

Parent's Handbook



stop & play

TAKE YOUR TIME AS THEY PLAY, LEARN, & GROW





Mission statement:

Our goal is to make your life easier while enriching theirs. We give parents the flexibility to drop off their children at our creative arts drop-in learning center for hourly childcare, specialized classes, and active play.

Statement of services:

Stop & Play is a year-round program that is licensed for all day, drop-in care for children ages 12 months (and walking) to 11 years 11 months, preschool, afternoon care, Saturday care, camps, and bi-monthly Parents' Night Out. Our daily activities and program consist of a flexible schedule that has been created for children in all age groups. We offer a play-based program for children of all ages that includes a year-round curriculum. Our activities include school readiness skills, arts and crafts, games, music, outdoor play and story time. No contract is needed, hourly and monthly rates are available for your convenience.

Hours and days:

Stop & Play is open from 7:30am to 6:30pm, Monday through Friday, and 10am- 4:00pm on Saturdays. Sundays are reserved for private birthday parties and events. We are open on some holidays unless otherwise specified in our calendar and on our social media updates.

Inclement weather days:

Stop & Play will make every effort to remain open during inclement weather but will make the safety of our staff and children our top priority and will be closed if deemed necessary. We will follow the lead of local government and Miami Dade Public schools to make closure decisions on these days.

Other closures:

Due to state training requirements Stop & Play will be closed a minimum of 2 days during the year for teacher in-service training. We will make every effort to hold these trainings on Saturdays to cause the least amount of disruption to the weekday schedule. We will notify of these dates on social media and in person.

State licensing:

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. Stop & Play complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.



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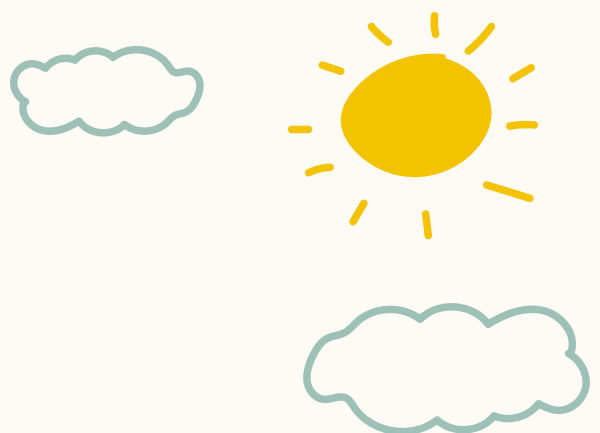


Admission requirements:

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend Stop & Play. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the center upon enrollment, and all immunizations or exemptions must be current. Stop & Play must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

Admission and withdrawal:

Parents wishing to enroll their children in the center are free to tour the center and meet the director and staff. In order to minimize disruption to the children, we recommend that you call and schedule a tour in advance. The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child(ren)'s average day. At this time, we will give you a copy of the parent's handbook and any forms necessary to enroll your child(ren) in the center.

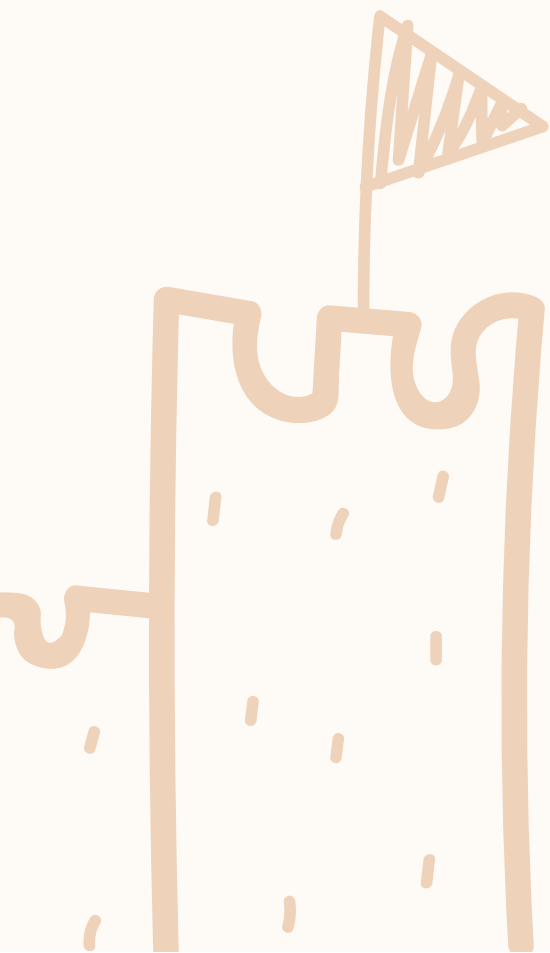




Paperwork, Forms And Annual Renewal:

