

A Child's World Learning Academy

3223 Alene St
Tampa, FL 33614
(813) 935-7777

PARENT HANDBOOK



Revised 2/7/2023

A Child's World Learning Academy Handbook

Mission

To provide convenient and enjoyable leisure experiences that are administered by competent and friendly staff in a setting that is well maintained, equipped, safe and aesthetically pleasing.



Hours of Operation

Monday to Friday
6:30 AM to 5:30 PM

\$20 Late Fee from 5:31 to 5:35pm, \$1 per minute/per child will be charged for every minute there after. All Late Fees are due immediately and in CASH.

Ages

Infants (six weeks old) to Twelve years old



General Information

This Handbook has procedures that must be discussed with your child(ren) so that he (she) will have a better understanding of what is expected. We have a large number of students and would appreciate your taking the time to review our rules and regulations so that you and your child will understand our system.

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Registration Fee

\$50.00 fee per year. Collected at the time of registration and at the beginning of each year thereafter. \$75.00 for families of 2+ children.



Tuition

Tuition fees are due every Monday. A fee will be added to the tuition if payment is not made by Monday closing. Fee is \$20 on Tuesday. There will be an additional \$5 for each additional day after Tuesday. All School Readiness children will be charged an additional \$12 in addition to their parent fees. ALL parent fees will be calculated to the next dollar:

(ex. \$15.40 will be \$16 plus \$12) ALL accounts MUST be paid by debit, credit card or MONEY ORDER.

Transportation



- *Oakgrove Elem
- *Twin Lakes Elem
- *Egypt Lake Elem
- *Alexander Elem
- *Crestwood Elementary

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Vacation

Parents may take one week vacation per year with no tuition due, to be taken after the first full year of students attendance, with a two weeks written notice.



Payment Policy

Payments made by money order should be made out to "A Child's World Learning Academy".



Dis-Enrollment Policy

Should you decide to remove your child from the center for any reason you are required to give a 2 weeks written notice. You will also be responsible for full tuition for both weeks.

(If we have to seek legal action for collection you'll be responsible for legal/court fees)

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Sign In & Out Procedures

You must sign your child(ren) in upon arrival at the center and sign out at departure. The sign in and out book/computer is located on top of the desk as you come in to the office/lobby. Also please communicate this information to all the people that are authorized to drop off and pick up your child(ren).



Nutrition

All menus are approved by USDA. Our menus are posted on the bulletin board in the Lobby/Hall Area. Our school provides breakfast, lunch and PM snack:

*Breakfast 8:15 AM-8:45AM

*Lunch 11 AM-12 NOON

*PM Snack 2 PM- 3 PM.

***Any allergies to milk or certain foods must be documented in child's file and we MUST have a Dr's Note if you would like for ACWLA to alternate a certain food that you must bring from home.**

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Health

A current physical and shot record must be provided for all children not of school age. These records must be kept up to date. Medication will be given only if prescribed by a doctor and must have the pharmacy label with the child's name on it. Also, the medicine can not be expired. We must have parents consent to be able to administer any medication, be sure to complete a medication form and give it to the director with the medication. Medication forms are good for 1 week at a time if the child needs it longer you will have to fill out another form. NO over the counter meds will be administered at ACWLA. There may be the possibility of a student having a "religious exempt" form on file opposed to immunizations.

(There **MUST** be a med form on file for nebulizer treatments as well)

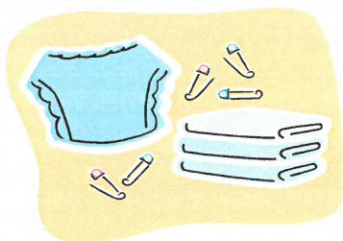


Sick Children

Any child with a runny nose (yellow- green mucus) , a fever over 99 degrees, constant cough, diarrhea, vomiting or any other sickness that is contagious cannot attend the Academy. If your child becomes ill at school, you will be called to pick up your child. In order for your child to be able to return to school, we will need a note from his/ her doctor stating that he/she can return to school. If sent home they will be required to be out for a 48 hour period and completely symptom FREE. Please be sure to read over our COVID-19 Response Plan + Health Statement in its entirety.

