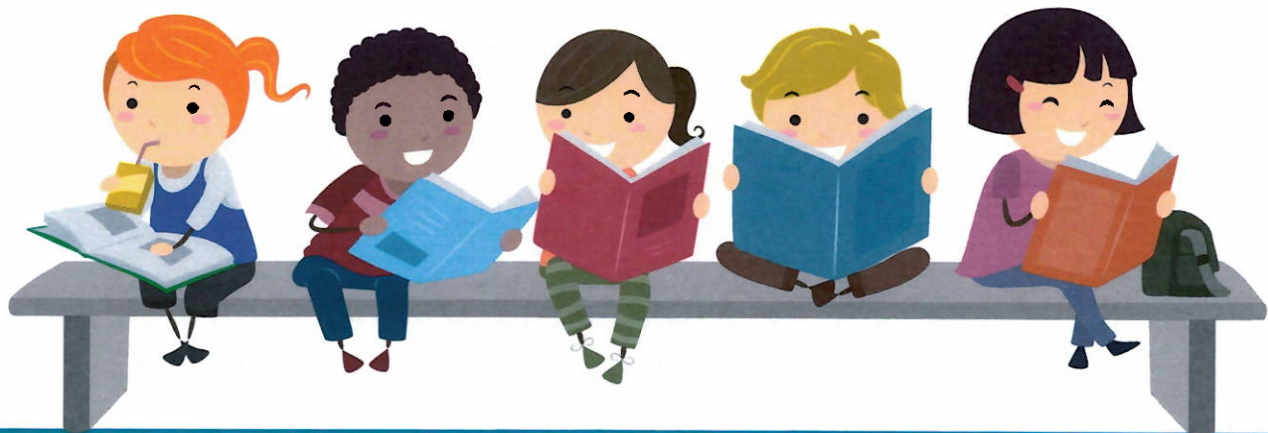


CITY OF LARGO

PRESCHOOL AND VPK ENROLLMENT PACKET



**City of Largo
Preschool
Enrollment Packet**

Little Pals - 400 Highland Ave, Largo, FL 33770 – (727) 518-3016
Southwest Preschool – 13120 Vonn Rd, Largo, FL 33774 – (727) 518-3125

Class Hours:

Mon-Fri: 7am-6pm
Must be signed in by 9:00am

VPK Hours:

Mon-Fri: 9:00 am – 12:00 pm

Ratios:

3-5 year old: 1 teacher to 15 children

School will be closed and no care will be available on the following days:

Aug – one day for cleaning and prep for the new school year
Sept – Labor Day
Nov – Veterans Day
Nov – two days for the Thanksgiving Holiday
Dec – one day for the City of Largo annual award/training day
Dec – two days for the Christmas Holiday
Jan – New Year's Day
Jan - Martin Luther King Jr Day
Feb – President's Day
May – Memorial Day
Jul – Independence Day

Non VPK Days:

On the following weeks all children enrolled will be charged the full-time rate. VPK programming is not offered on these dates. Annually we will provide the exact dates for closures and non-VPK days. Please speak with the director for a copy of the current dates.

Nov – Thanksgiving break
Dec – Christmas break
Jan – New Year's break
Mar – Spring Break

VPK Program

VPK Instruction will be offered from August – May annually for children that are 4 years of age by September 1st and have submitted an enrollment voucher for the program. The instruction will be offered daily from 9 am – 12 pm for a total of 540 hours. Please speak with the director for specific starting and ending dates each school year. A second teacher will be in the classroom during these hours to work with the children that are not enrolled in the program on activities at their level.

Mission Statement:

To provide an opportunity for children to express themselves freely by creating memorable early social experiences while emphasizing the joy of learning allowing for the successful transition into the formative elementary school years.

Potty Training:

All children registered in the preschool must be potty trained and be able to independently use the restroom.

Communication:

A monthly newsletter will be sent home to inform you of what activities are going on in the classroom and remind you of upcoming events. Daily reports may be electronic or on paper. Please use this to build conversations with your child about their week.