We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at Stop & Play. Also, each year in June we will have you renew and refresh all your paper work and all forms. There will be a deadline given for compliance to this requirement and the children will not be able to attend until paperwork is updated. Annual membership and Morning Out fees will also be added each year at this same time. If Stop & Play is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

Memberships will be automatically charged and renewed on December 31 of each year. We require a 30 day written notice to cancel a membership.



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Drop-off:

Parents must accompany their child(ren) into the reception area of Stop & Play at drop-off and sign their child(ren) in immediately after dropping their child(ren) off. Children will not be permitted in the building prior to opening hours. The sign-in sheet is located at the front desk. The children are not allowed to come into the Stop & Play alone or to sign themselves in unless prior written permission has been given by the parent and approved by the Director. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately. If an injury is noted upon arrival or at any point during their visit, that did not occur at Stop & Play, a boo-boo report will be made and signed by the authorized pick up person at pickup time.

Pick-up: ✨ ✨

All children must be picked up and signed out by an adult and/or person approved by the parent and the center. All children must be signed out before being picked up from their classroom. Anyone, including all parents, who are to be allowed to pick the child up, must be listed on the Pick-up Permission form or be approved in writing by a parent. In an emergency, parents may email the center and give WRITTEN approval of an alternate individual. The pick up person must bring a photo ID, regardless of whether or not they have picked up in the past. This is to ensure the safety of all children. The center reserves the right to not allow any individual onto Stop & Play property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is re-done annually. All reports must be signed at pick up. All balances due must be paid at pick up.

Parking policy:

Due to the limit of the number of vehicles that may be in this area, please anticipate to spend no more than 5-10 minutes dropping off and picking up. We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child(ren). Stop & Play is not responsible for items lost or stolen from cars or from the parking lot or facility. Please be courteous when parking your vehicle to not block other vehicles.

Pick-up permission form:

All persons authorized to pick a child up from the center must be listed on the PICK-UP PERMISSION FORM. To avoid confusion, it is the responsibility of the parent signing the child into our center to properly fill out all forms. In a custody situation the parent signing the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the PICK-UP PERMISSION FORM. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.



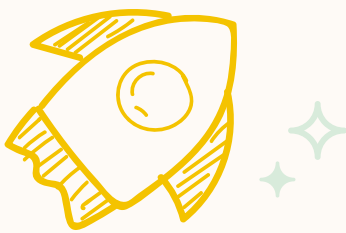


Emergency medical consent form:

This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts all be listed on your Pick-up Permission form. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or non food allergy forms. All of these forms will be re-done annually. Immunization cards or exemptions need to be presented on or before the first day the child attends the center. A photo copy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photo copy of it so that we can up-date your file. Whenever any information on this card changes – it is your responsibility to notify us and up-date or re-do this form.

Information change:

Parents are to notify the center of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. The center requires that someone listed on the Pick-Up Permission form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that Stop & Play has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.





Immunization requirements:

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations. Parent's wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. If Stop & Play is penalized or fined for non-compliance of immunization cards due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

Medication:

We do not administer over the counter medications. All prescription medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine including scripted medications must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medication must have that child's name on the script. A "Permission to give Medication" form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the "Permission to give Medication" form (Filled out). Stop & Play reserves the right not to give medicines if the dosage is questionable or not according to the label. A copy of the "Authorization to Give Medication" form along with the medication bottle and any remaining medication will be given returned to the parent upon completion of the course of medication.

Epi Pen:

Any child that has been prescribed an epi pen MUST bring with them 2 epi pens with their name on them, how long the epi pen must be administered, the fluid must be clear, and the epi pen must not be expired.



Allergies:

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to fill out an "Allergy/Food Exemption Medical Statement". This allows us to alert all of our staff to be on guard of their allergy. The Allergy/Food Exemption Statement must be turned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies you will need to fill out a "Non-Food Allergy Medical Statement" which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually. You will also need to fill out a "Authorization to give Medication" form if your child requires an Epi-pen or other emergency treatment.

