



# Pre-K Handbook for Parents

## Welcome to Ibn Seena Academy

We are so happy that you have chosen this environment for your child to grow, learn, explore, play, make new friends, and develop new skills that will last a lifetime.

Even though parents may be dropping their child off in our care, we like to think that we registered the family into our program and not just the individual child. We want to make parents feel good about leaving their children with us. For this reason, Ibn Seena Academy has an open-door policy which means that parents can stop by their child's classroom at anytime. If you have any concerns about your child, please feel free to talk to the director and together we can come up with a solution. Communication is two sided. We will do our best to keep the lines of communication open and hope you will do the same.



# Philosophy Statement

Ibn Seena Academy offers a tuition-based pre-kindergarten program for three-year olds. In addition we offer a free voluntary pre-kindergarten program for four-year old children who reside in the State of Florida. This program is designed to help the young child develop cognitive, language, social and emotional, and physical skills so that they are prepared with a strong foundation for future learning. The Academy has adopted the seven domains of development included within the Florida VPK Education Standards. These expectations, based on developmentally appropriate practices established by the Office of Early Learning, will serve as a foundation on which to build the knowledge and skills necessary to meet the State Standards in formal, academic school years.

It is our philosophy that a Pre-K Curriculum should be one that uses a Child-Centered Design, a method that is patterned by the child's natural approach to learning. In this design, the teacher finds the interest of the children and facilitates the development of knowledge and skills through hands-on, child-constructed and play-centered activities. We use the Learn Every Day & Nemours Brightstart! Superset and DLM Early Childhood Express curricula. These are comprehensive, research based Pre-kindergarten curricula that develop children's minds and bodies through carefully selected and sequenced learning experiences.

## Goals

Our goal is to encourage all children to learn, play, and explore!

- We believe that each child is a unique individual who brings different experiences to the classroom and will therefore develop at different rates. We are sensitive to a child's social, emotional, intellectual, and physical needs.
- We encourage a love of learning and a desire to learn more.
- We believe in providing the children with opportunities for creativity, ingenuity, and the development of cognitive skills.
- We will provide an environment that supports language and social skills needed before entering kindergarten. Our curriculum has a strong emphasis on early literacy skills.
- Our learning process will incorporate developmentally appropriate practices that help children enjoy successful learning experiences.
- We will provide a physical environment that is safe, clean, stimulating, and healthy.

# Voluntary Pre-Kindergarten Education Program

VPK is a voluntary program designed to “prepare four year olds for kindergarten and build the foundation for their education.” This allows parents the opportunity to enroll their child, who is four years old on or before September 1<sup>st</sup> and resides in Florida, in a free Pre-K educational program, regardless of family income. We offer the following VPK programs:

|                   | Classroom A         | Classroom B         | Classroom C         |
|-------------------|---------------------|---------------------|---------------------|
| Monday - Thursday | 7:45 am to 10:45 pm | 8:15 am to 11:15 am | 11:45 am to 3:30 pm |
| Friday            | 7:45 am to 10:45 pm | 8:15 am to 11:15 am | No class            |

Regular attendance is required, unless it is an absolute emergency, such as sickness. If your child has more than 4 consecutive absences, your child will be released from the program, unless you can provide documentation as proof that would excuse the absences.

Our VPK classes follow the Ibn Seena Academy calendar. Please refer to the posted calendar for each class on the parent-teacher forum.

When you register your child, please provide the following:

1. A physical examination certificate from the child's doctor.
2. An updated immunization record.
3. Your child's birth certificate.

## Tuition

The cost for Pre-K3 is \$6,100 per year. There is no charge for VPK only. Extended Day or wraparound care will be offered for Classroom “B” only. The cost of wraparound care is \$3,650 per year. Tuition for wraparound care is determined on an annual basis and will not be prorated for daily absences. For your convenience, you may divide the annual tuition into 10 equal payments of \$365 each with the tuition due by the 1<sup>st</sup> day of each month starting on 8/1/16. It will be considered late after that date and a late fee of \$20 will be assessed after the 3<sup>rd</sup> of the month.

Please note that we follow the Ibn Seena Academy calendar. Please refer to that calendar for scheduled school closings.

Wraparound care for classroom “B” will be offered each day as follows:

Monday to Thursday 7:45 am to 3:30 pm, (exclusive of VPK class time), and

Friday 7:45 am to 12:00 pm, (exclusive of VPK class time)

Students enrolled in wraparound care may arrive as early as 15 minutes prior to the beginning of wraparound care and must be picked up within 15 minutes of the end of wraparound care. There will be a late fee of \$5 for each 15-minute period or portion thereof that your child is not picked up.

We participate in the 4C Food Program and will provide breakfast and lunch to your child at no cost to you.