Preschool Tuition:

- Tuition is \$150 per week for children that are not enrolled in the VPK Program and for VPK Children during holiday weeks. A \$5 discount will be given for families enrolled in auto-debit.
- Tuition is \$81 Per Week for VPK Children. A \$5 discount will be given for families enrolled in auto-debit.
- A Registration Fee (due at registration) is \$25
- Childcare fees are expected to be paid in full by Friday each week for the upcoming week.
- Tuition is due in full weekly regardless of child's attendance.
- If fees are not paid by 9am on Monday, a \$5 Late Fee will apply, and children will not be allowed to attend.
- Each family will be allowed two vacation weeks per year. A vacation week will only require 50% of weekly tuition to be paid. A vacation request form must be submitted two weeks prior to the vacation in order for fees to be adjusted. If you have been approved for a vacation week, the child may not attend preschool that week.

What to bring to School:

- Labeled water bottle (first and last name) with spill proof lid (thermos with straw or sports cup). If your water bottle does not have a name on it, we will use a permanent marker to add the first and last name to the bottle.
- Lunch with an ice pack to keep lunch items cool.
- A change of clothes in case of potty accidents or spills.
- Snack and drink for the afternoon.

We recommended you over pack your child's lunch in order for them to have enough food and snacks for the day. We are unable to refrigerate any lunches.

We reserve the right to replace any items in your child's lunch with a healthier item. Please do not pack high sugar food items, soda, and candy.

We provide a sheet and blanket for each child. Students may bring in one small rest time item from home. Please do not send additional items from home. Sheets and blankets are laundered weekly.

Outdoor Play:

We will try to incorporate as much outdoor time as possible in our daily schedule. Since the children play outside daily, we recommend they dress appropriately for the anticipated weather. This includes comfortable clothing, shoes, and socks (open toed shoes are not allowed for your child's safety).

Shoe Policy:

All children must have proper footwear during the program. We always require closed toe shoes. Please do not send students in sandals, flip flops, or boots.

Toys From Home:

Toys from home are not allowed unless it's specifically requested by the teacher (for example, show & tell).

Visitation/Volunteering:

You may visit your child at any time. Unannounced visits are encouraged and welcomed. If you will be spending a large amount of time in the classroom, you will be considered a volunteer. All volunteers are required to go through a fingerprinting and background check. If you are interested in having this completed to be an approved as a volunteer, the facility manager can provide you information on the location and cost.

Late Policy

The hours of the preschool are 7am-6pm. Children should not be dropped off prior to 7am and must be picked up by 6pm. If a child is not picked up by 6pm, a late fee of \$1.00 per minute will be charged.

Nap Time:

Each child is provided an individually assigned cot during daily rest time. A child is never required to sleep, but quiet time is scheduled after lunch.

Medication:

The staff at the preschool program, do not give medications. If your child is on a prescription medication except for inhalers and epi pens, the parent must come on site to administer it. If your child requires an epi pen or inhaler a prescription must be accompanied with written instructions from the parent or doctor. The prescription must be submitted in its original packaging with a label that clearly states on the label the name of the child. A medication form can be requested from the classroom teacher and must be on file for the classroom to hold such medications.

Parent Involvement:

We believe that parents are the most significant adults in a child's life. We encourage parental involvement and input and open communication. Please feel free to discuss any concerns or questions with the director and teachers.

Cubbies:

We provide an individual cubbie for the child's belongings. Please place your child's lunch box and extra clothes in the cubbie. We will also send home art projects on a regular basis. Please take these projects home daily.

Incident Reporting:

Any time a child has an accident or receives an injury that requires first aid, the staff member in charge fills out a report explaining the nature of the accident and injuries. This form must be completed by staff and signed by the parent on the day of the incident. A copy of the form is given to the parent upon parent request and the original is placed in the child's file.

