



BOYS & GIRLS CLUBS
OF HERNANDO COUNTY, INC.

Preschool Programs

Parent Handbook

Nicole Andrews
President/Chief Executive Officer
nandrews@bgchernando.org
(352) 666-0068 x107

Jennifer Harpin
Vice President/Chief Development Officer
jharpin@bgchernando.org
(352) 666-0068, x124

LeAnne Lesmeister
Operations Manager
llesmeister@bgchernando.org
(352) 666-0068 x106

Administrative Office
336 Beverly Court
Spring Hill, FL 34606
352-666-0068 — Phone
352-556-2986 — Fax
Website: www.bgchernando.org

This handbook is intended to provide information about Boys & Girls Clubs of Hernando County's policies and procedures to the parents and guardians of members. It is not a contract and is subject to revision at any time, without prior notice, by the Boys & Girls Clubs of Hernando County. It is the goal of the Boys & Girls Clubs of Hernando County to continue to provide affordable, quality youth programs in a safe environment. To accomplish this goal, we ask for your commitment to the policies and procedures in this handbook. The Boys & Girls Clubs of Hernando County does not discriminate based on age, gender, race, national origin, ancestry, religion, creed, pregnancy, marital, parental status, sexual orientation, physical, mental, emotional, or learning disability.

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Welcome!

WELCOME to the Boys & Girls Clubs of Hernando County's licensed preschools for children ages 6 weeks to 6 years. This handbook answers questions parents may have regarding our programs and our policies. If you have any questions or concerns about this policy, please speak with the Preschool Director.

CHILD DEVELOPMENT PRESCHOOLS' STATEMENT

Our mission is to enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring members of the community. We strive to provide an age-appropriate learning environment that will enhance the child's physical, emotional, social, and cognitive development. It is our goal that every child that completes the preschool program will be prepared to succeed in kindergarten and beyond. To achieve this, we implement an educational curriculum that is developmentally appropriate for each child's needs and abilities.

PHILOSOPHY

The Preschools provide opportunities for children to develop emotionally, socially, physically and cognitively. We believe in an atmosphere in which each child is respected and free to experiment and investigate, free to have individual ideas, and free to master those ideas in a planned environment. Children learn the pleasures of doing things for themselves, and thus develop a positive self-concept. Our program sets limits to help children learn safety, value of property and respect for the rights of others. We do not attempt to bring about quick changes, rather we believe that, with parent cooperation, positive learning experiences will establish a foundation for each child's personal achievement.

SENSORY DEVELOPMENT STATEMENT

At the Preschools we strive to create a fun and exciting learning environment for all the children. Sensory play is a very important part of our curriculum. This type of educational play encourages children to experiment and manipulate their environment. That helps children develop positive self-image, competency, and problem solving skills, critical thinking, and social skills. Examples of sensory activities include: water play, play dough, chalk, goop, and sand play.

PROGRAM GOALS FOR CHILDREN AND FAMILIES

The Preschools strive to present a program that will assist the family by:

- Providing children with an atmosphere that encourages a healthy and full life.
- Planning an environment based on sound principles in early education and development.
- Respecting each child as a developmental whole.
- Providing age-appropriate growth and learning opportunities.
- Preparing your child for success in kindergarten and beyond.

With these goals as the foundation of our philosophy, teachers are encouraged to utilize their creativity and expertise to enrich your child's growth and education. The Preschools are dedicated to providing the support and programming necessary for the care, learning and growth of your most precious gift: YOUR CHILD.

PARENT INVOLVEMENT

The Preschools strongly encourage families to participate in every aspect of their child's program. It is very important that you, as parents/guardians, communicate your needs and desires regarding your child's development openly and honestly with your child's teachers or the Preschool's Directors. You are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate. We do ask that a conference time be scheduled for any lengthy conversations needed with the teachers. Parent involvement is valued and encouraged.

HOME/SCHOOL COMMUNICATION

Parents need to communicate pertinent information with their child's teachers. This should include such things as illnesses, changes in sleeping, changes in eating, teething, changes in home situations, over-the-counter and prescription medications the child is taking and so forth. Each child will have a daily communication folder in their classroom.

PRESCHOOL EVALUATION

On an annual basis, parents will be given the opportunity to evaluate the Preschools' ability to meet your needs. These evaluations are very important to us because they help us provide better care for your child. When you receive the evaluation form, please take the time to complete it. Remember that all comments are confidential and anonymous.

SPECIAL EVENTS FOR PARENT INVOLVEMENT

We have several events throughout the year that we encourage parents to participate in with their child. Dates are subject to change.

If you have any safety-related concerns or questions, please contact your Unit Director or the Operations Manager at llesmeister@bgchernando.org. Additionally, the national organization offers a 24-hour hotline, 1-866-607-SAFE, and has developed a Child Safety Portal.

CURRICULUM

Preschool teachers use the Funnydaffer curriculum which is an updated version of 02B Kids Curriculum (2014, 7th Edition) which has been selected by the Florida Office of Early Learning as approved curricula that meets the School Readiness Program performance standards. Funnydaffer curriculum aligns with Florida Educational Standards.

