



# PARENT HANDBOOK

## Primavera Preschool

Primavera Preschool, Inc.  
12881 Bayou Branch Avenue  
Tampa, FL 33635

Founded in 2006  
License CHC432706

# Primavera Preschool

## Mission Statement

Primavera Preschool exists because of a vision of what we thought a quality preschool should be. We took a risk to breathe life into our dream.

We encourage a safe, developmentally appropriate, warm, clean, nurturing and loving environment for preschool children. We strive to provide a stimulating, high quality education and care experience with attention to detail which in turn will impact lifelong learning. We promote each child's social, emotional, physical and cognitive growth and development and in doing so support families by recognizing their roles as a child's first teacher.

## Philosophy

We believe giving a quality early education to the children we teach today will determine the quality of our future leaders that have the potential to bring something unique and special to this world we live in. We promise to help them develop their full age appropriate potential by believing and expanding their capabilities and developing a sense of respecting what it means to learn, to accept and to embrace the differences in our multicultural world. Our role is to give children the tools with which to successfully cultivate their gardens of knowledge. Our educational curriculum is approved by the Early Learning Coalition. It involves the interests of the children and makes learning relevant to life, which incorporates theme, integrated units, individual/group work, and hands on learning to make children active learners.

Primavera Preschool believes there is nothing GREATER than a sense of ACCOMPLISHMENT and the SATISFACTION of a job WELL DONE!

We warmly welcome you into the Primavera family.

*Ms. Deborah A Pratts, owner/president*

*Ms. Elsa I Cruz, owner/director/vice president*

Ms. Ginny Linkous, owner

Ms. Marisol Goodman, owner

Welcome to the Primavera Preschool, Inc. family. We are pleased to have your child growing and learning with us and make it our responsibility for ensuring a safe and loving environment, enriched with the best early learning education possible. We cater to children ages 6 weeks through age 10 and include children with special needs and disabilities and make accommodations as required by the ADA.

**HOW TO ENROLL:**

- 1- Complete registration packet in its entirety and submit required documents, such as immunization records, etc.
- 2- Submit non-refundable enrollment fee. (Applies to all programs)  
Registration fees will hold your spot for 30 days prior to selected date, unless your child is entering the infant Caterpillar room. If you wish to change your selected date please notify the school immediately. Your child must start within 2 weeks of original selected date. Otherwise a new non-refundable enrollment deposit will be required since enrollment fee is valid for 30 days only.  
(This does not apply to annual re-registration fees)

**CHANGE OF INFORMATION:** It is sole the responsibility of the PARENT or GUARDIAN to inform us of ANY changes in address, phone numbers, email addresses, persons authorized to pick up your children (MUST BE IN WRITING via email, fax or letter), credit card or financial information, new allergies, medications, pediatrician or place of employment.

**FORMS OF TUITION PAYMENT:** Primavera Preschool, Inc. accepts all forms of payment including most credit cards, check or cash. You may also enroll in our automated **Tuition Express (TE)** program. Tuition may be paid weekly or bi-weekly.

If you choose automated TE, you can go online and print your own statements.

Tuition is due every Monday, or the first day of the week your child attends school. A late payment will be assessed if payment is not received by the 2<sup>nd</sup> day of grace period at \$5.00 per day.

Any returned items by your financial institution (credit cards, checks, TE/Bank accounts) will be charged and any and all applicable NSF charges (usually \$20.00) will be added to your tuition. Payment must be made immediately to bring your account current to avoid possible interruption of services.

In the event Primavera Preschool, Inc. pursues collection of any defaulted amounts, the parent/guardian will be responsible for any collection costs including but not limited to attorney fees and costs.

**WITHDRAW NOTIFICATION:** A two week notification using the withdrawal form is required in the event you have to withdraw your child permanently. Keep in mind all outstanding tuition and fees must be paid by withdrawal date and any outstanding balances will be collected per Parent Contract for Services.

If your child is absent for 2 weeks without prior notification, your child will automatically be dis-enrolled and all tuition must be paid in full, including the two weeks while enrolled.