Enrollment Policy:

Parents are responsible for completing an enrollment packet electronically as well as an emergency release form which requires notarization. Electronic and paper forms must be complete before the child's first day of care. Children must also have the following forms on site prior to their first day of care:

*** Florida's Student Health Form**

A report of current physical examination, signed by the child's provider of medical care in Florida (form DH 3040). This form is valid for two years from the date the physical was performed. Updated reports of physical examination must be submitted prior to the expiration date.

*** Florida's Certification of Immunization**

Documentation of current immunization records or a religious exemption must be presented before the child's first day of attendance. **Each immunization form has an expiration date and you are responsible to update the form before it expires.** The record must be on an approved State of Florida form. Your child must have a current record or the religious exemption (form DH681) prior to attending.

Sign In/Out:

Parents are required to sign their child in by 9:00 am daily. Please use a full signature. The time will automatically populate in the Procure app. It is important that you not only sign your child in and out but to make contact with the teacher to let them know you are leaving. To ensure a happy arrival and departure, please have a goodbye ritual for you and your child established. This may mean giving a hug, a kiss or a "high five" goodbye. This type of procedure helps the child know when you are leaving and what to expect.

The teachers will only release children to authorized persons named in the Procure app. Photo identification will be required before the child is released.

If there is a situation where someone may not pick up your child due to legal issues, copies of the legal documents/restraining orders are required for our files so we can ensure we protect your child.

All absences must be reported to the front desk by calling 727-518-3016 for Highland and 727-518-3125 for Southwest.

Withdrawal Policy:

A minimum of a 2 week notice in writing prior to withdrawing a child is required. Regular tuition will be charged until an official notification is received.

No Smoking:

This building is a smoke free facility. This includes all forms of tobacco including but not limited to cigarettes, e-cigarettes or vaping in the building or within 500 ft of the building entrance.

Health and Sickness Policy:

Please notify the center by 9am if your child will be absent. Any child who is suspected of having a communicable disease or exhibits other signs and symptoms which include any of the following shall be placed in the isolation area. A child in isolation will be supervised by a staff person and his/her condition will be monitored. Measures will be taken to make the child as comfortable as possible. The condition shall be reported to the parent, guardian or other person authorized by the parent, and the child shall be picked up from the facility as soon as possible. Such children can return to the preschool when their illness or condition is no longer communicable.

- Diarrhea one or more abnormally loose stools since arrival that day
- Rash, untreated infection
- Reddened eyes, conjunctivitis (Pink eye), or pus draining from the eye
- Vomiting
- Continuous cough or green yellow discharge from nose, signs/symptoms of possible severe illness or respiratory infection
- Lice, ringworm, scabies that is untreated and contagious to others
- Fever of undiagnosed origin, of one hundred degrees or higher
- Inability to participate in the school activities with reasonable comfort or who require more care than the program staff can provide without compromising the health and safety of the other children
- Chicken pox until the child is no longer infectious or until the lesions are crusted over

If a child develops a contagious disease, the parents must **bring a slip from the doctor giving permission for the child to return to the center.** Any child sent home due to illness, cannot be re-accepted back in the recreation complex the same day. Parents are required to inform the facility within 24 hours, exclusive of weekends/holidays, if their child is diagnosed with a communicable disease. If your child is sent home with a fever he/she cannot return to the facility for 24 hours. A child sent home for lice must be nit free before returning.

Accidents/Emergency Treatment:

The majority of the staff have First Aid and CPR training that work in the preschool. We will implement active accident prevention measures. Should an accident occur, staff will act immediately to administer emergency procedures.

- 1) Immediate first aid will be given by staff to accident victims.
- 2) Director or lead teacher will immediately call parents
- 3) If parents cannot be reached, the director has the authority to call a previously designated physician and/or call 911 for treatment and/or transportation to a hospital if recommended.
- 4) If a child is failing to breathe, 911 will be called before the parent.