## Discipline Policy

Our staff is dedicated to the positive growth and development of your child. We respect your child as a person and believe that they respond to positive guidance and encouragement. We set clear, consistent rules and routines and stress the importance of following them. Our techniques to guidance include re-direction and positive reinforcement.



If there is a persistent behavioral problem that affects your child's pre-school experience, our staff will work closely with you to mutually understand the concern and work together to solve the problem.

If there is a biting incident, the biter will be isolated immediately and sent to the director's office to have a "chat" with him/her and a note sent home.

If the biting continues, the parent will be notified and there will be a possible dismissal from school.

Under no circumstances will a child be denied food or play time as a means of discipline.

## Sickness Policy

Health and safety are an important part of childcare. We rely on parental cooperation to help prevent the spread of communicable disease throughout our center.

For the safety of others, if your child displays one or more of the following, please keep him/her home:

1. A fever of 100 degrees or higher in the last 24 hours
2. If your child has nausea, vomiting, or refuses breakfast
3. A rash on the face or body (chicken pox, etc.)
4. Any sign of diarrhea in the last 12 hours
5. Any symptoms of communicable disease such as: sniffles, pink eyes, sore throat, headaches, open skin lesions, or abdominal pain.



Absences in excess of 3 days will require a doctor's excuse note.

If your child develops any of these symptoms at school, he/she will be isolated and the parent will be notified for pick up.

The staff will at NO time be allowed to administer medication of any kind. This includes cough medicine, Tylenol, or any other over-the-counter medication.

The exception is EPIPEN (provided by the parent), which will be given by the staff or director with the parent's assistance.

## Arrival Procedures

Parents may walk their child to the classroom as early as the beginning of class time. Please make sure that you sign your child in and out every day. Parents, if you are running late, please walk quietly into the classroom. To make this transition easier for your child, always remember "quick in and quick out." Parents may check on their child's progress by peeking through the window. Just don't get caught by your child as this may cause further separation anxiety and delay the child's adjustment to classroom activities.

## Dismissal Procedures

Children will be dismissed from their classroom at the dismissal time specified within their class schedule. Please keep in mind that your child anticipates your arrival at the end of class and can become anxious if all of his classmates have been picked up and he has been left behind. In order to avoid this stressful situation and the late pickup fee, we strongly encourage you to be on time. There will be a late fee of \$5 for each 15-minute period or portion thereof that your child is not picked up.

NO child will be allowed to leave the school with anyone other than a parent or person designated to pick them up. Please notify the school if you have made any changes in persons authorized to pick them up or if you are sending someone unknown to our staff. Please prepare that person to be ready to show proper identification (driver's license).

## Emergency Plans

*Plan 1:* if the child has a minor accident, the staff will comfort the child by washing the wound, applying a bandage, and giving a hug. The staff will document this event by filling out an accident report, which is a brief description of what happened.

*Plan 2:* If the child has an accident that produces an injury that calls for medical care (i.e. large bumps, head injuries, uncontrollable nosebleeds, cuts that require stitches, or possible fractures), the parent or guardian will be called immediately.

*Plan 3:* In obvious emergency situations, an ambulance will be called.

## Dress Code

The uniform for boys is a light blue polo shirt with navy blue or black long pants. The uniform for girls is a white shirt, navy blue jumper and navy blue or black long pants. Children should come to school in comfortable, easy to button, snap, or zip pants to allow independence for going to the toilet. Because the children go out on the playground (except for rainy days), they must wear proper shoes such as sneakers. Please, NO sandals, cowboy boots, or flip-flops. Because accidents happen, all children need a change of clothing (shirt, shorts, pants, socks, and underwear) placed in a zip-lock bag with the child's name on it.



## Odds and Ends

1. Parents can expect an online monthly newsletter from the teacher explaining upcoming events in your child's classroom and one from the director explaining planned events at the school.

2. We do not allow birthday celebrations in school. If parents would like to participate in classroom celebrations, please first check with the teacher for a suitable time. Our list of appropriate snacks includes fresh fruit, crackers, or vegetable/dip. Please do NOT send in juices, cupcakes, cake, or candles.

3. Please do not send in any toys. All your child needs to bring to school is a small backpack and a big smile!

## Security

Students may be picked up by authorized adults only, i.e. those adults whom you list on the pick-up instructions. Please note that a minor (someone under the age of 18) will not be allowed to check out your child. The door will be locked at all times for the safety of the children.

We sincerely hope that this experience will be a pleasant and stimulating one for your child and we promise to work diligently toward that goal at Ibn Seena Academy.



## Licensing Information

Ibn Seena Academy is licensed by the Florida Department of Children & Families for a maximum of 229 children on site at any given time. Our license number is C09OR0810. In order to provide the highest quality learning environment to our students, we reserve the right to voluntarily limit our enrollment, ratios, and group sizes.