This curriculum creates an environment that supports learning through play in a variety of interest centers. (i.e. blocks, drama's play, science & discovery, art, technology, library & quiet area, etc.) This curriculum also helps teachers develop appropriate small and large group activities, outdoor learning, music, circle & sharing, cooking, etc. to enhance child growth in the classroom. Progress is observed and documented in the following developmental and academic content areas: Cognitive, Language, Social & Emotional, Physical, Literacy, Math, Science, Social Studies, Art, Music and Dance.

The children are assessed three times each year fall, winter and spring, this includes on-going observations, samples of classroom work and family input.

Parent-teacher conferences can be scheduled at anytime during the school year to encourage parental involvement and discuss each child's current performance and progress. You may speak with the Director about making an appointment.

MEMBERSHIP

Boys & Girls Clubs of Hernando County, Inc. encourages all children to attend.

Boys & Girls Clubs of Hernando County does not discriminate on the basis of age, gender, race, national origin, ancestry, religion, creed, pregnancy, marital, or parental status, sexual orientation or physical, mental, emotional, or learning disability.

Any items, issues, requirements, rules or restrictions not specifically covered in this handbook are at the discretion of the Unit Director with the agreement of President/Chief Executive Officer.

Eligibility

We accept children from 6 weeks old until after they have completed VPK. Children **MUST** be current on their shots and have a physical. We do not do part time care or have daily rates. Please be advised that we can only take children if room is available per state ratios. If put on a waiting list, you will be contacted as soon as room has been made.

The Club does not take prior enrollment or membership into consideration when accepting membership applications for the School Year or Summer Camp.

Waitlist

When openings occur, parents of waitlisted children are contacted for enrollment based on the date of registration. The primary contact on the registration form will be contacted via email and will be given 24 hours to respond. If no response is received, the child will be removed from the waitlist. Parent/Guardian is responsible for ensuring their email is set up and able to receive messages. The Club will attempt contact once.

Parents/Guardians will be asked to complete the following:

Membership Application.

In order to have all appropriate emergency information, all enrollment forms must be complete and submitted to Boys & Girls Clubs of Hernando County, Inc. office by the day prior to the child starting at the Program. The child will not be allowed to attend until the completed forms are submitted. **Registration fee and first week payments are due when forms are submitted.**

The Club expects the forms to be kept current. The primary contact on the account must provide updated information to the Director such as: emergency contacts, names, phone numbers, arrival/departure changes, allergy and health issues. **ONLY** the primary contact on the account (i.e., the person who enrolled the member) may make changes to the account.

A membership application must be filled out **COMPLETELY** and signed by a parent or guardian each school year (even if you are simply renewing your membership) and for Summer Camp.

Parents will be required to provide the following prior to the start of service:

- Completed Membership Application. *The Club expects the forms to be kept current. The parent must provide updated information to the Director such as emergency contact persons, names, phone numbers, arrival/departure changes, allergies and medications.*
- Completed and valid Certification of Immunization, DH680 form.
- Completed and valid School Entry Health Exam, DH3040 form.
- Completed Authorization for Prescription and Non-Prescription Medication, *if applicable.*
- Completed and signed Influenza Virus Brochure
- Completed and signed Know Your Child Care Facility Brochure

- Completed and signed Distracted Adult Brochure

Enrolled Period

The enrolled period runs from the start of the Hernando County School District school year through the start of the next school year; so current year August to next year August. In the event a member is enrolled after the start of the school year, the enrolled period will run from the anticipated start date, as identified on the membership application till next school year start. The enrolled period for Summer Camp shall run from the first day of Summer Camp through the last scheduled day of camp.

Withdrawing

Parents wishing to withdraw their child from the program must provide written notification at least 2 weeks prior to the discontinuance of this service. Members will be automatically withdrawn if they do not attend after two weeks.

Circumstances for Terminating Program Participation

We reserve the right to suspend or remove any child from BGCHC programs. Staff and parent(s)/guardian(s) have the right to request a parent conference at any time. The following are circumstances in which the director could terminate program participation. In every instance, complete efforts would be taken to try to solve the problem before termination.

- If parents/guardians disagree with a Club policy and attempt to reconcile differences between the parent/guardian fails, participation will be discontinued. Fees will not be refunded.
- If a child's behavior puts him/her or other children or staff at risk and is disruptive to the total program and every attempt to work with the child and his or her parent(s) fails to produce ongoing improvement, services will be discontinued. Fees will not be refunded.
- Additional grounds for terminating services include chronic late pick up, non-payment of program fees, failure to comply with program policies, failure to disclose required information, or other standards indicated in this and the Child & Safety handbook. Fees will not be refunded.
- Any other actions that present a challenge to BGCHC's ability to operate in a safe and positive fashion. Fees will not be refunded.

Please note: Boys & Girls Clubs of Hernando County reserves the right to terminate any youth's membership based on the behavior of the parent/guardian. Negative behavior by a parent/guardian will be viewed as a serious violation of policies. It will be addressed immediately with consequences up to and including suspension/termination of membership. **A refund will not be issued in the instance of a membership termination due to parent/guardian behavior.**

Unlimited Parental Access Policy

In accordance with state & federal mandates it is the policy of Boys & Girls Clubs of Hernando County, Inc. to provide custodial parents/guardians unlimited access to their children during their attendance at our Units, while abiding by restrictions issued by the Hernando County School District or Schools.

Absences

If your child will not be attending the program as scheduled, please notify the Unit Director in advance. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as intended, the Unit Director will contact the parents. If the parents cannot be reached, the Unit Director will contact the child's alternate emergency contacts.