**Requests for interruption of enrollment lasting 2 weeks:** A special request is required if you plan or need an interruption of service lasting 2 weeks, and you have used your free vacation week. Continuation of enrollment at Primavera Preschool during that period will be accepted, but will require 50% weekly tuition payment during those 2 weeks absent to hold your spot in the classroom.

If you plan on disrupting service over two weeks, regardless if you are pre-registered for the next school year, you will lose your non-refundable pre-registration deposit. You must withdraw your child and check to see with the school for space available in that classroom at that time and re-register. We cannot hold your spot due to high demand waiting lists.

**ILLNESS & VACATION:** You may be eligible to receive 50% off one week's tuition due to illness with a doctor's note verifying illness. Maximum is up to 3 absent non-consecutive credits per year. Your child is eligible only if she/he is absent **4** or more days in one week.

You may be eligible to receive 100% off of 1 week's tuition **after** your child's first full year of enrollment. This vacation credit may be requested one time per child for each school enrollment calendar year after the first year. You must fill out the VACATION REQUEST FORM prior to your scheduled vacation to receive credit.

You may also use this credit for the week of Thanksgiving or Spring Break.

**Holidays:** Full tuition is **due every week** regardless of observed holidays, except for the last week of the year, typically between December 25<sup>th</sup> and January 1<sup>st</sup>. No tuition will be collected for this week.

**We observe and close on the following Holidays:** January 1<sup>st</sup> and sometimes the 2<sup>nd</sup>. (May vary)

Good Friday, Memorial Day, Labor Day, July 4<sup>th</sup> and sometimes day before or after (May Vary)

Thanksgiving Day and day after, December 25<sup>th</sup> and sometimes day after (May vary)

**HOURS OF OPERATION:** We are open year round from 7:00 A.M. to 6:15 P.M. Monday through Friday.

Please have your child at school no later than 9:00 A.M. if possible in order to be courteous to the teacher and her class schedule as well as your child's learning environment. Please call the school and notify us if your child will be in later than 10 A.M. In this case, your child may not be able to be dropped off until after nap time. This does **NOT** apply to infant care. Parents and visitors may visit the school during regular hours (open door policy), however it is important that you do not disturb the classroom while in session. All visitors must sign in and show proper ID.

**CHILDREN'S EXPECTATIONS:** All children are expected to behave in an acceptable, age appropriate manner and follow center safety rules and regulations. Parents are responsible for any damages of school or personal property and medical expenses as a result of aggressive or improper behavior by their child towards another person or their property. This may affect your child's enrollment status. For the health and safety of all Primavera families and staff, we reserve the right to expel any child who may hurt or endanger another, due to continued unacceptable, dangerous or uncontrollable behavior.

**AGES SERVED:** Primavera serves children ages 6 weeks to 10 years of age and renews its license annually with Hillsborough County Child Care Licensing. Our preschool is open year round except for the last

week of the year. After school care programs for elementary school aged children up to 10 years of age and summer camp for children aged 5 to 10 are also offered.

**SECURITY:** Audio/Video Security cameras are placed in each classroom and in all play areas of the school. Some have audio. These cameras are monitored in the main office during regular school operation hours and auto delete a week later. If a parent wishes to view an incident or view their child, they may do so with an office personnel present for up to 10 minutes (unless it is an incident)

**SPECIAL EVENTS:** All children's **birthdays** may be celebrated. Please coordinate this with your child's teacher. Keep in mind that all food or cakes brought to the school for these celebrations must be store bought and in store bought packaging. This is a child care licensing rule we must follow. Primavera Preschool, Inc. is a **peanut (nut) free** school.

We have **Christmas** musical specials and **Halloween** Trick or Treating at school every year.

**Parent/teacher conferences** are also given at least once, but typically twice per school year, and upon parent or teacher request. Other parent involvement events will be announced throughout the school year.

**Graduation** ceremonies are held in May and a fee is collected of \$85. This covers the cost of graduation attire for graduate, diplomas, venue and food for up to 3 guests. Each additional guest is \$5.

