

R Excel School of Learning

Parent Handbook/ Enrollment Packet

*R Excel believes that the earlier your child starts learning,
the earlier he or she will EXCEL academically.*



R Excel School of Learning Daycare Enrollment Form

Owner(s):

Dr. Hasina Arre MD

Dr. Akilah McGann EdD

Takiyah Drakes

Effective: 7/1/24

Child Information:

Child's Full Name: _____

Date of Birth: _____

Gender: _____

Address: _____

City, State, Zip Code: _____

Parent/Guardian Names: _____

Primary Contact Number: _____

Email Address: _____

Medical Information:

Physician's Name: _____

Physician's Phone Number: _____

Medical Conditions/Allergies: _____

Current Medications (if any): _____

Emergency Medical Authorization:

I authorize R Excel School of Learning Daycare to seek emergency medical treatment for my child, including administration of necessary medications and transportation to a medical facility if deemed necessary. I understand that every effort will be made to contact me, or the emergency contacts listed above prior to any medical treatment.

Pickup Authorization:

I authorize the following individuals to pick up my child from R Excel School of Learning Daycare:

Name: _____

Relationship to Child: _____

Name: _____

Relationship to Child: _____

Additional Information:

Preferred Start Date: _____

Days/Hours of Attendance: _____

Special Instructions or Concerns: _____

Consent and Agreement:

I, [Parent/Guardian Name], agree to provide accurate information on this enrollment form and understand that it is my responsibility to update R Excel School of Learning Daycare with any changes to the information provided. I have read and agree to abide by the daycare's policies and procedures as outlined in the Parent Handbook.

Parent/Guardian Signature: _____

Date: _____

Welcome to R Excel School of Learning Daycare

Dear Parents and Guardians,

On behalf of the entire team at R Excel School of Learning, it is with great pleasure that we welcome you to our daycare community. We are delighted to embark on this journey with you and your child, fostering a nurturing environment where learning and growth are paramount.

This Parent Handbook has been carefully crafted to provide you with essential information about our philosophy, policies, procedures, and daily operations. We encourage you to familiarize yourself with its contents, as it serves as a valuable resource throughout your child's time with us.

At R Excel School of Learning, we believe in the power of collaboration between parents, guardians, and our dedicated staff. Together, we can create a supportive and enriching environment where every child can thrive. We are committed to transparency, communication, and the well-being of each child in our care.

Thank you for entrusting us with your child's early education and development. We look forward to building a strong partnership with you and your family.

Warm regards,

Child Care Management Team

R Excel School of Learning

director@rexcelschooloflearning.com

R Excel General Information

Location

1556 Brickyard Road, Chipley FL 32428

Contact Us:

School Phone: **850-676-4160**

Email:

admin@rexelschooloflearning.com OR director@rexelschooloflearning.com

Hours of Operation:

Monday – Friday: **5:30AM to 12:00AM**

Saturday: **By Appointment Only**

Tuition Schedule

<u>Care Group</u>	<u>Week Pay</u>	<u>Month Pay</u>
<u>One Year Old</u>		
<u>Two Year Olds</u>		
<u>Three Year Olds</u>		
<u>Four Year Olds</u>		
<u>Drop-In Care</u>		

The Center is closed on the following holidays:

- ➤ New Year's Day
- ➤ Patriot's Day
- ➤ Memorial Day
- ➤ Fourth of July
- ➤ Labor Day
- ➤ Columbus Day
- ➤ Veterans' Day
- ➤ Thanksgiving Day + 2 Days after Thanksgiving
- ➤ Christmas Day + 3 Days after Christmas

Mission Statement:

At R Excel School of Learning, our mission is to empower children through education, fostering a strong foundation for their future success. We are dedicated to providing a safe, nurturing, and research-based environment where every child can thrive academically and socially.

Vision Statement:

Our vision at R Excel School of Learning is to inspire and cultivate a love for learning in every child. We envision a community where children are empowered with the knowledge, skills, and confidence to excel academically and embrace the challenges of tomorrow.

Care Statement:

At R Excel School of Learning, we prioritize the well-being and development of every child entrusted to our care. We are committed to creating a loving, supportive environment that promotes both personal and academic growth. Our approach integrates safety, quality education, and developmental appropriateness to nurture the whole child.

Goals for Children's Growth and Development:

- **Academic Excellence:** Provide a curriculum that is developmentally appropriate and research-based, fostering a solid academic foundation from an early age.
- **Social and Emotional Development:** Create opportunities for children to interact, collaborate, and build positive relationships with peers and adults, enhancing their social skills and emotional resilience.
- **Confidence Building:** Encourage exploration, curiosity, and self-expression through a supportive and encouraging environment, empowering children to face challenges with confidence.
- **Life Skills and Independence:** Equip children with essential life skills and promote independence through age-appropriate activities and responsibilities, preparing them for lifelong learning and success.
- **Holistic Development:** Foster the physical, cognitive, social, emotional, and creative development of each child, ensuring a well-rounded educational experience that meets their individual needs.

Through our mission, vision, care statement, and goals, R Excel School of Learning strives to be a cornerstone in your child's educational journey, nurturing their potential and laying the groundwork for a bright and promising future.

