



Dear Parents:

Welcome to Easterseals!

Our team of highly trained staff and educators will work together with you and your child, to fully access the best of Easterseals Early Education services for your child. Easterseals Child Development Centers are members of a national Easterseals network, offering high quality childcare to children of all abilities. Easterseals program features highly trained staff, a lower student to teacher ratio, implementation of developmentally appropriate curriculum and a healthy and safe environment.

Our team at Easterseals is dedicated to you and your child's needs.

- **Classroom**

- **President, CEO** **Bev Johnson** **(386) 944-7818**
- **Principal** **Christina Hopkins** **(386) 734-4124**
- **Deland Director** **Lori Ebanks** **(386) 734-4124**
- **Daytona Director** **Diana Martin** **(386) 255-4568**
- **Project Warm Site Supervisor** **Meredith Ligon** **(386) 254-1146**
- **Registrar** **Debra Bouthiller** **(386) 944-7828**
- Our Certified Teachers focus on your child's individual goals, behaviors and classroom activities
- Our Team is committed to open communication between you, your child and the teacher
- Our Director is available to discuss your child's classroom goals and behaviors

- **Fundraising**

- **Susan Moor, Vice President of Gift Planning** **(386) 944-7820**
- Come support us at one of our many fundraisers! We value each of you! As each of you know, these events help Easterseals create solutions and CHANGE LIVES!

- **Contributions**

- **Susan Moor, Vice President of Gift Planning** **(386) 944-7820**
- We have an active program to help children and adults. We are grateful for all contributions that we receive that touch each of these lives.

For our current news, legislature alerts and on-line newsletter go to our local website: [www.eastersealsnecfl.org](http://www.eastersealsnecfl.org). Also, watch for flyers at the reception desk!

We welcome you to our team and thank you for utilizing Easterseals services and programs. I personally wish for each of you a rewarding experience at Easterseals. I look forward to hearing from you if you would like to contact me for any reason.

Sincerely,

Bev Johnson  
President/CEO

**Program Services**

- Child Care services, including Project WARM for children ages 6 weeks to 5 years.
- Voluntary Pre-Kindergarten (VPK) Education Program for eligible 4 year olds
- All Day Pre-K for children 3-5 years' old
- Charter School Programs contracted through Volusia County Schools
- Before and After School care for children **currently enrolled** in our programs ages 3-5 years' old
- Inclusive programs for all age groups

We have a system in progress that helps to identify a special needs child and partners with local community services to ensure children receive the supports necessary for children to enter school ready to learn. These support programs include:

- Early Steps Program – For children under age 3 (Individualized Family Support Plan, IFSP)
- Child Find – For Children over 3 (Individual Education Plan, IEP)

**Locations and Hours of Operation**

<p><b>Daytona</b> 1219 Dunn Avenue Daytona Beach, FL 32114 Phone: 386-944-7816 Fax: 386-944-7855 <a href="mailto:Dmartin@esnecfl.org">Dmartin@esnecfl.org</a></p> <p>Monday-Friday 6:30 a.m. – 6:00 p.m.</p>	<p><b>Deland</b> 306 W. Wisconsin Avenue Deland, FL 32720 Phone: 386-734-4124 Fax: 386-734-8702 <a href="mailto:Lebanks@esnecfl.org">Lebanks@esnecfl.org</a></p> <p>Monday-Friday 6:30 a.m. – 6:00 p.m.</p>	<p><b>Project Warm</b> 301 Justice Lane Bunnell, FL 32110 Phone: 386-254-1146 Fax: 386-944-7855 <a href="mailto:MLigon@esnecfl.org">MLigon@esnecfl.org</a></p> <p>Monday-Friday 7:30 a.m.-5:00 p.m.</p>
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Occasionally these times might vary and you will be notified prior to any changes. Our cut off time for Child Care is 9:00 a.m. **Children arriving after the cut-off time disrupts the classroom therefore will not be permitted access. We have set this time so that teachers may begin the learning day. Late Drops-Off Exceptions must be made in writing no later than the day before.** Easterseals is closed on major holidays. Easterseals will provide a list of the days during the year when we are closed. **Please be sure to mark these days on your calendar and plan accordingly.**