Evacuation Plan:

In the event of an emergency that requires an evacuation from the facility, the children will be relocated to the Largo Community Center, located at 400 Alternate Keene Rd if participating in Little Pals and relocated to the Southwest Pool, located at 13120 Vonn Rd if participating in the Southwest Preschool.

Emergency Closure Policy:

In the event of a forced closure due to weather (such as a hurricane), or a communicable disease (such as COVID), the following policy is in place: Any closure that only affects one day of care will not affect tuition payments. Any closure that affects two or more days of care, the City of Largo will adjust the fees and apply any money collected for the closed days to the next week of care. The weekly rate will be divided by the amount of days care was available to determine the proper fee to be allocated for that week.

**City of Largo Preschool
VPK Attendance Policy (signed in Procure)**

- The VPK program runs Monday-Friday 9 am – 12 pm. Please be sure your student arrives on time daily.
- The purpose of the VPK program is to prepare your child for kindergarten, therefore, attendance daily is a priority. Daily attendance is directly related to success in the classroom, higher test scores, and compliance of the VPK contract.
- Your child must complete 80% of the program to qualify for funding. In the event that your child exceeds the permitted absences, they will be withdrawn from the VPK program at our site. In this case, you'll be given the option to continue in the program by using our private pay program. This would require that you pay \$150 per week (\$145 per week if on auto debit).
- Part of the VPK program is signing your child in and out every day, as well as verifying your child's attendance at the end of each month by signing the monthly form. Signatures in the Procure app must be full signatures. Initials are not permitted. We expect that you will verify your child's attendance no earlier than the last VPK day of the month and no later than three VPK days after the end of the month.
- We have wrap around care for the VPK children for \$81 per week (\$76 per week if on auto debit). This allows your child to be in the facility anytime from 7am-6pm Monday-Friday. The full week tuition, at the rate of \$150 (\$145 if on auto debit) is due on the weeks when VPK is not in session.
- In the event that absences exceed the VPK contract allotted amount and the City of Largo will not be reimbursed for the additional absences, the parent will be responsible for the difference in tuition.
- Termination from our VPK program or wrap care program is at the discretion of the Director.

PARENT ACKNOWLEDGMENT (signed in the Procure)

I acknowledge that picking my child/ren up after 6pm will result in a late fee of \$1/per minute and that more than 3 occurrences is grounds for suspension from the program.

I understand that I must notify the preschool staff if my child will not be in attendance for the day.
Highland Recreation Complex: 727 518-3016
Southwest Recreation Complex: 727 518-3125

I understand that payments are due on Friday of each week for the upcoming week.
Payments not made Monday at 9 am will result in a \$5 late fee and my child will be suspended.

I understand that if I choose to withdrawal my child/ren, I must notify the director in writing 2 weeks in advance.

I understand staff will ask for identification from individuals picking up my child/ren.

I understand that my child may not bring toys, games, or electronics to the program. The City of Largo is not responsible for lost, stolen or broken items brought from home.

I give permission for my child to attend field trips that are announced in advance.

I give permission for my child to attend walking field trips to the playground when on the recreation center property during school days.

Disciplinary Policy for the City of Largo's Preschool

The City of Largo's preschools enforce general rules to ensure a safe, professional, and organized program. The following disciplinary procedures are put in place for the program participants. These disciplinary procedures are designed to help each participant learn and grow as a responsible person in a fair and consistent manner.

Minor infractions of the Code of Conduct will have the following consequences that vary with the developmental level and ages of children in care:

First Offense: Verbal reprimand

Second Offense: Conference with Program Director

Third Offense: Individual circumstances will be considered and the appropriate consequences will occur:

1. written reprimand
2. suspension (1-5 days)
3. permanent suspension (expulsion) from program.

Each offense will be written on a disciplinary action form for the parents to sign and review with the Director.

Such disciplinary policies shall include standards that prohibit children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all childcare personnel.

In consideration of the nature of the offense, we reserve the right to implement whichever of the above steps are necessary.