**Book Fair's** are provided through Scholastic Book Fair's and are held every Fall and Spring.

**Field trips** are usually provided for Primavera Preschool summer camp kid's ages 5 to 10 to various local locations. The children are bussed using Primavera Preschool, Inc. seat belted busses. Children aged 5 require small booster seats, provided by parents. All of our CDL licensed bus drivers are pre-approved by a Hillsborough County Child Care Licensing inspector and are employed by Primavera Preschool.

**TELEVISION VIEWING or video viewing** are not a regular occurrence at Primavera Preschool. Some curriculum related computer activities or documentaries may be used in classrooms ages 3 and above. After schoolers aged 5 to 10 sometimes will show a rated G movie on a special Friday. Summer Camp may have a "pick a rated G movie" day on occasion as well.

**HEALTH:** For the safety and well-being of everyone, we will call to notify you of any fever over 100 degrees, axillary, unidentified skin rashes, diarrhea or vomiting, evidence of head lice or other parasite, severe coughing, difficulty breathing, conjunctivitis (pink eye) or yellowish discharge from the eye, sore throat/difficulty swallowing/stiff neck, moist or open cold sores, pain interfering with normal activities and evidence of infection.

Any one of these may result in a child being sent home and readmitted only with a physician's statement or if visibly free from communicable disease.

\*\*\*\*CHILDREN MUST BE **FEVER FREE** FOR 24 HOURS WITHOUT THE AID OF FEVER REDUCING MEDICATION BEFORE RETURNING TO SCHOOL (with or without doctors note). **POSSIBLY** 48 HOURS FOR SOME CONTAGIONS.

Parents will be notified in writing and we must contact the CDC if more than 3 children have a communicable disease.

All Primavera Preschool staff are CPR and First Aid certified. As well as trained in child safety and nutrition as well as child abuse. We must report any suspicions of child abuse or neglect to the proper DCF authorities as is required by Florida State Law.

**Injuries** or accidents will be notified in writing through an Accident/Incident report and the parent will be called if any injuries are serious, to the face, or require medical attention beyond our first aid kit.

**NUTRITION:** Nutritious 4 food group lunches are provided daily by state approved catering companies and are included in your child's tuition. Two snacks per day are also provided by Primavera.

Our catering service provides for all students who are vegetarian, however, you may supplement if you wish. Keep in mind, we are a **PEANUT (NUT) FREE** school.

**DRUG ADMINISTRATION:** Medication may be administered only when a parent authorization form is signed and only if the original label is on the package/bottle with child's name, doctor's name, dosage and date.

Parents are responsible for replacing all medications after expiration date in a timely manner.

All other over the counter drugs may be administered with a doctor's prescription, unless the parent wishes to come and administer to their child.

Any type of allergies, including food allergies must be notated on the enrollment form. A list of children with allergies and causes will be provided to the teachers and posted on parent board as well as cafeteria. Keep in mind we are a PEANUT FREE SCHOOL. Any EPI pens must be left at the main office for precautionary measures to be administered by trained office staff.

**DISCIPLINE POLICY:** The Hillsborough County Ordinance 03-25, Section 1.06, as amended by 04-25 and Section 1.04 (5) "Child Discipline" requires that parents are notified in writing of the disciplinary practices used while in care prior to admission. Please refer to our discipline practices brochure included in enrollment packet.

**\*ACTION REQUIRED\* EMERGENCY NOTIFICATION: For our mass parent text communication system, text the word primavera to 84700**

**SIGN IN/OUT & PICK UP:** Parents are required to sign in their child on the computer system BEFORE dropping off their child to the classroom and sign out BEFORE picking up in classroom. Please be sure to read any important messages in your inbox when signing in or out. All children MUST be signed in/out by a responsible adult. We will prohibit the release of a child to an individual who appears impaired.

Please try to have your child at school by 9:00 A.M. This avoids disruption of class activities as well as allows your child to have morning snack with classmates. Morning circle is also given around this time.

If you must arrive much later than 9:00 A.M., please notify the school. You should avoid dropping your child off at school after 10:00 A.M. without prior notice or a doctor's note. No snacks can be given after snack time is over. VPK students MUST be at school no later than 9:00 A.M.