**Late Pick Up Policy**

We understand that an occasional emergency may arise and cause you to be late picking up your child. We ask that you notify the Child Development Center as soon as possible. There will be a late fee charge of \$1.00 per minute after 6:00 p.m. **This fee is due upon your arrival to the center unless prior arrangements have been made.** If the parent has not notified the center regarding late pick up, and the parent and/or emergency contacts cannot be reached, the police department along with the Department of Children and Families will be notified after a reasonable time.

**Our Philosophy**

Easterseals Child Development Centers are programs based upon developmentally appropriate practices and is designed to enhance social, emotional, intellectual and physical development in a safe, nurturing environment. We believe that active play and exploration are vital to learning.

### **Philosophy of Inclusion**

*Children enrolled in our programs:*

- *Recognize diversity*
- *Learn patience, tolerance, and empathy for other children*
- *Begin to interact appropriately with children the same age with different learning abilities*
- *Experience improved self-esteem*
- *Develop appropriate social skills, interpersonal relationships, independence, and acceptance of differences*
- *Benefit from highly trained staff and certified teachers*

*We believe that parents of typical learning children and children with special needs also need support. You can be confident that:*

- *Highly trained professionals are on staff guiding your child through the day*
- *Your child receives appropriate care close to the home*
- *We offer before and after school care (for those enrolled in our programs)*
- *Your child has access to an inclusive program*
- *We have a licensed pediatrician on our Easterseals Board of Directors*
- *Our staff is certified, licensed and receives continuing education*
- *Our low student/teacher ratio is better suited for learning and provides more attention for all children*

### **Curriculum**

*Children will be provided the opportunity to learn and develop skills through dramatic play, open-ended creative activities, sensory play, as well as music and movement. The curriculum emphasizes play and encourages individual choice. Easterseals Child Development Centers use Creative Curriculum for Infants, Toddlers, and Twos 2<sup>nd</sup> Edition and Creative Curriculum for Preschoolers 6<sup>th</sup> Edition and Easterseals Charter Schools use Houghton Mifflin Big Day for Pre-K. All curricula are designed to maximize children's development, and are designed with the Florida Early Learning and Developmental Standards.*

### **Child Development Center Enrollment**

*We encourage you and your child to visit our program to tour and meet our team of trained staff and professionals. We will provide an enrollment packet which includes forms and other documentation required to complete the enrollment process. The enrollment packet **must** be completed to begin the enrollment process. We also require a current physical and Vaccination Record as well.*

### **Charter School Enrollment**

*Easterseals is contracted through the Volusia County School District to operate a prekindergarten program for children receiving exceptional student services. A child must have a current Individual Education Plan (IEP) to enroll in the charter school. For information on the charter school and the process to qualify for exceptional student education services, please see the charter school principal or school registrar.*

### **Tuition Payments**

Child Care payments **MUST be received in advance of care, by Friday at 6:00 pm. Payments not received by Monday at 6:00pm will be assessed a \$25.00 late fee.** Tuition payments are made at the front desk and you will be issued a receipt. **Payment is required whether the child attends or not.** Tuition reserves your child's slot within our program. There is a \$50.00 registration fee for every new family entering our program. If a check is returned due to insufficient funds, a \$25.00 fee will be assessed. After one check is returned, regardless of timeframe, Easterseals may require a parent to pay in the future with cash or money order.

### **Staff**

Easterseals staff are all required to comply with the "Rilya Wilson Act" and as a result are required to pass the DCF background screening and required to pass a drug test. Easterseals abides by the provision of the "Rilya Wilson Act" for each at-risk child under the age of school entry who is enrolled in the Child Development Centers operated by Easterseals. Easterseals teachers and staff are required to complete 45 hours of mandated DCF Child Care training and are required to complete 10 hours of continuing education a year.