Learning Center Goals

Our goal is to address the needs of the whole child by enhancing their social, emotional, cognitive, physical and creative development.

We will provide learning experiences that promote:

- | | |
|---|---------------------------------|
| 1. Learning to get along in groups | Social Development |
| 2. Learning responsible behavior | Moral Development |
| 3. Making choices | |
| 4. Acquiring respect for individual differences | Emotional Development |
| 5. Promoting positive self-image | |
| 6. Promoting trust, independence and harmony | |
| 7. Improving hand and eye coordination | |
| 8. Developing self-control | Cognitive Development |
| 9. Emerging literacy skills | Intellectual Development |
| 10. Building number sense | |
| 11. Active learning | |
| 12. Experiencing science, art and music | Physical Development |
| 13. Improving large and small muscle | Muscle Development |
| 14. Encouraging hands-on experiences | Creative Development |

Learning Center Staff

R Excel School of Learning hires only the most qualified staff to work as childcare workers. Employee requirements include having a 45-hour Child Care course, Early Literacy and continuing in-service annually. At all times, there will be someone on-site at the Learning Center certified in first aid, CPR and AED. All staff submit to fingerprinting and a local, state and national background check. Learning Center personnel are responsible for the day-to-day operations of the program. They develop monthly plans using Teaching Strategies Gold Curriculum, broad themes, monitor weekly plans, daily routines and schedules. They report directly to the Director. The staff and Director work together to develop, implement, manage and evaluate the Learning program.

Please contact the Director if you have any concerns.

R Excel School of Learning Policies

Attendance Policy:

Regular attendance is vital for your child's educational progress and social development at R Excel School of Learning Daycare. We expect children to attend daily unless ill or in exceptional circumstances. Please notify us promptly by phone or email if your child will be absent. This helps us ensure your child's safety and allows us to plan activities effectively. Consistent attendance also supports your child in building routines and relationships with peers and teachers, enhancing their overall daycare experience.

ELC Attendance Policy:

Our daycare adheres to the attendance policies set forth by the Early Learning Coalition (ELC). This includes maintaining accurate attendance records, submitting reports in a timely manner, and complying with state regulations. We monitor attendance closely to ensure all children receive the maximum benefit from our educational programs. If there are specific ELC attendance requirements or guidelines, we will communicate these to you and work together to ensure compliance.

Daily attendance in the VPK program is necessary for optimal learning, however, you will be allowed **(3) absences per month**. Any absences beyond those require a written note from the parent for one of the following reasons:

1. Illness or injury of the child or the child's family member which requires
2. hospitalization or bed rest.
3. Physician or dentist appointment.
4. Infectious disease or parasitic infestation.
5. Funeral service, memorial service, or bereavement upon the death of
6. the child's family member.
7. Compliance with a court order (e.g. visitation, subpoena);
8. Special education or related services for the child's disability.
9. Observance of a religious holiday or service.
10. Family vacation, not to exceed 5 excused absences per program year.

Incident/Accident Report Policy:

In the unfortunate event of an incident or accident involving your child while in our care, our trained staff will immediately provide necessary medical assistance and document the incident. You will be promptly notified and provided with a detailed Incident/Accident Report outlining what occurred, the actions taken, and any follow-up procedures. Your child's safety and well-being are our top priorities, and we maintain thorough records to ensure transparency and accountability.

Visitors Policy:

To maintain a secure environment for all children and staff, we have implemented a strict Visitors Policy. All visitors must sign in at the main office, present valid identification, and wear a visitor badge at all times while on the premises. Visitors are escorted by a staff member and are not permitted access to classrooms or children without prior approval. This policy helps us safeguard the well-being of everyone in our daycare community.

Classroom Visitation Policy:

We encourage parents to participate actively in their child's daycare experience through our Class Visitation Policy. You are welcome to visit and observe our programs at any time. We value your involvement and understanding of our curriculum and activities. To ensure minimal disruption to daily routines, we kindly request that you schedule visits (**2 Days**) in advance whenever possible. Your insights and support contribute significantly to the success of our daycare community.

Tuition Policy (Late Fees and Returned Check Fees):

Tuition payments are due on the first Friday of each month. Late payments will incur a fee of \$25, added to the current month's bill. If a check is returned, a fee of \$35 will be applied, and payment must be made via money order or credit/debit card. Prompt payment is essential to maintain your child's enrollment and ensure the continuity of our educational programs. For any questions regarding tuition or payment options, please contact our administrative office.

Parent Involvement Policy:

We highly value parent involvement as a crucial component of your child’s educational journey at R Excel School of Learning Daycare. Opportunities for involvement include volunteering, attending parent-teacher conferences, participating in school events, and joining our Parent Advisory Committee. Your active participation enhances the daycare experience for your child and strengthens our community partnership. We encourage open communication and collaboration between parents, teachers, and staff to support your child’s growth and development.

