



Welcome to Easterseals!

Dear Parents/Guardians:

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 a lower student to teacher ratio, implementation of developmentally appropriate curriculum and a healthy and safe environment.

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

President, CEO	Bev Johnson	(386) 944-7818
Vice President-Education & Admin. Services	Heidi Rand	(386) 878-4373
Director-Explorer Academy Daytona	Denise Mercado	(386) 944-7831
Director-Curriculum	Amanda Kramer	(386) 267-3581
Senior Director of Behavior Support Services	Allison Berard	(386) 944-7801
Director-Explorer Academy Bunnell	Amanda Kramer	(386) 254-1146

Our Team is committed to open communication between our families and teachers. Our teachers focus on your child's individual goals, behaviors and classroom activities and our Director is available to discuss your child's classroom goals and behaviors.

Vice President-Philanthropy	Susan Moor	(386) 944-7820
• Contributions/Fundraising		
○ 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.		
○ Come support us at one of our many fundraisers! We value each of you! These events help Easterseals create solutions and CHANGE LIVES!		

For our current news, legislature alerts and on-line newsletter go to our local website: www.eastersealsnecfl.org. Also, watch for flyers at the reception desk for special activities!

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, for children ages 6 weeks to 6 years
- All day Pre-K for children 3-6 years' old
- Voluntary Pre-Kindergarten (VPK) Education Program for eligible 4-year-olds (may not be available at all locations)
- VPK wrap services
- Inclusive programs for all age groups

Child Development Center Enrollment

As a child care center licensed through the Department of Children and Families (DCF), we require you to submit an enrollment packet, which includes forms and other documentation, to complete the enrollment process. We also require a current Physical and Immunization Record. We ask this to be turned in at least 24 hours prior to enrollment so our office staff and teachers have time to prepare for your child's arrival.



Locations and Hours of Operation

<p>Daytona 1219 Dunn Avenue Daytona Beach, FL 32114 Phone: 386-202-6174 Fax: 386-944-7855 DMercado@esneconf.org</p> <p>Monday – Friday 7:00 a.m. – 5:30 p.m.</p>	<p>DeLand 650 W New York Avenue DeLand, FL 32720 Phone: 386-734-4124 Fax: 386-944-7855 AKramer@esneconf.org</p> <p>Monday – Friday 7:00 a.m. – 5:30 p.m.</p>	<p>Project Warm 301 Justice Lane Bunnell, FL 32110 Phone: 386-254-1146 Fax: 386-944-7855 HRand@esneconf.org</p> <p>Monday – Friday 7:30 a.m. – 5:00 p.m.</p>
--	---	---

Children cannot be accepted before opening hours of operation.

Occasionally, the operational hours will vary and you will be notified prior to any changes. Our cut off time for child care entry is 9:00 a.m. We have set this time so teachers may begin the learning day. **Children arriving after the cut-off time disrupts the classroom routine and therefore will only be permitted with advanced notice.** Easterseals is closed on major holidays. We also have some additional closures and early release days for staff training. We will provide a list of these days so you can mark your calendar and plan accordingly. Regular tuition will still be due for those weeks.

Arrivals and Departures



To ensure the safety of every child, children are to be checked in and out through the Procure data management system. Only those who were listed on the enrollment paperwork will be identified as an authorized pick up person in the system. When needing to add new authorized persons to the pick-up list, it must be done in writing. This is a DCF regulation and there will be no exceptions to this process. If a person attempts to pick a child up from care without prior written authorization from the parent/guardian, the child will not be released. Please be aware that if the person releasing the child is not familiar with the person picking up, they may ask for proof of identification. Please understand that these measures are for the safety of all children.

Parents/Guardians 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/Guardians or a designated adult are expected to come into the classroom/playground at the end of the day to pick up their child. Please ensure you communicate with the staff before removing your child to ensure they have a moment to communicate any important information from the day.

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 DCF.

Late Pick Up Policy

If you are unable to pick up your child by the closing time, you will need to make arrangements for another authorized person to pick up. Please notify the center so the staff can make a note in the child's chart. We understand that an occasional emergency may arise and cause you to be late picking up your child. We ask that you notify the center as soon as possible if you anticipate this happening. **There will be a late pick up fee charge of \$1.00 per minute/per child after your center's closing time.** 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 and DCF will be notified after a reasonable amount of time has passed.