Food and Nutrition

The Club does NOT provide meals or drinks for your child. Per Department of Children and Families (DCF) requirements, you are responsible for providing nutritious and adequate meals/drinks (breakfast, lunch & snack and 1 drink for each) in a lunch box with an ice pack for your child for each day they are in attendance. **In the event you fail to provide adequate meals/drinks for your child, a Meal/Drink Surcharge of \$10.00 will be added to your child's account per week.**

The following foods are a choking hazard for small children: whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes/sticks, gummies/fruit snacks and any food that is of similar shape and size of the trachea/windpipe. Gummies/snacks may be provided to children 4 and older. Food for infants must be cut into pieces ¼ inch or smaller, food for toddlers must be cut into pieces ½ inch or smaller to prevent choking. This applies to all food, even food provided by parents/guardians.

Food that you provide for your child(ren) must be cooked in advance and provided in a microwave safe container. The Club cannot cook food or meals for your child(ren) but we may re-heat them (up to a total of 2 minutes in the microwave). Please make sure all re-usable containers have your child's name written on them.

Food Projects and Special Occasions

The program will be doing food projects through out the year that may involve the consumption of food provided by local, licensed restaurants/food vendors or purchased from area grocery stores. In addition, special occasions throughout the year may include the Club purchasing food from local, licensed restaurants and/or food vendors to be consumed by the children, such as, but not limited to a Pizza Day, or a cake for VPK graduation. By acknowledging receipt of this handbook, you are granting permission for your child to participate in the food projects or special occasions and consume food related to these activities.

Class Dojo

The program may use Class Dojo to communicate with the Primary Contact identified on the Membership Application, in addition to email and phone. Please make sure to keep all contact information current.

Procare

The program uses Procare Child Care Management software to manage enrollments at our sites. Please make sure to respond to all invitations from Procare and to keep your account information current. Procare is available both in a web browser (on-line) and phone app versions.

ABCmouse

For our VPK members, the preschool has a registered account with ABCmouse which is an online platform that uses games, puzzles and other fun activities to help children learn their letters, numbers and other items. By registering your child in our VPK program, you authorize the Club to use your email address to add your child to our Preschool "Class" on ABCmouse. This will allow you and your child to use ABCmouse at home.

Early Learning Coalition Provider

The program is a contracted provider with the Early Learning Coalition. Parent's with ELC must sign their child(ren) in and out daily. Sign in/out must be done at the time of drop off and pick up and may not be completed in advance or in arrears. Each day must include an accurate drop off and pick up time and must be sign in using the Procare Parent Kiosk and correct PINs. Payment of Parent Co-Pays MUST be kept current and are due the Friday before the week of service. In the event the child is absent in excess of 3 days a calendar month, the account will be charged the ELC reimbursement rate for each day after the 3rd absence in order to recoup lost reimbursement. **Failure to abide by these requirements may result in suspension or termination of your child(ren)'s membership, in addition to placing your contract with PHELC at risk.**

FEES AND SCHEDULE

Weekly Rates

| | |
|-------------------------------|--------------------------------|
| Infants | \$160.00 |
| One Year Olds | \$140.00 |
| Two Year Olds | \$135.00 |
| Three Year Olds | \$130.00 |
| Four & Five Year Olds | \$120.00 |
| VPK Only | FREE |
| VPK Wrap | \$80.00 |
| ELC | ***Parent Co-Pay x 5 + \$10.00 |
| Registration Fee (per Family) | \$50.00 |

****VPK ONLY is exempt from fees****

****VPK Wrap will pay an additional fee for Professional Days/Holidays/Breaks when VPK is not in session****

****Teacher Discount—\$5.00 off per child****

*****Discounts are not applied to Households with ELC*****

******If an ELC member is absent in excess of 3 days a month, the member shall be charged the ELC FTD reimbursement rate for each unexcused absence. An absence is excused with a signed, dated doctor's note or court order.**

Late Pick-Up Fee

\$1 PER MINUTE, per child, according to the clock on site for each minute your child/children remains at the site past closing. Late Fees are paid at the time of pickup by a separate check made payable to Boys & Girls Clubs of Hernando County, Inc. or cash. Membership may be suspended until payment is made or discharged. If your child/children are picked up late three times membership may be terminated.

Payments

Tuition payments by check, money order or credit/debit card, are due the **Wednesday before the week of service** and are paid to reserve an entire week of care for the Members enrollment period, irrespective of the actual number of days, hours or weeks the child attends. There is a twenty-five dollar (\$25.00) late charge, per member, per week for not paying on time. **Service may be denied if the account is not current at time of drop off Monday the week of service. Repeated late payment may result in suspension or termination of your child(ren)'s membership.**

Disputed Credit Card Charges

Parents will be charged **\$25** for each valid credit card charge that is disputed. Parents will be notified by the Program and shall have seven program days in which to pay the charge. If not paid by the end of the seventh day after notice, services will be suspended immediately.

Returned Checks

Parents will be charged **\$25** for any check that is not honored by their financial institution. Parents will be notified by the Program upon our notification and shall have seven program days in which to pay the charge and tuition. If not paid by the end of the seventh day after notice, services will be suspended immediately. Two **returned checks** will require future tuition to be paid by **money order**. If in need of financial assistance please contact the administrative office at 352-666-0068.