Sickness Policy (No temperature over 100.4°F):

Our sickness policy aims to maintain a healthy environment for all children and staff. Children with a fever of 100.4°F or higher, vomiting, diarrhea, or contagious conditions *Common contagious conditions include influenza (flu), common cold, chickenpox, measles, and COVID-19 among others. Policies regarding contagious conditions often include guidelines on sick leave, quarantine measures, hygiene practices, and prevention strategies to minimize the spread of illness within a community or organization.* Children must remain at home until symptom-free for at least 24 hours without medication. This policy helps prevent the spread of illness within our daycare community and ensures the well-being of all children in our care. Please notify us immediately if your child develops symptoms of illness or requires medical attention.

Positive Reinforcement Policy:

We promote positive behavior and social development through clear expectations, positive reinforcement, and age-appropriate discipline techniques at R Excel School of Learning Daycare. Our goal is to create a nurturing and supportive environment where every child feels respected, valued, and encouraged to learn. We emphasize communication, problem-solving skills, and mutual respect in managing behavior. If behavioral challenges arise, we work closely with parents to develop strategies and support plans tailored to each child’s needs.

Lost and Found Policy:

Our Lost and Found Policy ensures that items found on our premises are properly handled and returned to their owners. Please label all your child’s belongings with their name to facilitate identification. Found items will be stored in a designated area and periodically displayed for easy retrieval. We encourage parents to check the Lost and Found regularly and notify us promptly if any items are missing.

Weather & Emergency Closure Policy:

In the event of severe weather or emergencies, R Excel School of Learning Daycare may close to ensure the safety of children and staff. Closure information will be communicated via our official communication channels (website, email, phone). It is essential to keep your contact information up to date to receive timely notifications. We follow local guidelines and emergency protocols to ensure preparedness and respond effectively to any unforeseen circumstances.

Late Pickup Policy:

Timely pickup is crucial for the well-being and safety of all children and staff. Please pick up your child promptly at their scheduled dismissal time. A late pickup fee of \$1 per minute will be charged 10 minutes after the designated pickup time to cover additional staffing and supervision costs. Repeat late pickups may result in further penalties or a meeting with the school administration to discuss compliance with pickup policies. We appreciate your cooperation in adhering to our pickup schedule to maintain a positive daycare experience for all families.

Health and Safety Policy:

The health and safety of all children at R Excel School of Learning Daycare is our top priority. We maintain a clean and sanitized environment in accordance with state health regulations. Our staff undergo regular training in CPR, First Aid, and emergency response procedures. If your child shows symptoms of contagious illness during the day, we will isolate them and notify you immediately for prompt pickup. We follow strict protocols for sanitation, hygiene practices, and illness prevention to minimize health risks within our daycare community.

Nutrition and Meal Policy:

We provide nutritious meals and snacks for children at R Excel School of Learning Daycare. Our menu is designed to meet or exceed USDA guidelines for early childhood nutrition. We accommodate special dietary needs and allergies with advance notice from parents. Mealtimes are scheduled to promote healthy eating habits and social interaction among children. We encourage parents to provide feedback and suggestions regarding our menu to ensure it meets the nutritional needs and preferences of all children in our care.

Medication Administration Policy:

R Excel School of Learning Daycare understands that some children may require medication during their time with us. We adhere to strict protocols for the administration of medication to ensure accuracy, safety, and compliance with state regulations. Parents must provide written authorization and detailed instructions for each medication, including dosage, timing, and any special considerations. Medications are stored securely and administered only by trained staff members who have completed medication administration training. Records of medication administration are accurately documented and communicated to parents daily. Medications sent by parents must be in the original pill bottle (RX) prescribed by a licensed medical doctor or practitioner. Over-the-counter medications will be on hand at the School if necessary for administration upon pre-provided permission given by the Child Parent/Gurdian. No over-the-counter medication is allowed in the school.

Allergen Management Policy:

We recognize the importance of allergen management to protect children with food allergies at R Excel School of Learning Daycare. We maintain a list of children with known allergies and their specific allergens, which is shared with all staff members and posted in visible areas. Special dietary accommodation is made for children with allergies, and alternative snack options are available when necessary. We collaborate closely with parents to ensure a safe and inclusive environment for all children.

Child Protection Policy:

Child protection is a fundamental priority at R Excel School of Learning Daycare. We maintain strict policies and procedures to prevent child abuse, neglect, and exploitation within our facilities. All staff members undergo comprehensive background checks and training in recognizing signs of abuse or neglect. We encourage open communication and transparency among staff, parents, and children regarding any concerns related to child safety. Suspected incidents of abuse or neglect are reported promptly to appropriate authorities as required by law, and we cooperate fully with investigations to ensure the well-being of every child in our care. Personnel shall provide for the care of children without mental, physical, and or sexual abuse or any other forms of abuse and or harm.

Environmental Sustainability Policy:

R Excel School of Learning Daycare is committed to promoting environmental sustainability and responsible stewardship of natural resources. We integrate eco-friendly practices into our daily operations, including waste reduction, recycling programs, and energy conservation initiatives. Children participate in educational activities that raise awareness about environmental issues and encourage eco-friendly behaviors. We strive to create a learning environment that fosters respect for the environment and empowers children to become future stewards of the planet. Parents are encouraged to support our efforts and contribute to a greener community through their actions at home.