Tuition Payments

There is a **one-time, non-refundable \$75.00 registration fee** for each new child entering our program. To enroll, the **initial childcare payment must be equal to two (2) full weeks of tuition.** Subsequent payments must **be received by close of business on Mondays** to bring your account to a zero balance or a **\$25.00 late fee will be assessed.** Tuition payments may be made at the kiosk or through the Procure app after receiving and accepting the invite through your email. Please be aware that **payment is required to hold your child's spot in the classroom whether your child attends or not.** However, we offer one week per year when your child may miss an entire week (Monday-Friday) and tuition will not be charged. Please make the office staff aware in advance when you would like to use your vacation week. If a check is returned due to insufficient funds, a \$25.00 fee will be assessed and all future payments must be made with cash, money order or credit card. **We require two weeks' written notice of withdrawal from the program. If appropriate notice is not provided, Easterseals will retain the remaining two weeks of tuition payment.**

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



We understand that parents/guardians of typical learning children and children with special needs may 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
- Your child has access to an inclusive program
- We have a licensed pediatrician on our Easterseals Board of Directors
- Our lower 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, sensory play, open-ended creative activities, as well as music and movement. We provide intentional age-appropriate instruction using the research-based Frogstreet Early Childhood Curriculum. The curriculum emphasizes play and encourages individual choice. This curriculum is designed to maximize children's development and is designed to meet the Florida Early Learning and Developmental Standards.

Staff

Easterseals is proud to have staff members who are dedicated to ensuring a safe and loving environment for your child. They are all required to pass the DCF level 2 background screening and pass a drug screening prior to employment. Teachers and staff are also required to complete 45 hours of mandated DCF Child Care training and are required to complete 10 hours of continuing education every year.

Mandated Reporters


Please be aware that all child care staff are considered mandated reporters. According to Florida statute, if a staff member knows, or has reasonable cause to suspect, that any child abuse, abandonment, or neglect has occurred, they are mandated to contact the central abuse hotline.

Attendance Policy

Your child's regular attendance is important. So we can plan accordingly, parents/guardians are expected to call if their child will not be attending school that day. Consistent attendance is a key way for your child to receive the maximum benefit 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 director may ask to discuss this with you. **Families are provided a one (1) week vacation per program year (August 1 – July 31).** If additional time off 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. **If your child is absent for more than a week with no contact from you, your child will be withdrawn.**



For Families Receiving Funding Through the Early Learning Coalition (ELC)



If your child is absent for three (3) or more days in a month, a medical excuse, along with the excused absence form is due upon your child's return. If your child is absent for three (3) consecutive days with no contact from the parent/guardian by the close of the third (3rd) day, we will notify ELC of the situation. Documentation is required for each child's absences of three (3) or more days within each month. **If no documentation is provided or if the ELC denies payment, the full payment becomes the responsibility of the parent/guardian.**

Rilya Wilson Act

As required by law, to ensure the safety and well-being of specified children who are receiving funds for child care services, all staff members are required to comply with the provisions of the Rilya Wilson Act. This mandates that when an at-risk (BG1) child has an **unexcused absence** or **seven consecutive days of excused absences**, the school readiness provider **MUST** notify the proper authorities. It is also understood that:

- Protective services children **MUST** be enrolled to participate 5 days per week.
- Protective services children **MAY NOT** be withdrawn without prior written approval from the DCF or the Partnership for Strong Families (PSF).

Meals and Snacks

Easterseals Child Development Centers participate in the Federal Child and Adult Care Food Program (excluding Bunnell location) to provide a nutritious breakfast, lunch, and afternoon snack for the children. To be reimbursed for these meals we must collect a food program application upon enrollment and annually in October. **We do accommodate food allergies, as needed with a physician's note.** If there is a medical need for you to bring in your child's food, it must be approved by administration and a Food Program form must be completed. No other outside food will be permitted in the classroom.





Outside Food

For birthdays and special celebrations, parents may bring in food/snacks for their child's class. However, this must be approved in advance by administration and may only be pre-packaged, store bought food.

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/guardians to 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. Staff will communicate with you regarding any supplies needed. **Please be aware, if the required items are not supplied, we will not be able to accept the child into the center.**

Infants	Toddlers/Twos	Threes, Fours, & Fives
<ul style="list-style-type: none"> • Diapers • Diaper Wipes • Diapering Products (powder, ointment etc.- requires written approval from parent/guardian) • Bottles • 2 Changes of Clothes 	<ul style="list-style-type: none"> • Diapers • Diaper Wipes • Diapering Products (powder, ointment etc.- requires written approval from parent/guardian) • Bottle and/or Training Cup w/lid • 2 Changes of Clothes • Cot Sheet and Blanket 	<ul style="list-style-type: none"> • 2 Changes of Clothes • Cot Sheet • Blanket • Diapers and diapering products may be needed by some children 

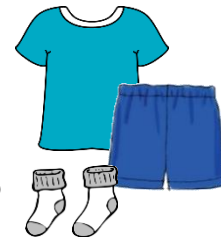
Clothing Guide

Please 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. Comfortable, casual shoes or sneakers are preferred. **Shoes should protect your child's feet and must be closed toed.** We recommend that parents/guardians 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 items home weekly to wash.
- **Two (2)** complete **change of clothes** including pants, shirts, socks, and underwear. Please check with your child's teacher regularly and bring clean clothes if needed. If your child wears home a change of clothes, please replace the next day.
 - Pants with elasticized waists rather than zippers facilitate toileting and are preferred.
 - Children who wear shorts or dresses should have long pants in their cubbies in case they get cold.
 - It is recommended that girls wear shorts under their skirts/dresses so they may freely play and climb outdoors.
- From time to time, children will grow out of their clothing. We would ask that you change out clothes for the appropriate sizes.