### **Arrivals and Departures**

There is a daily sign out process documenting who is signing out the child. This assists in ensuring every child's safety. No child will be released to an unauthorized person. When needing to add new authorized persons to the pick-up list please do so in writing. If a person attempts to pick a child up from care without written authorization from the parent, the child will not be released per DCF Regulations.

Parents or a designated adult, over the age of 18, will escort their child to the classroom and ensure that the staff is aware of their arrival. Parents or a designated adult are expected to come into the classroom at the end of the day to pick up their child.

If the person picking up the child appears to be under the influence of alcohol and/or drugs, Easterseals will not release the child. We will make every attempt to make other arrangements or to reach an emergency contact person(s) to safely transport the child. If there is no one available, the incident may be reported to the police and the Department of Children and Families.

### **Attendance Policy**

Your child's regular attendance is important. Consistent attendance is a key way for your child to receive the maximum benefit more from Easterseals comprehensive planned learning environment and curriculum. Regular attendance will allow your child to feel more comfortable and make learning a fun experience. If attendance becomes a challenge for you and your child, the teacher may ask to discuss this with you. If your child is absent for three (3) or more consecutive days, a medical excuse, along with the excused absence form is due upon your child's return. If your child is absent for more than two weeks with no contact from you, your child will be withdrawn. Families are provided two (2) vacation weeks per program year (August 1-June 30). If additional time is needed, families are responsible for payment to ensure your child's spot is secured. **This is offered only to families with accounts in good standing and who have already have been enrolled for ninety (90) days.**

Children cannot be accepted before opening hours of operation. Parents are expected to call if their child will not be attending school. If you are unable to pick up by the time Easterseals Child Care Center closes our doors, you will need to make other arrangements. Please notify the center so the professionals can make a note in the child's chart. If a parent has not notified the center regarding a late pick-up, and the parent and emergency contact cannot be reached, we will contact the local Police Department after a reasonable amount of time has passed.

**Note: If a child enrolled is absent for three (3) consecutive days with no contact from the parent by the close of the third (3rd) day and the student receives School Readiness Funding, ELC funding, we will notify ELC of the situation. We are now required, from ELC, to have documentation of the child(ren) absences.**

### **Meals and Snacks**

Easterseals Child Development Center provides a nutritious breakfast, lunch, and an afternoon snack for the children. We participate in the federal Child and Adult Care Food Program for nutritious meals and snacks to eligible children who are enrolled at this facility. We do accommodate food allergies, as needed with a Physician's Note.

### **Clothing Guide**

Dress your child in comfortable, non-restrictive clothing appropriate for changing weather conditions. Paint, glue, mud, etc. may come in contact with clothes, as we encourage active, creative play, indoors and on our playground. Please don't send your child to school in clothes you want to keep unsoiled. Dressing your child in layers (sweaters, leggings, etc.) is helpful, especially during periods when the weather is cooler. We recommend that parents bring the following items for their child. (Please permanently label your child's first and last name on all items.)

### **For All Seasons:**

A small **blanket** and/or **sheet** for nap time (small pillow optional). Please take home regularly to wash.

**Two (2) complete change of clothes** including pants, shirts, socks, and underwear. Please check your child's cubby **every day** and bring clean clothes if needed. Pants with elasticized waists rather than zippers facilitate toileting and are preferred. Girls who wear shorts or dresses should have long pants in their cubbies. Boys who wear shorts should have long pants in their cubbies. From time to time children will grow out of their clothing, we would ask that you change out clothes for the appropriate sizes. Comfortable closed-toed casual shoes or sneakers are preferred. Shoes should protect your child's feet.

**Summer:** (Please apply sunscreen prior to arrival at school every morning)

A lightweight, water-proof, plastic **beach bag** with a shoulder strap or a backpack.

A bath **towel**

A sun **hat**

A **swim suit**

**Sandals** (please, no thongs or flip flops)

Easterseals has several opportunities for water play and these items will assure they are comfortable and protected during their experience.

