



BEHAVIOR POLICY

We believe that children are entitled to a pleasant environment at our program. Our staff is committed to helping children develop the core values of respect, honesty, caring, and responsibility.

All reasonable efforts will be made to assist every child in adjusting to the program setting. Tree House Educational Center staff uses the following techniques to guide your child's behavior:

- Set clear, consistent, appropriate limits for classroom behavior
- Value mistakes as learning opportunities
- Redirect children to more appropriate behavior or activity
- Make eye contact and listen when children talk about their feelings and frustrations
- Guide children to resolve their own conflicts and model skills that help children solve their problems
- Patiently remind children of class rules
- Use effective praise that is immediate, sincere, and specific

Behavior that continues after these measures, escalates, or causes injury to another child will result in a written Behavior Report. The parent, teacher, or Tree House Educational Center Director may request a parent/teacher conference to discuss possible ideas for managing the child's behavior.

DISCIPLINE/EXPULSION POLICY

At Tree House Educational Center, we encourage positive redirection for all children. Positive discipline teaches children where limits are set, how to maintain control of their bodies, and how to problem-solve in the event of a conflict. We encourage children to empathize with one another's feelings and see the results of their actions. We will make every effort to work with parents of children having difficulties in child care. The behavior of children that disrupts normal classroom group activities on a frequent or extended basis may indicate physical or emotional problems requiring the attention of a professional specialist.

Unfortunately, there are some reasons we have to ask that a child be removed from our program on a short-term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. THEC reserves the right to cancel the enrollment of a child for the following reasons:

1. Nonpayment or excessive late payments of fees
2. Physical and/or verbal abuse of staff or children by parent or child
3. Not observing the rules of the center as outlined in the handbook, verbally informed by the Director or member of the enrollment team, and/or parental agreement.

WHEN THE CHILD IS HAVING A PROBLEM IN THE CLASSROOM:

Staff will try to redirect the child from negative behavior; Staff will reassess classroom environment, appropriate activities, and supervision; Staff will always use positive methods and language while disciplining children; Staff will praise appropriate behaviors; child will be given verbal warnings; child will be given time to regain control, Child's disruptive behavior will be documented and maintained in confidentiality, Parent/Guardian will be notified verbally, Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion, The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors. The use of physical force as a disciplinary measure is prohibited. This includes time out, spanking, slapping, pinching, shaking, biting, pulling hair or arms, jerking, etc.

SCHDEULE OF EXPULSION

After remedial actions above have been exhausted, the child's parent/guardian will be advised verbally and in writing about the child or parent's behavior, warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the school. The parent/guardian will be informed regarding the length of the expulsion policy.

Child's Name: _____

Staff Name: _____

Parent Signature: _____

Staff Signature: _____

Date: _____

Date: _____

***FOR PARENTS* I have been informed by the enrollment team about the two-week trial policy. The attendance policy as well the 10-hour rule regarding services. I have also been informed of the payment policy as well my signature above indicates that I agree to the above-stated policies**

***FOR ENROLLMENT STAFF* I have informed the parent(s)/ guardian(s) about the two-week trial policy. The attendance policy as well the 10-hour rule regarding services. I have also informed about the payment policy as well. My signature above indicates that I have informed the parent/ guardian of the above-stated policies**





FOOD SAFETY & NUTRITION POLICY

I _____ (parent/ guardian) give permission for my child _____ to participate in any food-related activities. I am aware that any food brought in for holidays or special events must be store purchased and not homemade.

I have also informed Tree House Educational Center of any allergies my child has regarding food.

Parent Signature

Date

CUSTODY AGREEMENT

(Please sign the one that applies.)

_____ Yes, there is a custody situation in our family; we have already submitted to THEC a copy of the portion of the custody agreement that states who has legal custody and visitation. (If you have not turned this in, please do so IMMEDIATELY)

_____ No, there is no custody agreement in our family.

Parent Signature

Date

INTOXICATION POLICY

Any parents deemed under the influence of any substance will not be allowed to pick up students from Tree House Educational Center. By law, we are mandated reporters, and any signs of neglect and child endangerment or abuse will be reported to the Department of Children and Families. Signs of impairment will include, a strong odor of alcohol, marijuana, and any other illicit drugs.

Parent Signature

Date



Parent Handbook

Mission Statement

At THEC we are, "Committed to Christ ... Committed to your Child", which drives our every decision to provide a safe, loving, and nurturing environment where children learn to succeed in life while loving God, serving their families and community. We believe that each child possesses a marvelous capacity to learn. Learning is best accomplished in a place that is emotionally secure, physically safe, and fun. Start, teach, and train children on the way they should go, and even when they are old they will not turn from it. " Proverbs 22:6

Welcome to Tree House Educational Center!

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier. The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The Director or Assistant Director at THEC would be glad to address any of your questions or concerns. Once again, WELCOME!

Our Philosophy

We believe... That children are precious and must receive care from adults who are capable and caring-whose values enable them to be excellent role models. That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence. Children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth. Teachers, drawing upon their training and experience, must create an appropriate educational environment that carefully guides children from one developmental level to another. Parents contribute to and enhance the quality of care offered at THEC.