Emergency Preparedness Policy:

Our daycare maintains a comprehensive Emergency Preparedness Plan to respond effectively to various emergencies, including natural disasters, lockdowns, and medical emergencies. Staff are trained in emergency procedures and evacuation drills are conducted regularly to familiarize children with safety protocols. We maintain emergency supplies, communication systems, and contact information to facilitate swift response and coordination with local authorities if necessary. Parents will be notified promptly of any emergency situations and updated on the status of their child's safety and well-being. During school-wide lockdowns parents will not be allowed to pick-up children until we have the appropriate communication from authorities that everyone is safe.

Special Needs and Inclusion Policy:

At R Excel School of Learning Daycare, we are committed to providing inclusive care and support for children with special needs. We work collaboratively with families and outside professionals to create Individualized Education Plans (IEPs) and accommodations tailored to each child's unique abilities and challenges. Our staff receive training in inclusive practices and behavioral support strategies to ensure all children feel valued and supported in our daycare environment. We promote acceptance, empathy, and respect for diversity among children and staff members.

Outdoor Play and Physical Activity Policy:

Outdoor play and physical activity are essential components of our daycare program at R Excel School of Learning Daycare. We provide daily opportunities for children to engage in active play, explore nature, and develop gross motor skills. Our outdoor play areas are securely fenced and equipped with age-appropriate playground equipment. We supervise outdoor activities to ensure safety and encourage children to enjoy fresh air and exercise in a stimulating and supportive environment. Proper attire for outdoor play, including sunscreen and hats, is recommended to protect children from sun exposure.

Conflict Resolution Policy:

At R Excel School of Learning Daycare, we prioritize creating a positive and supportive community where conflicts are resolved peacefully and constructively. We teach children conflict resolution skills such as active listening, problem-solving, and respectful communication. Staff members intervene promptly to address conflicts among children using age-appropriate strategies and positive reinforcement. We encourage children to express their feelings and perspectives while guiding them towards mutually agreeable solutions. Parents are informed of any significant conflicts and are encouraged to collaborate with us to support their child's social and emotional development.

Emergency Evacuation Policy:

R Excel School of Learning Daycare prioritizes the safety of all children and staff in the event of emergencies such as fire, natural disasters, or other incidents requiring evacuation. We conduct regular drills to familiarize children and staff with evacuation procedures, ensuring they are prepared to respond calmly and efficiently in an emergency. Emergency evacuation routes and assembly areas are clearly marked and regularly reviewed. Staff members are trained to account for all children during evacuations and to communicate effectively with emergency responders and parents. Parents are notified promptly of any emergency evacuation and provided with information regarding reunification procedures.

Cultural Diversity Policy:

R Excel School of Learning Daycare celebrates and respects cultural diversity, fostering an inclusive environment where children learn about and appreciate with event cultures, traditions, and backgrounds. We integrate multicultural perspectives into our curriculum, activities, and materials to promote understanding, respect, and empathy among children. Staff members receive training on cultural competency and sensitivity to ensure they provide inclusive and supportive care to all children and families. We encourage parents to share their cultural traditions and beliefs with us, enriching our learning community with diverse perspectives and experiences.

Special Events and Celebrations Policy:

Special events and celebrations at R Excel School of Learning Daycare provide opportunities for children to engage in cultural, seasonal, and educational activities outside of regular curriculum. We celebrate holidays, festivals, and milestones to enrich children's learning experiences and promote cultural awareness. Events are planned with consideration for diversity and inclusivity, ensuring all children feel valued and respected. Parents are invited to participate in special events and celebrations, contributing to the sense of community and enhancing their child's educational journey. We communicate event details and expectations to parents in advance to promote collaboration and ensure a positive experience for all participants.

Individualized Education Plan (IEP) Policy:

R Excel School of Learning Daycare recognizes the importance of individualized support for children with special needs through an Individualized Education Plan (IEP). The IEP is a written document outlining specific services tailored to meet the unique needs of each child and any adjustments necessary to facilitate their participation in regular daycare activities. These services may include, but are not limited to, physical therapy, speech and language therapy, psychological services, psychiatric services, education services, social services, and occupational therapy. The IEP details how these services will be provided, specifying who will administer them, the location where services will be delivered, the schedule for service provision, and any special equipment, materials, ramps, or aids required by the child. Additionally, the IEP recommends the size of the group to which the child may be assigned, and the appropriate staff-to-child ratio needed to support their needs effectively. If a parent does not approve the IEP, their disapproval will be documented and included in the child's record. The IEP undergoes regular review by the multidisciplinary team at least every ninety days to assess its effectiveness and make any necessary adjustments. Each review includes an observation of and/or individual session with the child by the consulting resource teacher. If a parent is unable to attend the review meeting, alternate arrangements are made for a separate conference with the consulting resource teacher to ensure ongoing collaboration and parental involvement in the child's educational plan.

Headcount Procedures Policy:

At R Excel School of Learning Daycare, ensuring the safety and whereabouts of all children under our care is paramount. We adhere to rigorous headcount procedures to maintain regular and accurate tracking of children's attendance and locations throughout the day.

