billed during the summer and must be paid by June 15th of each year. Failure to pay your supply fee by June 15th could result in losing your spot to another child on the waiting list.

PAST DUE ACCOUNTS: *All accounts are expected to stay current.*

Full-time (6:30–6:00) childcare cannot fall more than 2 weeks behind in payment. If your account reaches that 2-week period, you will not be permitted to bring your child to preschool until payment in full is received including penalty charges.

Part-time (8:30-11:30 or 12:30) preschool payments must be paid within the current month. A child cannot come to school the following month until payment in full is received including penalty charges.

We realize that temporary financial set backs can happen to anyone and we are willing to work with families in this situation. Please stop by the Finance office if you need a little more grace period.

RETURNED CHECKS: The charge for a returned check is \$25. The second time we receive a returned check, for any reason, all subsequent payments must be made with a money order for a minimum time period of 4 payments, or until your checking account is solvent, whichever is longer.

MULTIPLE CHILDREN DISCOUNTS: Parents who have 2 or more children enrolled in our **full-time** program may **deduct \$5.00** per child, per week from the current weekly fee schedule.

Parents who have 2 or more children enrolled in our **part-time** preschool program may **deduct \$5.00** per child, per month from the current monthly fee schedule. Children receiving funding from the state of Florida for VPK are not entitled to the multiple children discount.

PAYMENTS FROM DIVORCED PARENTS: The primary custodial parent who enrolls the child and who is responsible for dropping off and picking up that child on a regular basis is the parent responsible to Bay Hope Day School for timely payments. We understand that in some cases child support checks do not come regularly, but your commitment to Bay Hope Day School needs to be paid on a timely basis. Your account cannot continue to accrue until you receive your child support check. This is a court issue between divorced parents and the Day School should not be put in the middle. If your account falls more than 2 weeks behind schedule, you will be asked not to bring your child to school until the account is brought current.

General Financial Information

VACATION POLICY FOR FULL-TIME CHILDCARE: Year-round *Full-time* childcare (6:30-6:00) is entitled to **2-weeks** vacation for which you will not have to pay the weekly fee. These are weeks that your child is ***NOT*** in attendance. Vacation weeks must be taken in weekly increments and not be broken down into individual days. Vacation is pro-rated to **1 week** if a child is enrolled November - February and no vacation allowance is available to those children enrolled after March 1st until the following school year.

Children who are enrolled only for the standard **10-month** school-year program (6:30-6:00) are entitled to **1 week** of vacation. Children enrolled in this program after January 1st will not receive a vacation allowance.

When a child is transferring from part-time to full-time, the vacation policy will apply according to the same guidelines above being pro-rated according to the enrollment switch date.

SCHOOL CLOSINGS: The Day School will be **CLOSED** the week between Christmas Eve and New Years Day, 3 days in mid-July so our staff can attend a continuing education conference, and the week in August prior to school starting. You will not be charged for these time periods and it does not affect your vacation week(s).

School closings for normal holiday periods will still be assessed a full-week's rate.

VACATION POLICY FOR PART-TIME PRESCHOOL: Children enrolled in our *Part-time* preschool program do not have a vacation allowance. A full payment for all 10 months is expected as tuition is figured on an annual basis and broken down evenly into 10 monthly payments. This includes the months when school is closed for Thanksgiving, Christmas and Spring breaks.

SUMMER CARE-Full-time: Summer care is open from 6:30 am – 6:00 pm. When you enroll your child in our full-time summer program, you are committing to paying childcare for the entire summer until the school closes for pre-planning. Full payment is expected with the exception of any unused vacation time. A child may not come in June and then be pulled out for the month of July. If you pull your child out once summer has started, you must pay for the remainder of the summer at the stated rate.

SUMMER CAMPS-Part-time: Information regarding summer camps will be sent home in the spring. At that time you will have the opportunity to enroll your child in the summer camp week(s) of your choosing. Themed week-long preschool summer camps are held from 9:00 am – 1:00 pm. Elementary summer camps will be offered based on availability after our full-time enrollment.

General Financial Information

WITHDRAWING YOUR CHILD: Bay Hope Day School requires a ***2-week written*** notice if you plan to withdraw your child, whether he/she is a part of our full-time or part-time program. If a 2-week notice is not given, you will be required to pay for the 2 weeks, whether your child is in attendance or not. When a child is withdrawn for the current school year this also drops them from enrollment for the following school year. Re-enrollment will be based on availability of space and a new registration fee will be assessed.

LATE PICK-UP WARNINGS: All ***full-time*** children need to be picked up by 6:00 p.m. and all ***part-time*** children need to be picked up no later than 2:00 p.m. or the following penalties will be applied for each offense.