THEC is a Faith based facility, however, we welcome those of diverse faiths, ethnic origins, and race. While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well.

Enrollment/Tuition & Late Fees

Children between the ages of 6 weeks and twelve years are eligible for enrollment at THEC. **Children may attend the center for a maximum 10-hour block between 7:00 a.m. and 6:00 p.m.,** Monday through Friday, unless they are otherwise enrolled only in VPK without wrap care. Tuition fees are due every Monday. A \$25 late fee is added to your account if tuition is not paid in full by Monday at 6:01 pm, the fee will be applied on Tuesday of the same week. Failure to pay on time may result in termination of services and will force mandatory auto-draft with late fee(s) attached. No account will ever be allowed to carry a balance unless the Owner/Director has approved an arrangement. A two-week notice is required for any schedule change.

A registration fee and a curriculum of \$125 for single students and \$150 for families is due once the director has assigned a start date. This is an annual, non-refundable charge. If a child is withdrawn and then re-enrolls at a later date, a second enrollment fee will be expected.

If tuition is paid using a credit card there will be a minimum \$3 transaction fee added on to the student's account. A 10% discount is offered to families with more than one child enrolled and military families. This applies to full-time enrollment only. (School-age full-time is AM and PM, No school days)

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. After extensive research, we have found our policy to be consistent with other schools and childcare centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.





Parents who are receiving 4-C child care assistance must pay the full regular tuition rate until the authorizing paperwork is delivered to us for 4-C billing. Upon our receipt of the 4-C payment, your account will be credited towards the following month. You are responsible for directly paying us your 4-C co-pay each month. Rate may vary according to 4-C disbursement. If 4-C billing lapses it is your responsibility to pay the full tuition amount until 4-C notifies us otherwise. If your child misses more than 3 days, you will be responsible for the additional days 4-C does not cover.

Hours and Holidays

Tree House Educational Center is open from 7:00 a.m. to 6:00 pm. The drop-off cut-off time is 9:30 am. Please have your child in school no later than 9:00 for breakfast. Breakfast will no longer be served after 9:00 am as it is a disruption to the start of the students' morning. 9:30 am is the cut-off for school and 10 am from a doctor's appointment w/a note. Please notify the school by 9 am if a student is to have a doctor's appointment. THEC will be closed on the following holidays: New Year's Day, MLK Day, President's Day Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected. Regular tuition is expected as our teachers are paid for these days. THEC will follow the Orange County Schools' inclement weather closures. On some occasions, our center may be forced to close due to a situation beyond our control (e.g., a hurricane, electrical outage, or no water service). Every attempt will be made to inform parents of an emergency closing and you will be expected to pick up your student ASAP. Regular weekly rates will still apply.

Uniform Policy

Tree House Educational Center is a uniform school. Uniforms will be enforced every day. Students found in non-compliance will receive two written notices. After the second notice students will be denied access for the day. The uniform is mandatory throughout the school and is not required during the summer program.

Drop-off and Pick-up Policies

Parents are expected to accompany their children into the center and sign them in and out. Students are allowed 10 hours of care per day. The teachers are glad to assist you and your child at your drop-off time. Teachers, however, will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for up to time 10 minutes and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave, and the teacher will assist. All students are expected to arrive no later than 9:30 am. THEC will not accept students past this time without a physician's note. Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child.

The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of THEC reserves the right to deny a person's request to pick up a child. Your child has waited all day to see you and is excited when you walk in the door. **At pick up please put away your cell phone and give your full attention to your child. Children enrolled on a part-time basis are expected to be picked up at the agreed-upon daily time.** The parent or guardian of a child not picked up until after the agreed time, or past closing will incur a late fee. Repeated late pick-ups can and will result in dismissal. Late fees are due before the drop off of students the following day.



Code of Civility, Discipline & Expulsion

I have received and signed a copy of Tree House Educational Center's Code of Civility, Discipline, and Expulsion Policy. I hereby agree to abide by the information contained within.

Signature of Parent/Guardian

Date

Medication Authorization

I hereby authorize the administration of the below medication to my child by Tree House Educational Center staff. Any additional medications will be listed on another form and attached to this authorization.

Medication Name _____ Date _____ Time Given _____ Staff Initial _____

Medication Name _____ Date _____ Time Given _____ Staff Initial _____

Medical Treatment Authorization

This form grants temporary authority to Tree House Educational Center and/or M & M

Premiere staff to arrange for medical care for a minor in the event of an emergency, where the minor is not accompanied by either parents or legal guardians, and it may not be feasible or practical to contact them.

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. I will accept responsibility for payment of any medical services rendered, not covered by my insurance carrier. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency. Tree House Educational Center will make every attempt to contact the parent/guardian or emergency contact, in the event that no contact is made, the signing of this consent gives THEC and M & M Premiere permission to take all reasonable steps to see that children enrolled in THEC receive the medical care and treatment needed. I agree to assume financial responsibility for all expenses of such care. It is understood that this authorization is given in advance of any such medical treatment.