- **Utilization of Attendance Sheets:** We utilize printed attendance sheets that accurately list the names of children currently in attendance. These sheets are continuously updated to reflect any changes throughout the day.
- **Room and Area Sweeps:** Regular room and area sweeps are conducted to ensure all children are accounted for and not hiding or left unattended in any part of the daycare premises.
- **Transitions and Movement:** Name to face headcounts are conducted whenever a child or group moves from one location to another, whether within the daycare facility or during outings. This includes transitions between classrooms or during outdoor activities.
- **Sign-In and Sign-Out Procedures:** Children visiting another classroom, for transition visits or any other reason, are always signed in and out of the respective group they are joining or leaving. This ensures accurate tracking of children's movements and locations at all times.

Staff Responsibilities:

- **Knowledge and Accountability:** Staff members maintain accurate knowledge of the number of children in their assigned groups at any given time. This includes using tools like white boards or dry erase sheets to track and update the total number of children throughout the day, ensuring alignment with the printed attendance sheets.
- **Communication and Verification:** Accurate headcounts of children are verified and communicated between staff members during any changes in coverage, such as during breaks or staff rotations. This ensures continuous awareness of the children's whereabouts and activities.
- **Room and Area Management:** Thorough room and area sweeps are conducted regularly to prevent children from hiding or being left unattended in common areas such as bathrooms, quiet corners, book corners, or behind shelves.
- **Proximity and Supervision:** Classroom teaching staff maintain close proximity to children at all times, ensuring they are within sight and sound. This proximity enables quick intervention if needed and prevents distractions that could compromise supervision.
- **Collaborative Team Approach:** All staff members, regardless of position, collaborate as a cohesive team to execute headcount procedures and room/area sweeps effectively. This teamwork is essential to ensuring the safety and supervision of all children consistently throughout the daycare.

Toileting and Diapering Policy:

At R Excel School of Learning Daycare, we recognize that each child develops at their own pace, including the readiness for toilet training. We do not impose a specific age requirement for toilet training and believe that children should begin when they are physically and psychologically prepared. Parents and teachers collaborate to identify signs of readiness and develop an individualized plan for toilet training. We support and continue the toilet training process initiated at home to ensure consistency and success. It is crucial that children participate willingly in this process for it to be positive; therefore, we do not force any child to use the toilet.

Children in diapers are attended to with care and changed every other hour or as needed to maintain cleanliness and comfort.

Toys From Home Policy:

To maintain a conducive learning environment and minimize disruptions, we encourage children to leave personal toys at home. Exceptions are made for pre-arranged sharing sessions during group activities. Bringing toys from home outside of these designated times can lead to difficulties in sharing and may result in loss or damage. While we understand the importance of comfort items, such as nap toys, these should be labeled and stored in the child's cubby unless needed for comforting purposes during particularly challenging moments. We appreciate your cooperation in helping us maintain a smooth and productive daycare experience for all children.

Termination from the Program Policy:

At R Excel School of Learning Daycare, we are committed to maintaining a safe and nurturing environment that fosters the development and well-being of every child in our care. To uphold these standards and ensure the quality of our program, the following conditions have been established. Please note that fees will not be refunded if services are terminated due to failure to comply with these procedures.

Services may be terminated from our program at any time for the following reasons:

1. **Excessive Unexcused Absences:** Accumulation of 15 unexcused absences per school year.
2. **Excessive Late Pick-ups of Child:** Accumulation of 7 late pick-ups per year beyond the designated pick-up time.
3. **Harm or Injury:** Any instance where a child or adult in the program is harmed or injured due to the actions of the child
4. **Continuous Disruptive Behavior:** Consistent disruptive behavior that significantly impacts the learning or safety of others.
5. **Failure to Submit Physician's Report:** Failure to provide a physician's report within 30 days of enrollment or as required.
6. **Failure to Update Immunizations:** Failure to keep the child's immunizations up to date as required by law and program policy.
7. **Failure to Pay Program Fees:** Failure to fulfill financial obligations for program services as outlined in the agreement.

Dress Code Policy:

We believe that appropriate clothing enhances children's comfort and safety during various activities throughout the day. Therefore, we enforce the following dress code guidelines:

- **Clothing Requirements:** Children should be dressed in seasonably appropriate, comfortable clothing suitable for engaging in indoor and outdoor activities. This includes activities that may involve messiness or athletic movements.
- **Additional Clothing Requirements:** Children aged 1 through 5 must have one complete change of seasonably and size-appropriate clothing available at the center at all times. Children under 3 years of age are required to have two complete changes of clothing. This requirement increases during toilet training phases. A complete change of clothing includes a shirt, pants, underwear, socks, and shoes.
- **Clothing Labeling:** All clothing items, including coats, jackets, hats, gloves, scarves, and sweaters, must be clearly labeled with the child's first and last name. R Excel School of Learning Daycare is not responsible for lost or damaged items of clothing.
- **Accidents and Clothing Care:** In the event of accidents, teachers will promptly hand-rinse soiled clothing items and place them in a plastic bag for parent retrieval. Please ensure that spare clothing is regularly updated according to seasonal changes as prompted by teachers.