Only authorized people listed on your pick up form will be allowed to collect your child. This person must show proper ID. Any additions to pick up list must be done in person, in writing or by fax.

In the event of custody arrangements or any other family legal matters concerning your child, Primavera Preschool, Inc. must be provided with the appropriate paperwork or court order before we can comply. We will not deny a parent access to their child without proper documentation.

A \$15 late pick up fee will be added to your tuition account for every 15 minutes late or "portion" thereof. Excessive tardiness may result in termination of services.

Any child not picked up by 6:15 P.M. without prior communication to the school and after unsuccessful attempts in contacting you or any other authorized pick up contacts listed on your enrollment form, Primavera Preschool must release your child into the custody of the local Sheriff's Department of Children and Families after 45 minutes upon closing. This will result in immediate termination of enrollment at our school.

Keep in mind that our staff is NOT permitted under any circumstance to take any child home, or remove from the school, without a notarized, signed, personal agreement between parent and staff member releasing Primavera Preschool, Inc. of all liability.

**PARENT TEACHER COMMUNICATION:** We highly encourage parent-teacher communication. We provide various types of visual and written communication on a daily basis. If necessary, you may request an individual parent-teacher conference.

- Lesson plans posted weekly in the classroom and curriculum wall in hallway.
- Infant, toddler or other grams given daily to our 0 to 3yr olds
- Weekly notes in your child's folder if applicable
- Ages & Stages Questionnaire within 45 days of enrollment and again after 6 months
- Parent/teacher voluntary conference night, typically bi-annually, or upon request
- Monthly assessments of your child's developmentally appropriate milestones
- All volunteers must fill out appropriate form and may not be left alone with children
- All permanent volunteers (10+ hours per month) must provide a level II background screening

**SCREENING AND ASSESSMENTS:** All students are assessed using Hillsborough County Curriculum assessments monthly. Results may be shared with the parents during conferences or upon request.

Parents may also choose to schedule a developmental screen with the Early Childhood Council of Hillsborough County Inc. (ECC) or Florida Diagnostic and Learning Resources System (FDLRS) who serve children ages 0 to 5. These screenings are offered FREE to ALL families. You may call (813)837-7723 for more information. Vision, hearing, motor, speech, language, cognitive, behavior and growth screenings are offered.

**PROMOTION TO NEXT CLASSROOM:** Official promotion of the children to the next group is usually done at the beginning of the Academic School Year. Some children may be moved up again in January depending on the number of spaces available at that time. Children are placed in classes based on their age range, developmental abilities, potty trained status, along with other considerations. In order for your child to be moved to a three year old classroom, they MUST be fully potty trained and wearing underwear only. There are no changing facilities in these rooms.

**CURRICULUM:** All teachers are curriculum trained and receive 24 hours of CE (continuing education) yearly. We only use approved Early Learning Coalition approved curriculums of the highest quality.

Keep in mind that napping/resting is essential as children play, learn and grow. All of our preschoolers have a 45 minute to 2 hour nap depending on age.

**EMERGENCIES:** (For mass text communication please text the word Primavera to 84700)

Included in your enrollment packet is an Emergency Risk Management Plan (ERMP). It is also posted in each classroom. We will not accept any child who refuses to grant emergency transportation.

- **Life threatening:** Our main First Aid is located at the main office as well as throughout. We have intercom systems located in every classroom and in play areas outside to help aide in asking for assistance in the event of an extreme emergency as well.
- **Fire:** Fire drills are conducted monthly and are documented. Evacuation routes are listed throughout the building, with each classroom having at least 2 exists. Infants will be put in evacuation cribs and exit safely through the nearest and safest exit. The administrators will do a complete check of all areas of the building including the playgrounds.
- **Hurricane/Tornado:** Drill, safety and emergency procedures for all classes require children to file quickly with their teacher into designated tornado shelters throughout the building.
- **Loss of Power/A/C/Water:** In the event of a leak, an electrical short due to storm or other nature, or a high rise in temperature, we will alert each parent through the emergency text messaging system and evacuate if necessary using the FIRE procedure.