**Communicable Disease Policy**

*In order to maintain the health of all Easterseals Child Development Center students and staff, it is our policy that:*

*Parents are required to notify Easterseals Child Development Center when it is known that his/her child has a communicable disease (i.e. measles, chicken pox, etc.) so we can notify other parents to take necessary precautions.*

*Your child is not able to return after having a communicable disease unless a written documentation is received from your child's doctor stating that your child is in good health and free from the communicable disease.*

*In the event that a student has contracted a communicable disease, Easterseals will inform all parents of Easterseals Child Development Center students within 24 hours of notification, specifying its nature so you may call your physician for information.*

**Parent Communication**

*A parent bulletin board is provided for your child's classroom. Check this bulletin board daily so you are informed about current activities and parent involvement opportunities. Short notes will be sent home when necessary as well as a monthly calendar/newsletter. Many classrooms will distribute a daily communication note to convey general information about the child's day and activities.*

*Parent/Teacher conferences will be scheduled twice a year and a parent or teacher may request a conference at any time. Parents are encouraged to visit the classroom as often as they wish. We invite parents to talk with staff about any concerns or questions about activities in the classroom, and/or ways to enhance learning and development at home.*

**Visiting and Observation**

*Easterseals Child Development Center has an open door policy. Parents are always welcome to visit or request a conference with your child's teacher. We look forward to speaking with you during breaks, or we will arrange for you to meet with a staff member. Office staff are available to answer questions when the classroom staff are involved with curriculum related activities.*

**Daily Requirements**

*Our goal is to make your child feel safe and comfortable as possible during the day. To help facilitate the health and wellbeing of your child, Easterseals asks parents send their child to school with the products and articles they have selected. Outlined below is what is necessary for a day at Easterseals Child Development Center, according to your child's age.*

**Infants (Daytona & Project WARM)**

*Diapers  
Diapering Products (wipes, powder, ointment etc. **This requires a medical form**)  
Bottles  
2 Changes of Clothes*

**Toddlers, Twos**

*Diapers  
Diapering Products (wipes, powder, ointment etc. **This requires a medical form**)  
Bottle and/or Training Cup w/lid  
2 Changes of Clothes  
Cot Sheet (Optional)  
Blanket (Optional)*

*Threes, Fours, & Fives*

*2 Changes of Clothes*

*Cot Sheet (Optional)*

*Blanket (Optional)*

*Diapers and diapering products may be needed by some children*

**Nap Time**

*All children (excluding charter partial day only) will have a daily rest period. Children will be sleeping on mats. Children are allowed to bring their favorite blanket to assist with the transition. Items brought from home need to be labeled with the child's name and taken home regularly to be washed.*

**Developmental Screening**

*Easterseals offers developmental screening as part of enrollment in our program. Screening ensures your child is growing and developing according to the developmental stages of his/her age and may help to identify if further evaluation is needed. We will provide screening results and discuss any potential area of concern. Should it be appropriate, Easterseals will make necessary referrals to your physician, the Early Steps Program (for children under age 3) or Child Find (a program for children over age 3).*

**Dismissal Policy**

*Easterseals recognizes the importance of a strong family partnership. We strive to create bonds with the children and their families in our care. We promote positive interactions among children and work to help them acquire the age appropriate skills needed to solve problems. As outlined in the program's discipline policy, we use redirection and age appropriate positive behavior supports.*

*If a child continually exhibits behaviors that are considered challenging, we will work with the family to achieve the following:*

- *We will communicate the behavior and the response used to redirect behavior in our setting.*
- *We will contact the necessary community resources (e.g., the Early Learning Coalition), to provide center supports and technical assistance as needed.*
- *We will work with the parents to access community services such as behavioral counselors and other comprehensive services.*

*We understand that a child's suspension and/or expulsion from our care may affect a parent's ability to work; as a result, we choose not to suspend or expel a child based on challenging behavior. In rare instances, there may be cause to withdraw a child based on actions from a parent or guardian. Immediate causes for disenrollment: (Please see policy)*

- *A parent/guardian is physically or verbally abusive or intimidating to staff, children, or anyone else at the Center.*
- *Potentially dangerous behavior by a parent.*
- *A tuition payment is late by two or more weeks.*

### **Educational and Medical Records**

Your child's records are private and will be kept confidential. All active clients' records are kept in a locked cabinet. All records of formerly enrolled children are located in the designated records room and maintained for the allocated records retention policy. As part of the enrollment process, parents have the right to:

- Review and see your child's records
- Request a copy of all educational records \*There may be a cost associated
- Provide written request to have your child's records sent to a third party

### **Incidents and Accidents**

If your child is involved in an incident or accident during the day, staff will complete an incident form and ask the parent to sign acknowledging that an incident occurred. This form documents what happened and ensures open communication between parents and staff.