- 1st occurrence – Written warning and a charge of \$1.00 per minute late**
- 2nd occurrence – Written warning and a charge of \$2.00 per minute late**
- 3rd occurrence – Written warning and a charge of \$5.00 per minute late**
- 4th occurrence – You will be asked to enroll your child in another center whose hours and/or location better fit the needs of your family.**

Warnings and Penalties will be renewed at the beginning of each new school year in August.

Children enrolled in Part-time preschool program who are not planning on staying for lunch bunch and are not picked by the time car line is over, will be charged a flat fee of \$10 for late pick-up.

VPK SPECIFIC ONLY

(Financial information for children receiving state-funding in our Pre-K 4's classes)

REGISTRATION AND SUPPLY FEES: *VPK Registration fees collected for children enrolled in the part-time 8:30-11:30 am class will be "held" until your child attends their first day of preschool. If the registration is a family registration, the fee will be deposited and the balance of \$25 will be applied to the younger sibling's tuition. **If your child ultimately does not attend our school, your registration fee is non-refundable.**

Children enrolled in the Extended VPK class till 12:30 pm and the full-time VPK fours class will be charged the regular registration fee for the extended day.

Supply Fees are not charged for any children who are receiving state-funded monies for the VPK 540-hour program time.

VPK CERTIFICATES: Once your child is enrolled at Bay Hope Day School, you will need to apply with the State of Florida for a VPK certificate. VPK certificates must be received by the Day School no later than April 15th to continue to hold your child's space for the fall. For additional information regarding VPK, please go to www.elchc.org.

FIRST and LAST DAY OF SCHOOL: Children must be in attendance ***the first and last day of school*** in order for the school to receive payment from the State for those days.

ATTENDANCE GUIDELINES: The state of Florida pays for a total of 540 hours for preschool instruction and has set specific guidelines for attendance for children receiving VPK-funding. If your child exceeds these guidelines, please note that the Day School ***WILL NOT*** get paid from the State of Florida.

If an extended vacation is planned we will need to file a Termination form with the VPK office. We will be happy to hold your child's space, but you will need to pay tuition at the stated rate until your child can be re-enrolled into the VPK program. Please note that VPK will only allow 1 re-enrollment or transfer per child during the school year.

MULTIPLE CHILDREN DISCOUNTS: Parents who have one child enrolled in our preschool ***part-time*** 2's or 3's program and another child enrolled in the 8:30-11:30 VPK, are not eligible for the multiple children discount since they are paying the Day School for only one child.

VPK

VOLUNTARY PRE-KINDERGARTEN

ATTENDANCE POLICY

Payment to each provider for the VPK program is paid by the Early Learning Coalition of Hillsborough County and is **based on your child's attendance**. If a child misses more than **20%** of the VPK programming (36 days) then Bay Hope Day School will **not** be paid for the excess days. We need your help to stay on track with our budget. Here is how we can work together to ensure the best experience for your child and still receive the funding we need from the state.

- Have your child here at 8:30 a.m. so they will receive the most out of their preschool experience.
- Plan family vacations and visits around the school calendar and stay within the 20% for the school year which equals 36 days for the year.
- Have your child in attendance the **first day** of preschool or BAY HOPE DAY SCHOOL will not be paid until your child actually starts preschool.
- Have your child in attendance the **last day** of preschool oBAY HOPE DAY SCHOOL will only be paid through the last day your child actually attended.
- When and if your child is absent 30 days you will receive a reminder of this policy.
- If there are extenuating circumstances, such as a severe medical condition, that causes your child to be absent often, please let your child's teacher and the office know so we can work on a plan together.
- **IF YOU ENROLL YOUR CHILD MID-OCTOBER OR AFTER**, please be conscientious in your child's attendance as the 20% rule will not apply and **BAY HOPE DAY SCHOOL will NOT be paid for any days your child is absent**. In this case if your child has excessive absences, you may be asked to withdraw your child.

Family vacations, trips to the zoo and visits to grandparents are very important for young children and for your family unit. We need you to plan these events around the VPK calendar and keep in mind the total number of days your child has been absent during the year. A record will be kept in the office if you ever want to check on the number of days your child has been absent.

TERMINATION FROM VPK PROGRAM

- Bay Hope Day School reserves the right to terminate your child's VPK standing for excessive absences.
- If BAY HOPE DAY SCHOOL finds it necessary to terminate based on excessive absenteeism, you will **not** be able to re-enroll into the VPK program, however you may have the opportunity to keep your child enrolled by paying the regular monthly tuition directly to BAY HOPE DAY SCHOOL.