Child Health Policy

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



Parents/guardians must have their children immunized according to the state of Florida requirements unless exempted for religious or medical reasons.

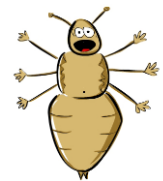
We have a policy regarding communicable disease, identifying an ill child, and notifying our parents/guardians. Parents/Guardians are responsible for providing up-to-date emergency phone numbers, promptly picking up their ill child, and consulting with their child's doctor about diagnosis and care. They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

Any child in the facility who is suspected of having a communicable disease must be removed from the program and may not return until either a doctor's note is provided, indicating when the child can safely return, or until the symptoms of the illness have fully resolved.

Signs and symptoms of suspected communicable disease include:

- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound;
- Difficult or rapid breathing;
- Stiff neck;
- Diarrhea (more than one abnormally loose stool within a 24-hour period);
- Temperature of 101 degrees Fahrenheit or higher in conjunction with any other signs of illness (Any infant younger than 2 months of age with fever should get immediate medical attention);
- Pink eye;
- Exposed, open skin lesions;
- Unusually dark urine and/or gray or white stool;
- Yellowish skin or eyes; or
- Any other communicable disease symptoms.

A child identified as having live head lice will be sent home immediately. If nits are found, the child will be permitted to stay until the end of the day. In both situations, the child will not be permitted to return until the following day, and then only if treatment has occurred and been verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a parent that treatment has occurred.



The final decision whether to exclude a child from Easterseals services is made by Easterseals' administration. 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 until picked up by the parent/guardian. 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.

Communicable Disease Policy



In order to maintain the health of all Easterseals Child Development Center children and staff, parents/guardians are required to notify Easterseals Child Development Center when it is known that their child has a communicable disease (i.e. measles, chicken pox, etc.) so we can notify other parents/guardians to take necessary precautions. Your child is not able to return after having a communicable disease unless 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 child has contracted a communicable disease, Easterseals will inform all parents/guardians of enrolled children within 24 hours of notification, specifying its nature so you may call your physician for information.

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/guardian (or whomever picks up the child that day) to sign acknowledging that an incident occurred. This form documents what happened and ensures open communication between parents/guardians and staff. Children are not transported (without parents/guardian) to a hospital unless there is considered to be a life-threatening incident. Any child transported to a hospital will normally be accompanied by an Easterseals' employee.



Parent Communication



Check the lobby for notes 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 written or within Procure to convey general information about the child's day and activities. Please check the Procure app daily for possible notes and activities.

Parents/guardians are encouraged to visit the classroom as often as they wish. We invite parents/guardians 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/guardians are always welcome to visit. However, if you would like to meet with a teacher, we ask that you please schedule in advance a time to meet. This will allow us the ability to schedule the teacher out of the classroom so they can be sure to focus on the conversation with you. Office staff are available and happy to answer questions when the classroom staff are involved with curriculum related activities.

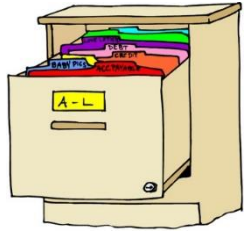
Nap Time

All children will have a daily rest period. Children, ages one year and older, will be sleeping on cots/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 weekly to be washed.** If your child does not sleep, they will be asked to rest quietly with a book or quiet toy.

Developmental Screening

Easterseals offers developmental screening as part of enrollment. 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 may be needed. We will provide screening results and discuss any potential area of concern. Should it be appropriate, Easterseals will make necessary referrals to the Early Steps Program (for children under age 3). We can also help you with a referral to your child's physician or to Child Find (a program for children over age 3).

Educational and Medical Records



It is the responsibility of the parent/guardian to ensure the center is provided with an updated immunization record based on the date of expiration of the current document. It is also the responsibility of the parent/guardian to provide the center with a physical a minimum of every two years. It is preferable if the physical is provided annually.

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/guardians 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

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 as follows:

- 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/guardians 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 are dedicated to providing environmental arrangements for success, additional recommended support from other providers, and collaboration with parents/guardians. If, after following these measures, improvements are not seen, Easterseals may recommend other placement options for your child.

Possible causes for immediate disenrollment:

- A parent/guardian is physically or verbally abusive or intimidating to staff, children, or anyone else at the center.
- A tuition payment is late by two weeks.



Client and Parent Rights

Brief Overview of Title VI (p.1.88.353)

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.