Non-Refundable

Registration and weekly fees are non-refundable for all programs and camps unless the program or camp does not open due to low enrollment.

Prices are subject to change and a 30-day notice of a fee schedule change shall be provided to current members' Parents/Guardians.

IRS Statements

Our Taxpayer Identification number is **59-3550575**. As a courtesy, Boys & Girls Clubs of Hernando County, Inc. will provide a statement for tax purposes at the request of the parent.

Locations and Hours of Operation

| | | | |
|--|-------------|--|-------------------------------------|
| Brooksville Little Leopards Preschool (License C05HE0100) | | | |
| 885 N Broad Street, Brooksville, FL 34601 | | | |
| | Daily Hours | | 7:30AM – 5:30PM |
| | VPK Only | | 9:00AM – 12:00PM |
| | VPK Wrap | | 7:30AM – 9:00AM 12:00PM – 5:30PM |
| Westside Little Tigers Preschool (License C05HE0096) | | | |
| 5404 Applegate Drive, Spring Hill, FL 34606 | | | |
| | Daily Hours | | 6:30AM – 6:00PM |
| | VPK Only | | 9:00AM – 12:00PM |
| | VPK Wrap | | 6:30AM – 9:00AM 12:00PM – 6:00PM |

Drop Off and Pick Up Times

Drop Off and Pick Up times vary by site and are subject to change. You will be advised of changes to these times. If Doctor's appointments or other emergencies require a change in drop off or pick up time, please discuss with your Unit Director.

| | |
|---------------------------|---|
| Little Leopards Preschool | Drop Off between 7:30am and 9:00am. Pick Up between 3:45pm and 5:00pm. |
| Little Tigers Preschool | Drop Off between 6:30am and 9:00am Pick Up between 3:45pm and 6:00pm |

For VPK Only Members, children must be dropped off at 9:00 and picked up at 12:00pm (Noon).

Please note that not all sites will be open for school holidays, teacher workdays or school breaks. Parents/Guardians will be notified of which sites will be open by posting on the Parent Board at the sites. Attendance for these days is by separate, sign-up registration and fees are non-refundable.

HEALTH & SAFETY

Local or Environmental Health Emergency

If there is a local, regional, or national health emergency, including COVID-19, BGCHC may be required to modify its regular procedures by adding more rigor, regulations, and/or restrictions to ensure its ability to safely operate its programs. For example, processes may require a minimum additional screening, parental acknowledgment of health

and wellness, provision of documentation, and/or verification of compliance with organizational standards before admission to program or services, and/or modified operating hours. Any process implementation may require an escalation in its administration and/or frequency of administration. All process implementation is done following organizational policy and adherence to local, state, and federal laws and ordinances.

Video or Audio Recordings

Video or Audio recording by visitors, parents or authorized pick ups is strictly prohibited at all times at all Club sites.

Medical Conditions

If your child has a known medical condition, please be sure the Unit Director knows what to do if a problem should occur during program hours.

Unexpected Illness

If a child has any one of the following symptoms of illness or communicable disease, the parent will be notified to pick up the child immediately: **Per Department of Children and Families (DCF) regulations, children must be picked up within 1 hour of being notified. Failure to follow this requirement may result in temporary suspension of the child's membership.**

- 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 100 degrees Fahrenheit or higher (Any infant younger than 2 months of age with fever should get immediate medical attention);
- Pink eye – may be indicated by red, swollen and possibly, crusty, eyes;
- Green runny nose;
- Exposed, open skin lesions;
- Unusually dark urine and/or gray or white stool;
- Yellowish skin or eyes;
- Vomiting
- Head Lice
- Ringworm; or
- Any other communicable disease symptoms. For example: a rash, except for Diaper Rash.

Parent/Guardian MUST notify the Unit Director if your child has one of the above conditions and was at the Club or a Club event so that other members can be notified.

**For fever over 100 degrees or vomiting or diarrhea, the child may not return until 24 hours after symptoms abate, without the aid of medication, or parents/guardians must provide a doctor's note with the child for early return.

In addition, if a child is dropped off at the preschool with an injury or ailment which may possibly impact the health or safety of the child while in our care you will be notified to pick up the child immediately. Services may be denied unless a doctor's note is provided clearing the child for return to preschool/daycare.

Emergency Conditions

In case of an accident or extreme illness, the parents of the child will be called immediately. In severe cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment & the parents will be contacted as soon as possible. Parents are responsible for the cost, if any, of an emergency vehicle.

Distribution of Medications

The Boys & Girls Clubs of Hernando County, Inc. staff will distribute prescription medication only to a child attending the program when the proper documentation is on file. Medication must be in the original prescription bottle with the

pharmacist label which identifies the pharmacy, Doctor's name, child's name, name of the medication and dosage instructions (all current, not expired) and will be secured in a locked box on site. The parent will need to fill out a medication form authorizing the staff to administer their medication to them, explaining the proper times and doses. The staff member will fill out every time they distribute the medication, what the medication was, how much was given, and they will sign & date it stating that it was given at that specific time.

Hand Washing

Handwashing procedures communicated to the children adhere to the following steps: wash hands with warm water and soap for 20 seconds, dry hands, and turn off the water with a paper towel. These precautions are in place to help reduce the occurrence of infectious diseases. Children will be asked to wash their hands during transitions.