Food and Nutrition Policy

The City of Largo does not provide meals to the students. Students are required to pack a lunch and snack daily. Please note – the City of Largo runs a licensed preschool program. In accordance with our licensing standards, we request that each student arrive with a healthy lunch and snack daily. No candy, soda, or junk food permitted. Lunch boxes must have an ice pack in them if they contain food that will spoil. Refrigeration is not provided.

Staff Registration Check List

In order for a registration to be complete the parent must complete the electronic application through our Procure app. An invitation will be sent by email.

Staff must verify the following items:

- Obtain a current recreation card with the City of Largo.
- Verify the email address and phone number in rec trac is current .
- A valid school physical on a Florida form has been turned in.
- A current up to date immunization record on a Florida form or a religious exemption on a Florida form has been turned in.
- A notarized emergency release form is completed.
- A completed auto debit form. (optional)

****Staff** please be sure that you are checking off all of the **REQUIRED** paperwork. Your signature below verifies that you have personally checked all paperwork and are **ONLY** accepting those that are **FULLY** completed. This is very important for the license board so please adhere to all needed above.

Staff Name: _____ Date: _____

Start Date of Child: _____



Auto Debit Registration and Authorization Form

Program	Weekly Fee on Auto Debit	Full Price Without Auto Debit
Preschool and non-VPK weeks	\$145.00	\$150.00
VPK Wrap	\$76.00	\$81.00

Parent/Guardian's Name: _____

Child's Name: _____

Primary Phone Number: _____

Household Email Address: _____

Auto debit will be pulled every Friday for the upcoming week. I agree for the fees for my child's childcare listed above to be paid weekly. Should any credit card (EFT) not be honored by my financial institution for any reason, I realize that I am still responsible for the total payment due. In addition, I may incur a processing fee of \$20 assessed by the City of Largo for any payments that are not able to be electronically processed. After two non-successful payment attempts, I will be withdrawn from the auto pay program. I also understand it is my responsibility to notify the City of Largo in writing should my credit card expire, my financial institution changes, or I make any changes to my account information at any time. The City of Largo requires a 10 day notice to change/cancel an EFT processing. All weekly fees are required to be paid if your child attends or not.

Initial Payment:

Membership____ + Registration____ + First Week of Tuition____ =

Total Due Today_____

Name as it appears on the credit/debit card:_____

Credit Card Number: _____

Expiration Date: __ / __

Parent Signature:_____

Date:_____



EMERGENCY MEDICAL RELEASE

This form must contain only one child's name, and be the original notarized form.

A new notarized form is required when there is a change in legal guardianship.

Please Print Information

Child's Full Name: _____ Birthdate: _____

Allergies: _____

Medicines Routinely Taken: _____

Name of Custodial Parent(s)/Legal Guardian(s): _____

Address: _____
Street Address (number, apartment #, street) City State Zip Code

Home Telephone _____ Cell Telephone _____ Work Telephone _____

Family Physician's Name/Health Care Resource: _____

Address: _____
Street Address (number, apartment #, street) City State Zip Code

Telephone () _____

Hospital Preference: _____
Name City

Medical Insurance Company: _____

Policy #: _____ Expiration Date: _____

Emergency Contact (if custodial parent/guardian cannot be reached): _____

Address: _____
Street Address (number, apartment #, street) City State Zip Code

Home Telephone _____ Cell Telephone _____ Work Telephone _____

Sign in the presence of the Notary.

I hereby give my consent to any emergency facility and physician to administer necessary treatment to my child _____, in the event of an emergency at which time

(Child's Full Name)

I cannot be reached. I give consent to transport by ambulance if situation warrants it.

Signature of Custodial Parent/Legal Guardian (Affiant)

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ 20_____
(Month) (Day) (Year)

by means of physical presence or online notarization by _____ who is personally known
(Name of Affiant)

to me or has produced _____ as identification.
(Type of identification)

SEAL OF NOTARY

Signed: _____ (Signature of Notary)