Parent Role and Engagement Policy at R Excel School of Learning

Parent Conferences:

Parents are integral partners in their child's educational journey at R Excel School of Learning. We encourage open communication and invite parents to engage with us concerning center matters or their child's development. If you have concerns regarding your child or their classroom, we recommend speaking directly with your child's teacher in written form. For concerns related to staff members, center policies, or procedures, please approach the director.

(VPK) It is recommended for ALL parents to sign up for a conference after fall, winter, and spring assessments. Additionally, a parent conference must be scheduled whenever deemed necessary by a parent, teacher, or director. Failure to engage with center staff regarding your child's well-being may result in dismissal from the program.

Parent Engagement & Volunteering:

At R Excel School of Learning, we highly value parental involvement and recognize parents as essential partners in their child's education. Parents are encouraged to participate in various school activities and volunteer opportunities, which may include accompanying trips, reading in classrooms, assisting teachers, coordinating events, or supporting administrative tasks. Parents who wish to volunteer regularly in classrooms must complete and secure all required criminal background checks as mandated by our licensing regulations. Individuals with sex offender convictions, or ongoing criminal investigations will not be permitted to volunteer in any capacity, including field trips.

R Excel School of Learning LLC will abide and comply with Parents with court-ordered custodial arrangements.

Research underscores the positive impact of parental involvement on children's educational experiences. We encourage parents to:

- Volunteer in their child's classroom
- Share talents (music, art, sewing, etc.)
- Attend seasonal events and Children's Week activities
- Participate in PTA meetings or serve on our Parent Board
- Donate items for Dramatic Play and other activities

We understand that parents have busy schedules and respect varying levels of involvement. Your engagement is appreciated, and we strive to collaborate effectively for the benefit of your child.

Communication:

Effective communication between parents and R Excel School of Learning is crucial for maintaining a supportive learning environment. Please inform us of any changes or information that may impact your child's experience, such as moves, developmental milestones, medical needs, family changes, or special events.

Teachers provide daily communication about your child's activities and experiences through daily notes (for infants) or communication boards (for preschoolers). We share information not to imply issues that need fixing at home, but to keep you informed about your child's day and our classroom activities.

A monthly newsletter is distributed to update parents on center curriculum, policies, announcements, community events, and general information. We encourage parents to read these newsletters to stay informed about center operations.

Parent Survey:

Your feedback matters! We conduct an annual parent survey to gather insights into your experience with our program. The survey helps us understand your perspectives on academic, social, emotional, and cognitive support for your child. Your input guides our efforts in program improvements, behavior accommodations, staffing decisions, and facility enhancements. Please take the time to complete and return the survey as your feedback is invaluable to us.

Social Media/Media Agreement

Purpose: This agreement outlines the guidelines and expectations regarding the use of social media and media (including photos and videos) by R Excel School of Learning LLC ("the School") and parents/guardians of enrolled children.

School Guidelines:

- **Privacy and Confidentiality:** The School respects the privacy and confidentiality of all children and families. No personal or identifying information about children or families will be shared on social media platforms without explicit consent.
- **Professionalism:** All content shared by the School will be professional and aligned with our educational values and mission.
- **Permission:** The School will obtain written permission from parents/guardians before posting any photos or videos of their children on official School social media accounts.

Parent/Guardian Responsibilities:

- **Consent:** I, as a parent/guardian, hereby grant R Excel School of Learning LLC permission to photograph/video my child and to use these images for promotional purposes, including but not limited to the School's website, social media accounts, newsletters, and marketing materials.
- **Privacy of Others:** I understand and agree not to share photos or videos of other children or families on my personal social media accounts without their explicit consent and that of the School.

Usage of Content:

- **Ownership:** The School retains ownership of all photos and videos taken by staff during School activities.
- **Purpose:** Content may be used for educational and promotional purposes as outlined above.
- **Modification:** The School reserves the right to edit or modify content for clarity and appropriateness before sharing.

Withdrawal of Consent:

I understand that I may withdraw my consent for the use of my child's photo or video at any time by notifying the School in writing.

Parent/Guardian Signature: _____

Date: _____

Agreement and Verification of Receiving Daycare Policy

Parent/Guardian Name: _____

Child's Name: _____

Date of Enrollment: _____

Policy Acknowledgment:

I, [Parent/Guardian Name], acknowledge that I have received a copy of the daycare policies and procedures handbook of R Excel School of Learning. I have read and understood the policies outlined therein this handbook.

Verification of Understanding:

I understand that it is my responsibility to adhere to the policies and procedures outlined by R Excel School of Learning for the duration of my child's enrollment. I agree to review any updates or changes to the policies as communicated by the School.

Agreement:

I hereby agree to comply with all policies and procedures set forth by R Excel School of Learning LLC. I understand that failure to comply may result in disciplinary action, including potential termination of my child's enrollment.

Parent/Guardian Signature: _____

Date: _____

School Representative Signature: _____

Food Agreement for R Excel School of Learning Daycare

Purpose: This agreement outlines the guidelines and expectations regarding food and nutrition at R Excel School of Learning daycare to ensure the health and well-being of all children.