Incident Management

To ensure the safest possible environment for serving all youth in the event of a behavior incident, accident, injury, or emergency, BGCHC follows its incident management process. All incidents are thoroughly investigated and reviewed to gather all available facts. Parent(s)/guardian(s) and/or an authorized individual picking up Club member(s) are informed verbally and are asked to sign the incident form acknowledging that they have been made aware of any incident involving their child (ren). If the parents/guardians are not picking up the child on the day an incident occurs, the parent will be called and notified before the program closes that day. Information about decisions and/or actions regarding another child or parent is confidential and will not be shared publicly.

Items to be provided by Parents/Legal Guardians

The following items shall be supplied by the parent/legal guardian. Diapers, wipes, bottles, sippy cups, food and drink must be provided in sufficient quantity for the time your child will be in our care.

For Infants:

- 1 Travel Play Pen
- 2 Play Pen Sheets
- 2 Changes of Clothes (placed in gallon size bag)
- Bibs – please provide extra
- Bottles and Sippy Cups
- 1 Package of Diapers
- 1 Package of Wipes
- Infant Food (if applicable) be sure it is age appropriate.
 - Milk (premade with formula or breastmilk/or bottles with baby water and a formula dispenser)

For Toddlers, 2's and 3's and VPK:

- 1 Preschool Nap Mat (2 inches thick)
- 1 Fitted Sheet (crib sheet) for your child's mat
- 1 Blanket
- 3 (minimum) drinks for the day (at least 24 fluid ounces total)
- Food for Lunch and Snack in Lunchbox with an ice pack
 - Include Breakfast if you drop them off early
- 1 Package of Diapers (not a requirement for VPK)
- 1 Package of Wipes (not a requirement for VPK)
- 1 Change of Clothes (placed in gallon size bag)

Please remember to label all belongings with child's First and Last name

Sheets and blankets must be taken home and laundered every week and must be returned when your child returns

Failure to provide these required items may result in refusal of service as we cannot properly care for your child without them. This listing is subject to change and you will be notified of all changes as they occur.

Emergency Response Plan

Boys & Girls Clubs of Hernando County are committed to providing your child with the best care possible at all times. We hold regular drills on how to care for youth after a disaster and review emergency scenarios to handle a wide variety of crises. Please keep the following in mind:

In the event of a natural disaster, such as a hurricane, we have supplies and emergency preparedness plans to accommodate staff and children while they are on site. Detailed lists and protocols assist in tracking children and staff during an emergency. If the Club becomes uninhabitable and we are instructed to move to a safer place, we will post our location and transportation methods.

After a disaster, we will continue to care for your child until you or an emergency contact is able to pick them up. We understand this may be for many hours after a disaster.

Phone lines can handle only a small portion of calls at any one time. You may not be able to reach us by phone after a disaster. Unless you need to report a life-threatening injury to authorities, it is best to stay off the phone. Calling us takes us away from caring for children during emergencies.

Check-in with staff first before removing your child from our care. It will be imperative we keep accurate, written records when releasing children. Taking your child without notifying staff will put that child on the missing list. This will cause needless delays for searchers who need to be looking for children truly in crisis.

Release of Children

Parent's Right to Pick– Up a Child

By enrolling your child in the Club, you agree that both parents of the enrolled child/children have equal parental rights and responsibilities. Equal parental rights and responsibilities means that either parent has the right to pick up a child on any given day. The first parent to arrive will be given physical custody of the child. Boys & Girls Clubs of Hernando County, Inc. will not be responsible for determining which parent is entitled to pick up the child.

Only signed orders from a court of competent jurisdiction will alter the above general rights and responsibilities. It is the parents' responsibility to provide such documentation, including copies of all orders governing their child's pick up/drop off, to Boys & Girls Clubs of Hernando County, Inc.. Written or verbal notes will not be accepted to change parental pick up/drop off rights. If Boys & Girls Clubs of Hernando County, Inc. receives an order from a court of competent jurisdiction altering the pick-up/drop-off authorizations, then Boys & Girls Clubs of Hernando County, Inc. will perform in accordance with such written order until further orders from the court are received.

If there is any doubt as to the enforceability or ambiguity as to the meaning of a court order, Boys & Girls Clubs of Hernando County, Inc. will interpret the same to allow shared parental rights to the greatest extent possible.

Third Party Pick-Up

Children will only be allowed to leave with persons named on the ENROLLMENT form. Exceptions to this rule must be submitted to the Unit Director in writing by the parent, or faxed to the office at 352-556-2986. Please include the name of the school, date, and parent's signature. A picture ID will be required for those person(s) authorized to pick up the child(ren). Students must be signed in and out daily by an authorized adult. If your child attends extracurricular activities or has any other kind of arrival/departure time change within the period he/she is enrolled, you must provide the Unit Director with a completed change of arrival/departure procedures form prior to the date the change is effective.

Boys & Girls Clubs of Hernando County, Inc. reserves the right to refuse any third party from picking up a child. A third party includes, but is not limited to a grandparent, step-parent, friend, fiancée, or significant other of a parent. Boys & Girls Clubs of Hernando County, Inc. will accept the written authorization of one parent for third party pick up authorization. Boys & Girls Clubs of Hernando County, Inc. has the right to assume the third party is authorized to pick up the child upon receipt of written authorization from any one parent, absent a court order to the contrary. **However,**

if Boys & Girls Clubs of Hernando County, Inc. receives conflicting directives regarding third party authorizations, Boys & Girls Clubs of Hernando County, Inc. may refuse to permit the third party to pick up the child until the conflict is resolved including through court order or written authorization from both parents.