ALL Primavera Preschool, Inc. employees are CPR and First Aid certified. If your child has any special medical or developmental needs you must provide written individual emergency care plans.

Please refer to Emergency Evacuation Plan included.

**Weather CLOSING Policy:**

Primavera Preschool, Inc. follows the HCSD inclement weather closing schedule. However, Primavera Preschool reserves the right to make an alternate decision. Please watch for HC school closings on the local news station channel or radio for more information. We will also send a mass text confirming our decision and may also include an email if possible. Please sign up for our mass text messaging. (Text *Primavera to 84700*).

**Note: If Hillsborough County schools are closed, we are closed as well and will resume classes accordingly. Any changes in this decision will be announced via mass texts. In either event, tuition remains the same.**

**HEAD LICE:** Although lice are a rare occurrence, parents should check their child's head regularly and inform the school if lice are present.

**MEALS:** Two component morning and afternoon snacks are provided as well as 4 component nutritionally balanced catered lunches. We cannot allow packed lunches from home that require refrigeration due to space confinements. Please encourage your child to eat school lunches.



**APPROPRIATE DRESS:** Dress your child comfortably and weather appropriate. Tennis shoes are recommended for safety. Absolutely NO FLIP FLOPS are allowed. Also, because they are learning to toilet and dress themselves, you can help them succeed by providing clothes that they can handle INDEPENDENTLY. Example: elastic waist bands, no belts, etc.

**CUBBIE SUPPLIES:** Please bring a SMALL blanket, a fitted crib sheet, and a complete change of clothes in a zip lock bag for your child. If your child is in the potty training process or in diapers, please provide a tub of wipes and pull ups or diapers and any additional requirements. CLEARLY LABEL everything with your child's name.

**NAP TIME:** Each child should bring a small blanket and fitted crib sheet for nap time. Individual cots are provided. Check your child's schedule for nap times. These items will be sent home every Friday to be laundered. Please bring back the following Monday.

**INCIDENTS/ACCIDENTS:** The safety of our children is a top priority, however, incidents and accidents may occur on occasion. A report will be filled out by a witnessing staff member and brought to the office. We will then inform you via child sign out screen. The report will need to be signed. Parents will be called in the event of serious injury, although they may be non-emergency cases.

**IT IS OUR RESPONSIBILITY TO REPORT ANY SUSPECTED CHILD ABUSE OR NEGLECT**

**PACIFIERS AND BOTTLES:** Pacifiers and bottles are ONLY accepted in the Infant (Caterpillar Classrooms). Children tend to share and expose these items to the danger of germs and infections. Please label both bottle and nipple covers with water proof label of your child's FULL name.

**DIAPERING:** All diapers, wipes and fitted crib sheets must be provided by parents, including any diaper creams. Keep in mind we **cannot permit cloth diapers** to be used at this facility due to sanitary reasons. All children must wear underwear if not in diapers and must have an extra pair at school in case they get accidentally soiled.

**CHILD CUSTODY MATTERS:** Primavera Preschool, Inc. cannot disallow or forbid a parent or legal guardian from picking up their child without legal documentation or court order instructing us to do so.

**CONFIDENTIALITY:** All children and individual records are kept confidential and are in a secure, locked cabinet. We adhere to HIPPA privacy laws and will only release information if child abuse is suspected or if child has a medical emergency and information is needed in order to help the child.

**CONCERNS, QUESTIONS AND SUGGESTIONS:** We have an open door policy and we take pride in excellent service to our community and all of our parents and children. If you feel you have a concern or suggestion with our program or staff, we ask that you professionally approach management or staff member. We will work hard to address and resolve any issues immediately to the best of our ability.

Primavera Preschool does not discriminate against anyone (adult or child, staff or parent) on the basis of sex, age, religion, national origin, color, race, marital status, physical or mental disability, or veteran status. We include children with special needs and make accommodations if necessary as required by the Americans with Disabilities Act. We have the right to refuse enrollment or entry into school premises at our discretion and at any time, and/or if we feel the safety of our children, staff or parents are at risk.