Meals and Menu:

- **Nutritious Meals:** The daycare will provide balanced, nutritious meals and snacks that meet or exceed the requirements set forth by the Florida Department of Health and Child Care Food Program (CACFP).
- **Menu Variety:** Menus will be planned in advance and rotated regularly to provide variety and ensure nutritional adequacy.

Dietary Considerations:

- **Special Diets:** The daycare will accommodate special dietary needs due to allergies, cultural or religious preferences, or medical conditions. Parents must provide written documentation from a healthcare provider regarding specific dietary requirements.
- **Food Restrictions:** Parents are required to inform the daycare of any food allergies or restrictions their child has, and the daycare will take reasonable measures to prevent exposure to allergens.

Communication:

- **Menu Information:** Menus will be communicated to parents in advance, including details of ingredients used and any allergens present.
- **Feedback:** Parents are encouraged to provide feedback on meal quality and menu choices to continually improve food offerings.

Parent Responsibilities:

- **Supplemental Foods:** Parents may provide additional food or beverages for their child, adhering to the daycare's guidelines on acceptable items.
- **Emergency Contact:** Parents must provide up-to-date emergency contact information in case of food-related emergencies.

Agreement:

I, [Parent/Guardian Name], acknowledge that I have read and understood the food agreement for R Excel School of Learning daycare. I agree to cooperate with the daycare's policies and procedures regarding food and nutrition for the health and safety of my child.

Parent/Guardian Signature: _____

Date: _____

School Representative Signature: _____

Tuition Agreement for R Excel School of Learning Daycare

Purpose: This agreement outlines the tuition payment policies and financial obligations between R Excel School of Learning ("the School") and the parent/guardian(s) of enrolled children.

Tuition Payments:

- **Monthly Tuition:** The tuition fees for are payable weekly or monthly.
- **Payment Due Date:** Tuition payments are due on the first Friday of each month and or Friday of the week of services provided.
- **Grace Period:** There is a grace period until the following Monday to submit payments without incurring late fees.

Payment Methods:

- **Accepted Methods:** Payments can be made via [accepted methods, e.g., check, credit/debit card, online payment portal].
- **Automatic Withdrawal:** Enrollment in automatic withdrawal may be required for timely payments.

Late Payments:

- **Late Fees:** A late fee will be applied for payments not received by the end of the grace period.
- **Notification:** Parents/guardians will be notified of late payments and the applicable late fee.

Registration and Enrollment Fees:

- **Non-refundable Fees:** A non-refundable registration/enrollment fee is due upon enrollment to secure placement.
- **Additional Fees:** Any additional fees for special programs, activities, or services will be communicated separately.

Withdrawal and Refund Policy:

- **No Refunds:** Tuition fees are non-refundable, regardless of the date of withdrawal.
- **Notice Period:** Parents/guardians must provide [**5 Days**] notice in writing for withdrawal.

Changes to Tuition and Fees:

Notification: The School reserves the right to adjust tuition rates and fees with advance notice to parents/guardians.

Agreement:

By signing below, I acknowledge that I have read and understand the tuition agreement for R Excel School of Learning Daycare. I agree to comply with the outlined policies and financial obligations.

Parent/Guardian Signature: _____

Date: _____

Emergency Contact/Pickup Agreement for R Excel School of Learning Daycare

Purpose: This agreement outlines the procedures and responsibilities regarding emergency contacts and pickup arrangements at R Excel School of Learning daycare.

Emergency Contact Information:

- **Primary Contacts:** Parents/guardians must provide at least two primary emergency contacts with updated phone numbers.
- **Relationship:** Specify the relationship of each emergency contact to the child (e.g., parent, grandparent, neighbor).
- **Authorization:** Emergency contacts are authorized to pick up the child in case of illness, accident, or other emergencies if parents/guardians cannot be reached.

Authorized Pickup Persons:

- **List of Authorized Persons:** Parents/guardians must provide a list of individuals authorized to pick up the child from daycare.
- **Identification:** Authorized persons must present a valid photo ID upon arrival for verification.
- **Notification:** Notify the daycare in advance of any changes to the list of authorized persons.

Custody and Court Orders:

Legal Documentation: Provide copies of any custody agreements or court orders specifying custody arrangements and parental rights.

Enforcement: The daycare will adhere to court-ordered custody arrangements and restrictions on parental access.

Agreement:

By signing below, I acknowledge that I have read and understand the emergency contact/pickup agreement for R Excel School of Learning daycare. I agree to provide accurate emergency contact information and comply with the outlined procedures.

Parent/Guardian Signature: _____

Date: _____

Emergency Contact / Authorized Pickup Form

Child's Name: _____

Name	Relationship to Child	Cell Phone #	Work Phone #	Email

Parent/Guardian Authorization:

I authorize R Excel School of Learning to contact the individuals listed above in case of emergency and to release my child to the authorized pickup persons listed on this form. I understand that it is my responsibility to notify the daycare of any changes to this information.

Parent/Guardian Signature: _____

Date: _____

School Representative Signature: _____

Hold-Harmless / Liability Agreement for Parents

Purpose: This agreement outlines the terms under which parents/guardians agree to hold harmless R Excel School of Learning Daycare ("the Daycare") from liability when the daycare has followed proper policies and procedures.