Insurance

The Club carries accident insurance on all club members. This insurance will be utilized as a secondary insurance, unless the family has no insurance coverage.

DISCIPLINE & EXPULSION

Positive Climate Philosophy & Procedures

We use only positive discipline at the Preschools. We use steps such as redirecting a child having difficulty to another area or activity, talking with the child about the problem, keeping the child with us at our side, or having the child help us with a specific task or duty. We always avoid power struggles, because once we enter into one with a child, we have already lost. We do not use time-outs or any other negative discipline at the Preschools.

Under NO circumstances will the methods of discipline practiced include the use of spanking or other forms of physical punishment, nor will they be associated with food, rest, and/or toileting. Discipline methods permitted are age appropriate and constructive.

If your child is involved in a conflict or unsafe situation with another member or staff or has violated Boys & Girls Clubs rules, they will be approached in the following manner:

Violations of Expectations or Rules

The following will occur as a result of a violation, at a minimum:

- 1st Guidance Warning
- 2nd Guidance Warning & Phone Call to Parent/Guardian
- 3rd Guidance Youth, Parent/Guardian & Unit Director Conference
- 4th Guidance 1 Day Suspension
- 5th Guidance 2 Day Suspension
- 6th Guidance 3 Day Suspension
- 7th Guidance Withdrawal From Program

The following negative behaviors will result in automatic suspension of youth member for at least one day:

- Fighting
- Stealing
- Threatening the safety of a youth member or staff member
- Bringing a weapon onto Club property or to a Club event
- Damage to the Boys & Girls Club facility or equipment. Parent/Guardian is expected to reimburse the Boys & Girls Club for any damage and be billed accordingly. The suspension will continue until payment is approved by the President/Chief Executive Officer.
- Use of Extreme Language (including excessive profanity, racial slurs, sexual innuendos, etc.)

Children, Parents/Guardians, and Staff are entitled to a pleasant and harmonious environment at the program. Therefore, Boys & Girls Clubs of Hernando County, Inc. programs cannot serve children or parents/guardians who display disruptive behavior. Disruptive behavior is defined as repeated verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from staff, inflicts physical or emotional harm on children, abuses the staff or other parents on-site, ignores or disobeys the rules which guide behavior during the school day and program time. Reasonable efforts will be made to assist children in adjusting to the program setting; however, if the child is unable to adjust, they will be dismissed from the program.

If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program, dismissal will be effective immediately after the Director consults with their Supervisor.

In addition, if Parent/Guardian or any individual authorized as an Alternate Pick Up displays disruptive behavior that inflicts physical or emotional harm on a child, staff or other parent, abuses the staff, ignores or disobeys the staff, or uses foul language on club site property and/or appears intoxicated or under the influence while on the club site, the Director, with agreement by the President/Chief Executive Officer, may

1. Permanently ban the Parent/Guardian or Alternate Pick Up from the Club Site; and/or
2. Terminate the child's membership with the Club.

Repeated violations (3 or more violations of the same policy) of any section of the Preschool Parent Handbook may result in the expulsion of your child from the program, including Late Pick Up and/or Late Payment of fees.

ANTI-BULLYING

The Boys & Girls Clubs of Hernando County is committed to providing all members with a safe environment, and will not tolerate any form of bullying at any Club activity on or off Club property.

All staff, volunteers and members shall read and abide by the Boys & Girls Clubs of Hernando County's Code of Conduct.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Staff and/or volunteers who observe an act of bullying shall take immediate, appropriate steps to intervene. If the staff member and/or volunteer believes his/her intervention has not resolved the matter, they shall report it to Club leadership and document the incident in writing.

Club leadership or appropriate staff member shall inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior, up to, and including terminating membership.

If your child indicates that bullying is occurring at the Club or at any Club event, please bring this to the attention of the Unit Director.

DRESS CODE

Members must wear appropriate attire at all times.

- Shirts must not have inappropriate images.
- Shorts and pants must not sag.
- No open-toed shoes or sandals,
- No skate shoes/heelies with or without the heel insert.
- No bare back or see through clothing.
- Shoulder straps must be 1".
- No long dresses or skirts unless accompanied by shorts or leggings. Skorts are acceptable.
- Weather/Temperature appropriate. Children will be playing outdoors (when not raining) and indoors (in air conditioning)

If a member comes to the Club dressed inappropriately, Parent/Guardian will be contacted to either pick up the member or to bring appropriate clothing. Appropriateness of clothing will be up Director's discretion.

GRIEVANCE POLICY

Honest differences of opinion regarding conditions of care or procedures will arise from time to time. When this happens, families are encouraged first to bring the matter to the attention of the Unit Director by asking to meet in private where concerns may be addressed. We recognize that not all challenges can be remedied doing this and ask that parents/guardians follow the more formal, step-by-step procedure:

1. Address a letter/email to the Unit Director stating you would like to present a formal complaint. Describe the situation or topic you would like to discuss.
2. If this discussion does not resolve the concern, you may request to meet with the Director of Operations. After listening to your concerns and reviewing the Unit Director's response, the Director of Operations will make a final decision.
3. If necessary, the final resolution will involve the Chief Executive Officer for Boys & Girls Clubs of Hernando County.

