



Dear Parents,

It is a pleasure to welcome you to our 2024 Summer Camp!

This information packet is designed to assist you in understanding the policies and guidelines instilled at IQ Village Hunters Creek.

Please read the enclosed information and discuss appropriate matters with your child.

If you have any questions, please do not hesitate to contact us.

WELCOME!

IQ Village Hunters Creek



## PRESCHOOL RULES AND REGULATIONS

### Summer 2024

#### COMMUNICATION

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- Communication is key. We believe that this creates an important bond between parents and the school staff.
- You will communicate with your child's teacher via the ProCare app. Any information or incidents will be relayed through here, DURING SCHOOL HOURS.

#### PAYMENTS

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- Payments are due Wednesday of each week. A late fee of \$35.00 will be assessed after the 5<sup>th</sup> of the month and a \$60.00 late fee will be assessed after the 15<sup>th</sup> of the month. Any unpaid balance will directly interfere with the student's enrollment.

Parent's Initials \_\_\_\_\_

- Every week will be paid in full. There will be NO reduction in tuition fees due to vacation, or sickness, regular full payment is still due. No credit or refunds are issued for absences.

Parent's Initials \_\_\_\_\_

- There will be a \$10.00 charge every time your payment is declined
- The payments will be made through the ProCare Software (Tuition Express). You will receive an additional page with information on this.
- If you pay by credit card, a fee will be charged depending on the card type. \*

#### SCHEDULE/ HOLIDAYS

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- We will be closed the following holidays:
  - Independence Day – July 4<sup>th</sup>

#### PICK-UP/DROP-OFF

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- Drop-off starts at 8:00am. Activities begins promptly at 9:00 am.

- If for any major reason such as, Doctor appointments, dental visit, or any other appointment were the child needs to be present and can not arrive to school on time, please note that the student will not be allowed to come in after 10:30am
- The pick-up times for each group are as follows:
  - Level I & Level II: 1:30 pm
  - Level III & IV: 1:45 pm
  - Extended Day: Until 6:00 pm
- After these specified pick-up times, the staff for each corresponding group are no longer available. For this reason, any late pick-ups will have a \$15.00 charge for the first 10 minutes past the child's designated pick up time. Each 10 minutes thereafter will include an additional \$10.00 charge.
- For a safe and easy drop off and pick up of the student, please make sure to obey the traffic pattern and go in the direction indicated by the arrow on the road when entering the parking lot.
- Parents will drop off their child in the lobby and sign them in. The teacher present will take them to their classroom. NO PARENT/GUARDIAN IS ALLOWED BEYOND THE LOBBY. This is strictly due for safety reasons.
- Once you arrive at the school for pick up and the designated teacher has handed you your child, you are responsible for him/her. Please remember to sign out your child.

Parent's Initials \_\_\_\_\_

## **EXTENDED DAY**

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- Extended day is chosen at the moment of registration.

## **LUNCH**

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- Students must bring lunch and/or snack each day. We do not allow sodas and glass containers for health and safety reasons. Clearly label all of your child's lunch boxes, snack bags, etc.
- It is not permitted to receive students without their food for the day, by state law. Children must arrive to school WITH the food that they will be eating throughout the day. IT IS STRICTLY PROHIBITED TO DROP OFF A STUDENT WITHOUT THEIR LUNCH AND/OR SNACK(S).
- Food must be completely cooked and ready to eat, if needed we can add a few seconds in the microwave. No frozen foods that need preparing will be allowed, Mac n cheese or any other food that requires long periods of time in the microwave.
- By DCF requirements parents must provide nutritious meals and snacks of a quantity and quality to help meet the daily nutritional needs of the children

Parent's Initials \_\_\_\_\_

## CLOTHING

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- During Summer Camp there is no uniform.
- We encourage parents of students to bring a change of clothes in a labeled bag. We will use these if any accidents that require a change of your child's clothing should occur.

## ILLNESSES

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If your child gets sick, keep him/her home from school. A child who is sick will not be able to perform well in school and is likely to spread the illness to other children and staff. Please make arrangements for childcare ahead of time so you will not be caught without a place for your child to stay if he/she is sick.

By state regulations do not send your child to school if he/she has:

- Fever in the past 24 hours 100.2 degrees or higher. (The guideline is that students should be free of symptoms for 24 hours without the aid of medication).
- Vomiting in the past 24 hours.
- Diarrhea in the past 24 hours.
- Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school).
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night.
- Head lice – live bugs or nits (lice eggs)
- Rash
- Pinkeye- (must be on antibiotic eye drops for 24 hours, which includes 4 doses, before returning to school)

If your child becomes ill at school, IQVHC will contact you and you MUST come and pick up your child immediately.

Parent's Initials \_\_\_\_\_

## ABSENCES

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- If your child will not be attending school, please notify the school at (407)-854-8441.

## MEDICAL EVALUATION AND IMMUNIZATION RECORDS

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It is responsibility of the parents to keep track of the expiration date on these records. It is required by the department of children and families for the school to have the medical evaluation as well as the immunization record up to date. please know by law we cannot and will not accept your child at school if the records are expired.

## MEDICATIONS

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- We do not administer or dispense any medications, including prescription and non-prescription to students without a parent's written authorization. Prescriptions must be brought to the school in a pharmacy issued container, with the affixed pharmacy label stating dosage directions. It must have a current date. Non-prescription medications must have directions for dosage and the age of the child it will be administered to.
- Students should not be in possession of any medication in the school.

## SPECIAL NEEDS

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Here at IQ VILLAGE we believe in integration, as long as we can work together with the parents. If at any moment your child would require a special type of attention from an out-source service, the parents must commit to provide for it. IQVHC will do what we can to make the necessary arrangements.

## SPECIAL EVENTS

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Every Friday we hold "water day activity". Please bring your child ready (swimwear – sunblock – etc..) pack changing clothes and a towel (all labeled)

\* Dates and times subject to change

## INCIDENTS/ACCIDENTS

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- Parents are notified with an "Accident Report Form" if an accident occurs.
- If the case calls for it, we first wash and disinfect the area. We then use common first aid items, such as Band-Aids and ice packs, to treat any mild injuries.
- If the injury is severe, we call 911 as well as the parent/legal guardian on file immediately.

## LOST/DAMAGED ITEMS

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- At IQ Village, we are not responsible for lost or damaged items.
- If your child brings any toys, jewelry, or any item that holds value, we will not be held responsible for the loss of it.

## EVACUATIONS

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- Your child's safety is our priority. We need to be prepared for the unexpected.
- We hold monthly fire drills. Under extreme circumstances, should we need to evacuate the building, the local police will assist in determining the location the students will be held. Under no circumstances will parents be allowed to pick up their children at school during an evacuation period.
- Please wait patiently for instructions from our office staff regarding the location and procedure for picking up your child during an evacuation.
- No credit or refunds are issued for mandated school closures due to severe weather conditions. Reasons for unscheduled school closures include approaching hurricanes, etc. If the school will be closed in these cases, parents will be notified.