Children are not transported (without parents/guardian) to a hospital unless there is a life-threatening incident. Any child transported to a hospital will normally be accompanied by an Easterseals employee.

### **Child Health Policy**

Maintaining health and preventing spread of contagious diseases are responsibilities shared by parents and Easterseals. Easterseals has adopted policies for handling and preventing illness. Staff are trained in illness-prevention practices that limit spread of infections.

Parents should have their children immunized against diphtheria, tetanus, pertussis Haemophiles influenza type B (Hib) diseases, varicella, poliomyelitis, measles, mumps and rubella unless exempted for religious or medical reasons.

We have a communicable disease policy, identifying an ill child, and notifying our parents. Parents are responsible for providing up-to-date emergency phone numbers, promptly picking up their ill child, and consulting with their child's doctor about diagnosis and care. They should inform Easterseals when their child is ill with a contagious disease and request their doctor's cooperation in consulting with Easterseals.

Children will not be allowed to attend Easterseals programs, if any of the following is present: The child has any of the following:

- behavior changes or other signs or symptoms of illness including: persistent cough, sore throat, body aches and chills.
- an underarm temperature of 100.1 degrees or greater (child may return after **24 hours fever free without the aid of medication**),
- uncontrolled diarrhea (stool runs out of the diaper or the child cannot get to the toilet in time); or two or more loose bowel movements in one day,
- vomiting more than once in the previous 24 hours,
- mouth sores with drooling (unless a health professional determines the child's illness is not from a communicable illness);
- rash with fever or behavior change;



- pink eye with white or yellow discharge (child may return 24 hours after treatment is started);
- scabies, head lice or other infestation (until 24 hours after treatment is started and child is nit-free); including, but not limited to, those contagious diseases listed below, until the child meets specified requirements or has a physician's clearance:

Tuberculosis	Impetigo	Chicken Pox	Mumps	Rubella
Shingles	Hepatitis A	Whooping Cough	Herpetic Gingivostomatitis	
	Strep Throat or Streptococcal Infections			

The final decision whether to exclude a child from Easterseals services is made by Easterseals staff. If a child is unable to participate in classroom activities, their parent/guardian will be notified by telephone. Easterseals will continue to call until a responsible adult (or next available approved contact person) is verbally notified to pick up the child. The child may be isolated within the classroom or if necessary, in another designated area. Children who have not been receiving Easterseals Services due to illness or medical condition may be required to have a physician note before returning to Easterseals.

### **Client and Parent Rights**

Brief Overview of Title VI (p.I.88.353)

Your child's rights are protected under Title VI of the Civil Rights Act of 1964 and Chapter 827, F.S. Abuse of Children or Disabled or Aged Persons. Following is an explanation of these rules:

Title VI of the Civil Acts of 1964, ensures that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in being denied the benefit of, or be otherwise subjected to discrimination under any program (receiving Federal Financial Assistance).

Chapter 827 F.S. Abuse of Children or Disabled or Aged Persons, provides definitions for Aggravated Child Abuse, Child Abuse, Negligent Treatment of Children, Persistent Non-Support, Sexual Performance by a Child, Penalties, Misuse of Child Support Money, Abuse, Neglect or Exploitation of Aged Disabled Persons.

To report suspected abuse or neglect of your child, you may call toll free 1-800-96-ABUSE. Easterseals is required to report any suspected Child Abuse or Neglect by its child care license. Discrimination is not tolerated at Easterseals for any reason.