Signature of Parent/Guardian

Date

Transportation Agreement

I do hereby give my child _____ permission to be transported by Tree House Educational Center or M & M Transportation Staff to and/or from school Monday-Friday during the school year, and for Summer Field Trips. In the event a school is under a 30/30 rule, I give Tree House Educational Center or M & M Premiere Transportation to pick my student up prior to the release of the rule.

Signature of Parent/Guardian

Date



Know Your Child Care Facility

(Sections 7.1 and 7.2 of the Child Care Facility Handbook require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.)

This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.). License Number: CO90R1221 or CO90R0411. For more info regarding the compliance history of this childcare provider, please visit: MyFLFamilies.com/childcare CF 175-24

Signature of Parent/Guardian _____

_____ Date

Photography, Videography & Social Media Release

I understand that photographs/videos of the children in our programs may appear in newspapers, magazines, brochures, publicity materials, and/or educational training. Your child's photo will also be posted on our classroom and center-wide Procure Engagement/Instagram, Facebook, and Social Media sites. I understand that they are to be used without compensation. Students' names will not be used with any postings without parental permission. If you would like to opt-out initial, here: _____

Signature of Parent/Guardian _____

_____ Date

Child Abuse/Neglect Protocol

As a childcare provider, I am responsible for reporting all suspected child abuse and/or neglect. I cannot turn my back on a child that has been abused. Therefore, if I assume that there is any child abuse committed on any child in my care, and if I perceive or think that anything questionable is present as far as abuse or neglect is concerned By LAW, I must IMMEDIATELY contact the Police Department as well as Children's Protective Services.

By signing this form, you agree that it is in the best interest of your child (ren).

Signature of Parent/Guardian _____

_____ Date

Tuition and Fees

Starting Tuition: _____

Registration Fee Paid on: _____

Approved Start Date: _____

Weekly Schedule (FT/PT): _____

Child(ren) Name(s): _____

I Choose to pay: ☐ Weekly ☐ Bi-weekly ☐ Monthly

If you are to choose Biweekly or Monthly all Tuition must be paid ahead before services are rendered. _____
(Parent Initials)



THEC Parent Handbook

I have received a copy of Tree House Educational Center Facility Handbook I have had an opportunity to read the handbook in its entirety. A copy of the handbook is listed on the website.

Signature of Parent/Guardian

Date

School Readiness (4-C)

It is the parent's responsibility to maintain all paperwork through the School Readiness/4-C. Verification from the Coalition must be received prior to the start of any student. Parents of a subsidized child must complete all required paperwork on time to continue enrollment. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies. Parents must also stay current on all parent fees and may be required to pay any differences in the cost of tuition. You are required to sign your student in and out each day. Failure to do so will result in attendance not being taken for SR/4C reimbursement. Each day SR/4C does not pay due to attendance is your responsibility. I give THEC staff permission to sign my child in and out when I'm not able to.

Signature of Parent/Guardian

Date

Cell Phone Policy

We are a "cell phone free" school. Our goal is to provide the highest quality of education possible to every student in our care. A valuable component to this is to partner with our guardians in this process. A cell phone free environment will not only send a clear message to your child that you value their education but will also allow you to have meaningful interactions with your child's teachers at the beginning and end of each day.

Signature of Parent/Guardian

Date

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records. Failure to pay tuition as agreed is grounds for termination of childcare. I agree that failure to pay childcare fees can be reported to the credit bureau.

Signature of Parent/Guardian

Date



TREEHOUSE
EDUCATIONAL CENTER

CODE OF CIVILITY FOR PARENTS

Educating children is the responsibility of parents, staff, and the community as a whole. As we are working to educate and prepare our children for their future endeavors we must maintain meaningful communication. The success of our children is most powerful and meaningful when we are civil as we communicate to resolve any issues of concern. Civility is sometimes described as an affirmation of what is special about us as individuals and how our individuality is exhibited before our children, parents, and the community. As parents, you are your child's best role model. At THEC we are committed to demonstrating model behavior before our parents and the community at all times. It is our intention to reflect our respect for others in our behavior, and taking responsibility for our own actions rather than blaming others.

We expect, without reservation for our parents to do the same

We are working together to benefit the children of THEC and this community as we communicate with each other.

It is mandatory and required that:

- 1.Opinions and concerns are shared without gestures, profanity, or loud and offensive language.
- 2.Do not threaten or cause physical or bodily harm to another.
- 3.Refrain from temper tantrums.
- 4.Do not bully, or belittle another
- 5.Do not cause damage or threaten the property of another
- 6.Do demean or become abusive when communicating
- 7.Do not disrupt or attempt to disrupt any activity that would interfere with a child's
- 8.learning or Tree House Educational Center
- 9.Center rules are obeyed for access and visitation
- 10.Treat others as you wish to be treated.

Signature of Parent/Guardian _____

Date

Signature of Parent/Guardian _____

Date

FOR OFFICIAL USE ONLY

Date Received

Employee Signature