***All records must be kept up to date, if you move, change employment or phone number you must notify us immediately so that we may up-date our records. You **MUST** update Brightwheel app with changes yourself.

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Provisions

Parents Provide the following items:

- Infants - Formula, cereal, baby food, 6 diapers per day, baby wipes and at least two change of clothes. If the baby has a favorite blanket, you may bring it in as well.

NO shoes will be allowed in the infant room...we ask that when you arrive to drop off or pick up your baby you wait at the classroom door and the teacher will meet you at the door.

ALL bottles MUST arrive to school prepared, labeled and with caps on them!!!!

- Ages One & Two's - 1 small blanket, change of clothes, 4 to 6 diapers for the kids that are not toilet trained, & wipes.

Absolutely NO bottles or pacifiers are allowed in the Two Year Old room or higher...

Teachers will notify you as supplies are used so that you can replenish them.

- Pre-K 3-5's - 1 small blanket, change of clothes, and all school supplies that are on the classroom supply list.
- VPK children **MUST** wear uniforms during VPK hours. Speak with the Director in regards to ordering them.

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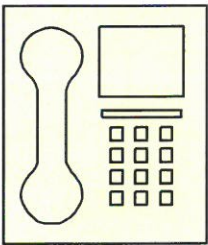
Field Trips

The fees for any field trip must be paid in cash prior to any field trip and we must have a written consent form, from the parent. Field trip consent attached to enrollment packet. Please be sure to provide your child's teacher with ER #'s the day of the trip.



Who to Contact

If you have any question or concerns, please feel free to speak to the Director at anytime you can reach her at 813-935-7777 or email her childworldinc@aol.com. She receives all emails immediately to her phone, if she is not at the center.



Important Dates

New Years Eve/New Years Day
Memorial Day/Veterans Day
Independence Day
Labor Day
Thanksgiving Day/Day after Thanksgiving
Christmas Eve/Christmas Day
MLK Day
Presidents Day
Good Friday



The center will be closed on the holidays listed above. Notice will be given should we close any other day that is not mentioned above. In case of a hurricane or dangerous weather you can always find out if Hillsborough County School District will be open or closed. We will follow their schedule. You can keep track of this at the Hillsborough County School website.

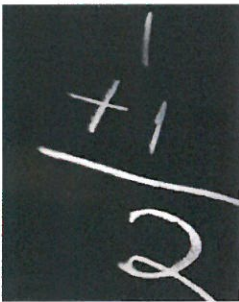
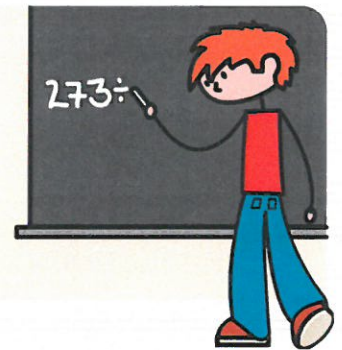
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Education

- * All children are provided with a program consisting of the following: language development, music, art and sensory perception. Children are naturally curious, we believe that the best way to nourish their desire for finding answers is to make learning fun. So when you look around our center, you will see an activity focused environment that tickles your child's curiosity and intellect. An environment that encourages children to learn by doing many different activities such as: block centers teaches sizes and weight concepts, art expands their imagination and sense of pride, outside play will build coordination, social skills and self confidence, and as they complete each activity they will smile, laugh, and most all: they will learn!

All parents are encouraged to participate in their child's learning. Feel free to ask questions, give suggestion; and to speak to the Director at any time. "ACWLA" is your child's home away from home.

- * Parent volunteers are always welcomed. We ask that before you plan on spending time with us you fill out a volunteer form and a background check must be conducted.