This grievance resolution policy is only a guideline. In some circumstances, we may decide to use a different procedure to look into or resolve challenges at our discretion. All decisions regarding the resolution of concerns or complaints remain at our discretion and shall be final.

Our goal is to provide a quality, safe place for children. The procedure to address grievances does not include the option of confrontation while children are present. We strive for a positive working relationship with all involved. However, any situation deemed a threat to the safety and well-being of children in our care or our staff or disruption to the regular operation of our programs will not be tolerated.

ANTI-BIAS STATEMENT

Boys & Girls Clubs of Hernando County is committed in all areas to providing an environment that is free from discrimination and harassment. We will not tolerate discrimination and harassment based on sex, race, ethnicity, national origin, age, sexual orientation, religion, or other legally protected characteristics. All Club staff, youth members, and volunteers are expected and required to abide by this policy. We strive to engage youth in programs that support the development of cultural competency. Our programs help youth understand and respect their own culture and the cultures of others, where they are able to contribute to a multi-cultural society and demonstrate acceptance of differences among people.

NON-DISCRIMINATION

All people are welcome at Boys & Girls Clubs of Hernando County regardless of race, religion, sex, age, national origin, marital status, sexual orientation, gender assignment, political ideology, or ability.

ADA POLICY

Boys & Girls Clubs of Hernando County seek to serve all youth. Our intention is to include youth of all abilities in our programs in the most integrated setting and wherever it is reasonably possible to do so. This provides youth with a physical, mental, or emotional need that substantially limits a major life activity, youth with a record of such need, or youth who are regarded as having such needs. Despite our best efforts, it may not be possible in certain circumstances for Boys & Girls Clubs of Hernando to accommodate the disability or special needs of a particular child. This could occur in the following examples:

- The individual's disability or special needs present a significant direct threat to the health or safety of others, and such risk cannot be eliminated or reduced to an acceptable level; or
- The required accommodation would require a fundamental alteration to Boys & Girls Clubs of Hernando County youth programs or otherwise would present an undue burden for Boys & Girls Clubs of Hernando County.

For some youth, special accommodation needs may appear later or may differ over time. Boys & Girls Clubs of Hernando County will make ongoing assessments of your child's needs and require the parent or legal guardian's involvement in this process. Failure to share information about your child that identifies special care, accommodations, or supervision needs may jeopardize your child's placement or continued participation in the program. All children are expected to abide by the Code of Conduct or stated behavior expectations. An individual plan of care stating needs is required before starting the program.

NON-RELIGIOUS POLICY

Boys & Girls Clubs of Hernando is a non-denominational organization and does not promote or facilitate religious activities regardless of where the program is housed. From time to time, however, we will expose children to diverse cultural experiences that may have religious overtones. Children will not be required to participate in these activities, and alternate activities will be provided upon request.

Boys & Girls Clubs of Hernando County allow children to feel comfortable expressing their own religious beliefs and practices without staff promoting their own beliefs.

CELEBRATION OF HOLIDAYS

Boys & Girls Clubs of Hernando County is a non-sectarian, multi-cultural organization. Holidays are recognized for their celebration value rather than their religious significance. One way staff honors diversity is by teaching children how different cultures celebrate their holidays. You are welcome to inform us of the holidays your family celebrates.

PARENT/GUARDIAN CODE OF CONDUCT

Boys & Girls Clubs of Hernando County are committed to providing a safe and nurturing learning environment for your child. In an effort to ensure your child's development is met in a positive way, we ask that you as the parent(s)/guardian(s) agree to the following:

- To make every effort to follow all policies and procedures expressed in this handbook and the Child &

Club Safety Handbook. You understand that it is your responsibility to read and comprehend the policies set forth and follow them to the best of your ability. If you do not understand any of the policies, you are responsible for discussing the policy with the Preschool Director.

- To wear appropriate clothing during drop off and pick up and special events. Dresses or shirts and bottoms (pants, shorts or skirts) and shoes are required. Bathing Suits are not allowed unless under shirts and shorts; mesh cover ups are not allowed.
- To strive to support the Club in the way you communicate with the children, the staff, and other parents. You will not be discourteous to, threaten, or use inappropriate language or actions towards any child (yours or others), staff, or other parents/guardians either at or near any Boys & Girls Clubs Hernando County's locations or at any Boys & Girls Clubs function or event.
- To not approach any child other than your own to obtain confirmation, clarification, or "their view" on Boys & Girls Club-related issues, disputes, or disagreements between children. Such matters must be brought to the attention of Boys & Girls Clubs staff.
- To not approach any staff member requesting confidential information in regards to any child but your own.

Should you violate the above guidelines, you understand that your child's enrollment may be terminated.

ZERO TOLERANCE

Boys & Girls Clubs of Hernando County **will never tolerate** violence in our programs and/or on our premises. If a child or family member chooses to bring a weapon, or any item that may be used as a weapon, with malicious intent either at or near any Boys & Girls Clubs of Hernando County's locations or at any Boys & Girls Clubs function or event, he/she will be expelled immediately! **911, and the police will be called.** Child Protective Service (CPS) may also be notified in these circumstances. **NO SECOND CHANCES.**

CHILD ABUSE/NEGLECT REPORTS

Florida State Law requires that all Boys & Girls Clubs of Hernando County staff who suspect that a child in our care is being abused or neglected must make an official report on behalf of the child to Child Protective Services (CPS). Reports are kept confidential. Referrals may be made to CPS without conferring with parents.