Acknowledgment of Policies:

I, [Parent/Guardian Name], acknowledge that I have received and reviewed the daycare's policies and procedures regarding safety, health, discipline, emergency procedures, and other relevant policies.

Proper Implementation of Policies:

I understand that the Daycare implements policies and procedures to ensure the safety and well-being of all children under its care.

Release of Liability:

I agree to release, indemnify, and hold harmless the Daycare, its owners, directors, officers, employees, and agents from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury (including death) that may be sustained by my child or myself, except for claims arising from the gross negligence or willful misconduct of the Daycare.

Compliance with Policies:

I understand that this release of liability applies only when the Daycare has followed its established policies and procedures reasonably and in good faith.

Emergency Contact Information:

I agree to provide accurate emergency contact information and promptly update the Daycare with any changes to this information.

Governing Law:

This agreement shall be governed by and construed in accordance with the laws of the state of Florida.

Agreement:

By signing below, I acknowledge that I have read and understand this Hold-Harmless / Liability Agreement for R Excel School of Learning Daycare. I agree to comply with the outlined terms and release the Daycare from liability as described herein.

Parent/Guardian Signature: _____

Date: _____

R Excel School of Learning Daycare Grievance Form

Child's Name: _____

Parent/Guardian Name: _____

Date of Incident: _____

Description of Grievance: Please provide a detailed description of the grievance, including relevant dates, individuals involved, and any actions taken (if applicable).

What resolution or outcome are you seeking regarding this grievance?

Witnesses (if any):

Please list any witnesses to the incident or grievance (if applicable).

Name: _____

Name: _____

Acknowledgment:

By signing below, I acknowledge that the information provided is accurate and truthful to the best of my knowledge. I understand that this grievance form will be reviewed by the appropriate personnel at R Excel School of Learning Daycare.

Parent/Guardian Signature: _____

Date: _____

Parent Allergy Agreement for R Excel School of Learning

Child's Name: _____

Parent/Guardian Name: _____

Allergy Information:

Please provide details regarding any allergies or dietary restrictions that the daycare staff should be aware of:

Allergy Type: _____

Symptoms of Allergic Reaction: _____

Emergency Contact Information:

Name: _____

Relationship to Child: _____

Phone (Home): _____

Phone (Work): _____

Phone (Cell): _____

Daycare Responsibilities:

Allergy Management Plan:

The daycare will implement an allergy management plan based on the provided information. This plan may include avoiding allergens, monitoring for symptoms, and emergency response procedures.

Parent/Guardian Responsibilities:

Provide Accurate Information:

I understand the importance of providing accurate and up-to-date information about my child's allergies and any changes to their condition.

Emergency Medication:

I agree to provide necessary emergency medications (e.g., EpiPen) and ensure they are not expired and readily accessible to daycare staff.

Collaboration:

I agree to collaborate with daycare staff to develop and maintain a safe environment for my child and other children with allergies.

Agreement:

By signing below, I acknowledge that I have read and understand the Parent Allergy Agreement for R Excel School of Learning. I agree to comply with the outlined responsibilities and support the daycare in managing my child's allergies effectively.

Parent/Guardian Signature: _____ Date: _____

School Representative Signature: _____ Date: _____

Daycare Improvement Form for Parents

Child's Name: _____

Parent/Guardian Name: _____

Date: _____

Feedback: Please provide your feedback or suggestions for improving our daycare services. Your input is valuable to us and will help us enhance the care and environment we provide for your child.

Areas of Improvement:

Facility: Are there any aspects of the daycare facility that you believe could be improved (e.g., cleanliness, layout)?

Communication: How satisfied are you with the communication between daycare staff and parents/guardians?

Curriculum and Activities: Do you have any suggestions for enhancing the curriculum or activities offered to the children?

Safety and Security: Are there any safety or security measures that you believe should be improved or added?

Staff Interaction: How satisfied are you with the interaction between daycare staff and children?

Suggestions for Improvement: Please provide specific suggestions or ideas for how we can address the areas mentioned above or any other improvements you would like to see.

Preferred Contact Method: _____

Best Time to Contact: _____

Thank you for your feedback! We appreciate your input and strive to continuously improve our daycare services to better meet the needs of your child and family.

Parent/Guardian Signature: _____ Date: _____



Below is a signed agreement confirming that I am in receipt of a parent handbook and have full knowledge of policies and procedures of R Excel School of Learning LLC.

By signing this agreement

I, the Parent/Guardian, have read, understand and will abide by the policies and procedures within the Parent Handbook of R Excel School of Learning along with annual changes.

Where to Find a Copy of the Handbook?

- A current copy is emailed out annually in August.
- You may at any time request a current copy to review by reaching out via telephone or email to the Director.

Parent Name (Last, Middle, First):

Child's or Children's Name (Last, Middle, First):

Parent Signature

Director Signature

Completion Date	
Food & Nutrition Policy	Yes or No
Disciplinary & Expulsion Policy	Yes or No
DCF Required Documents	Yes or No