Rules & Regulations

- ❑ I have read the entire parent handbook and will abide by all rules within the handbook.
- ❑ All children must have a completed registration form up to date immunization form and a student physical in their file. (Yellow & blue forms) Brightwheel app MUST also be up to date.
- ❑ All tuition fees are due on Monday. Your payment is considered late, on Monday at closing, we will add \$20.00 Tuesday, \$25 Wednesday, Thursday \$30.00 and Friday \$35.00,
- ❑ Your child must be left with a staff member upon arrival, do not leave your child at the door to walk in by himself. Please notify the teacher if there are any changes or concerns.
- ❑ Sick children can not attend school, we have no facilities to care for sick children. We are here to secure the well being of our children as well as our staff.
- ❑ There will be no deduction made for sick days, legal holidays that fall on a school day or if you choose to keep your child home with you. We will not pro-rate the tuition, tuition will be due in full.
- ❑ Absolutely no toys, candy, gum or any other personal items allowed to be brought to school. Additional snacks are welcomed but can only be eaten during designated snack times
- ❑ All children must wear socks, shoes or tennis shoes. Absolutely no flip flops, sandals, crocs or open toe shoes.
- ❑ Any child that is not potty trained, the parents must provide us with wipes, disposable diapers and change of clothes. If not on table food the parent must also provide us with baby food.
- ❑ Hours of operation are from 6:30 AM to 5:30 PM. If you arrive for pick up after 5:30 PM, a late fee will apply of \$20 per child for the first 5 minutes and \$1.00 per min/per child after 5:35 p.m.
- ❑ All children are allowed a maximum of 10 hours per day at the center. Anything over 10 hours will be charged the late fee stated above.
- ❑ I have read and understand as well as agree to all of the rules and guidelines regarding COVID-19 and any other infectious diseases.

Rules & Regulations

- All full time students must arrive at the center no later than 9:00 AM, your cooperation is appreciated in this matter . It is very hard for the teacher to conduct class when she constantly has to stop. If your child has a Dr. appt. this will be the only exception to the rule. This being the case and your child will arrive after 9 a.m. you must call the center to be included for lunch if we don't receive a call you will have to provide your own lunch and Dr documentation.
- Absolutely no children can be dropped off between 10:30-2 p.m. (This is the centers Lunch/Nap time) This includes children with Dr appts.
- All after schoolers must remain in school or at home until pickup. If a schooler did not go to school he/she can not be dropped off until 2:30 p.m.
- I give my son/daughter permission to attend any/ all fieldtrips at ACWLA. I understand that they will be transported or walked by a ACWLA Staff members.
*Please note: Children DO NOT start going on fieldtrips until they are in a VPK class
- I give ACWLA permission to apply "Bug Spray" on my son/daughter as needed. I am aware that ACWLA does not provide the bug spray I will supply my own.

By signing below you are agreeing to all of the rules and regulations above and on the previous pages. Please be sure to go over these rules with your children. Signing also affirms your understanding and agreement to the center rules found in the HANDBBOOK, COVID-19 Pandemic Response Plan, Parent Health Statement, guidelines and information provided (Revised 7/2020).

Parent Signature

Date

Child's Name

Director Signature

Date

When a Child Misbehaves in Our School

- Each class has classroom rules. The teacher goes over the classroom rules each day. When a child breaks a rule, he/she is reminded about the rule and the reason for the rule.
- If negative behavior continues we will remove the child from the group. The thinking center will apply (depending on the age) for no more than one minute per age #.
- (ex: 2 yr old = 2 min, 3 year =3 min etc.)
- If it continues further, we will take privileges away and if necessary we will speak to the child's parents. We will do this together with the child, so that the child's parents become aware of a possible problem and at the same time to show the child that his/her actions are a concern to those who care for him/her and that there is consistency between home and school.
- A plan of improvement will be created.
- If the problem continues and the child shows no intentions to change, we will have a conference with the parent and the child. At this time the child could be suspended from one to three days, depending on how severe the problem is. If it continues, we will have no other alternative than to ask the parent to remove the child from our school. This is all on a case by case basis.

Please remember, together we stand strong and we will build a solid foundation for our children: "For our children are the future".

By signing below you are acknowledging our disciplinary plan and agree to help your child abide by the rules.

Parent Signature

Date

Child's Name