Reporting should be regarded as a request for an investigation into a suspected incident of abuse or neglect. A report does not necessarily constitute a proven fact; rather, it is the raising of a question about the state of the child. Making a report can be the beginning of a process to help parents with their challenges and to protect their children.

DRUGS, ALCOHOL AND SMOKING

Illegal drugs, controlled substances, recreational drugs, alcohol, tobacco, and other smoking materials are prohibited at Boys & Girls Clubs.

- **Impaired Parent/Caretaker:** Staff is to make every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol. If suspicion of impairment occurs, we will ask you to call for a ride or an emergency contact to pick up you and your child. If you choose to leave with your child, we will call 911 and CPS. Staff will not under any circumstances give transportation to a parent who appears to be impaired by drugs or alcohol.

CANCELATIONS

At times, Boys & Girls Clubs of Hernando County will need to cancel a program due to low enrollment. Parents will be notified via email/phone call, and a 100% refund will be issued.

INCLEMENT WEATHER

On days of inclement weather Boys & Girls Clubs of Hernando County will follow the Hernando School District's closing schedules. However, we reserve the right to close at any time due to weather or safety concerns.

CHILD'S PERSONAL PROPERTY

Children's personal property should be marked with the child's first and last name. Coats, clothing and bags must be cleared from the room after each day. Blankets, sheets and other items for nap time (except mats), must be taken home and cleaned every Friday and returned on Monday. Any personal property which remains after pick up in the afternoon will be taken to the site offices lost & found box. Children should not bring money, smart watches, smart phones, iPads/Tablets, toys, or other items not necessary for preschool activities. Personal property violating this policy will be collected by staff and provided to parent upon pick up. Boys & Girls Clubs of Hernando County, Inc. is not responsible for lost, stolen or damaged articles.

MEDIA CONSENT

Boys & Girls Clubs of Hernando County may photograph or video record your child for marketing and promotional purposes, including but not limited to use as stock photos on our website and social media pages. You give permission to Boys & Girls Clubs of Hernando County to photograph and/or video record your child for use in marketing and promotional materials. Your permission grants us the authority to publicize any photos/video recordings we may take of your child.

By participating in Boys & Girls Club services, you agree to the following: I grant permission to Boys & Girls Clubs of Hernando County to photograph and/or video and audio record my child for marketing and promotional purposes and to publicize any photos/recordings of my child without additional notification. This grant remains in effect until revoked. The rights granted to Boys & Girls Clubs of Hernando County in this release include the perpetual, exclusive, and unencumbered right to use, edit, reproduce, distribute, publish, and otherwise exhibit the photos/recordings worldwide, in any and all forms of media. In addition, the rights granted to Boys & Girls Clubs of Hernando County in this release include the right to use the photo/recordings to publicize and advertise Boys & Girls Clubs of Hernando County and/or its services. No monetary compensation will be given for use of any photo/recording of my child. I agree to hold harmless and do hereby release the Boys & Girls Clubs of Hernando County and its past, current, or future directors, employees, agents, representatives, affiliates, successors, and assigns from any and all claims, demands, and causes of action associated with this release and, including without limitation, any claims for libel of violation of any rights of publicity or privacy which I may have by reason of this release.

You have a right to opt out of inclusion in photographs/recordings, but unless you email llesmeister@bgchernando.org, participation in Boys & Girls Clubs activities implies permission for the use of images taken at those events.

WAIVER OF LIABILITY

Please read this carefully and thoroughly. You are agreeing to let your minor child engage in a potentially dangerous activity. You are agreeing that, even if Boys & Girls Clubs of Hernando County uses reasonable care in providing this activity, there is a chance your child may be seriously injured or killed by participating in this activity because there are certain dangers inherent in the activity which cannot be avoided or eliminated. By signing the acknowledgment of receipt of the handbook you are giving up your child's right and your right to recover from Boys & Girls Clubs of Hernando County, Inc. in a lawsuit for any personal injury, including death, to your child or any property damage that results from the risks that are a natural part of the activity. You have the right to refuse to sign the acknowledgement form, and Boys & Girls Clubs of Hernando County, Inc. has the right to refuse to let your child participate if you do not sign this form.

MISCELLANEOUS

- Parents and Club members are responsible for their own transportation to and from the Club.
- Parent/Guardian understands that their child/children's membership may be suspended or canceled at any time, the sole decision resting in the judgment of the Unit Director and/or the President/Chief Executive Officer.

CODE OF CONDUCT

Please discuss these with your child periodically

- Be respectful to staff and club members.
- Play fairly and be honest.
- Applaud the efforts of other members.
- Resolve disagreements in a positive way.
- Take care of club equipment and equipment of other members.
- Do not use improper language.
- Remove hats while in the building.
- Dress appropriately at all times.
- Listen during club meetings and while instructions are being given.
- Running is only allowed outside the building.
- Understand that the club is not responsible for personal items brought from home – Leave them at home.

RULES

MEMBERS MUST:

- Stay in assigned area.
- Respect staff and other club members at all times.
- Keep hands and feet to self.
- Walk inside of building.
- Not Fight or intentionally inflict physical harm on other club members or staff.
- Not Vandalize or steal property from the club or its members.
- Not Use inappropriate language or obscene gestures.