Illness and continued health: ✨ ✨

These guidelines are for the welfare of all of our children. In order to provide a safe and healthy environment, we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 100 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 101 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick up an ill child, you must pick your child up within 30 minutes, or overtime rates will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. If no one is available by contact after 30 minutes the overtime rate will apply. The center reserves the right to request the child to see a physician or have a physician's note prior to returning. For further clarification refer to the F-Section of this manual for our full "First Aid/Medication Policy" and our "Guidelines: When A Child Can Return."



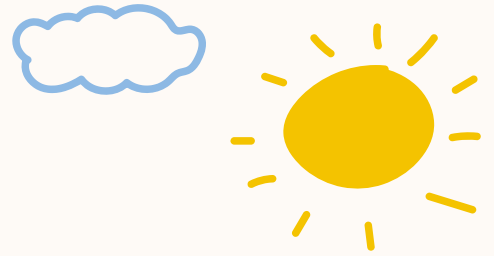
Accident reports:

Safety is a top priority of Stop & Play. Yet, there are times when a child will have an accident/ incident between your child and another child. If the accident/incident requires "more than a hug and a kiss", our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the Director's office. We ask that you sign the copy provided to you and return it to the Director's office to confirm that you were notified of your child's injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.





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Children requiring special accommodations:

Stop & Play complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

Discipline:

At Stop & Play the staff are trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system which we call our Behavior Intervention Policy.

Toilet training:

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults and home and at the center. Toilet Training usually begins around 1-2 years of age. When a child shows an interest in toilet training, the parents and teachers will cooperate to encourage toilet training. This plan is commitment to work with the child in a consistent manner; it is not a timeline for completing toilet training.

The directors and staff are available as a resource to answer any questions about your child's toilet training progress at Stop & Play. Several complete changes of clothes should be kept on-center and in the child's backpack during this process.



Toys:

Stop & Play has a wide variety of toys, games and other resources to offer children during center time. Personal toys, phones, and devices are not permitted in the center, as they can cause disputes and can be broken or lost, and cause distractions. Stop & Play is not responsible for stolen, lost or broken toys or clothing.

Do not bring toy guns, war toys or other toys of destruction.

Clothing:

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child WILL get dirty!! Our schedule allows for multiple opportunities for outdoor play each day (weather permitting). Children will go outside if the temperature is above 32 degrees or below 100 degrees with the wind chill and heat index taken into consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident. Socks are required for indoor play and we have socks available for purchase. Closed toed shoes are recommended for outdoor play. **It is strongly suggested that all clothing brought or worn to the center have the child's name on it.**

Diapers:

Please provide diapers and wipes for your non-potty-trained children. Please also be sure to bring a change of clothes, just in case. All items must be labeled with the child's first and last name. If you have any questions please check with the office.

Supplies:

Each child will be provided with all the instructional supplies necessary here at Stop & Play. Materials lists will be provided at the start of each school year for children enrolled in our preschool program.

Curriculum: ✨ ✨

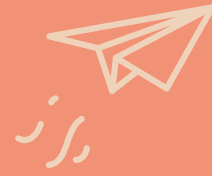
Children learn by doing. They learn through play, experimentation, exploration. Learning should be a joyful, natural experience. We have assembled play-based lesson plans based on the developmental needs of the children each age group and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each class's lesson plans and your child's class flexible schedule are posted on the parent's board in your child's room. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principals:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning



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Preschool Curriculum:



The preschool curriculum will cover the following areas:

Movement and Coordination:

- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills:

- Sense of self and personal responsibility
- Working in group setting

Work Habits:

- Memory Skills
- Following directions
- Task persistence and completion

Language:

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics:

- Patterns and classifications
- Geometry
- Measurement
- Numbers and numbers sense
- Basic Addition and subtraction
- Money

Orientation in time and space:

- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space
- Simple maps
- Basic geographical concepts

Science:

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music:

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts:

- Attend to visual detail
- Creating art
- Looking at and talking about art

Our VPK program follows the Florida Standards set forth by the Department of Education.

Daily Schedule:

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, sensory activities, etc.

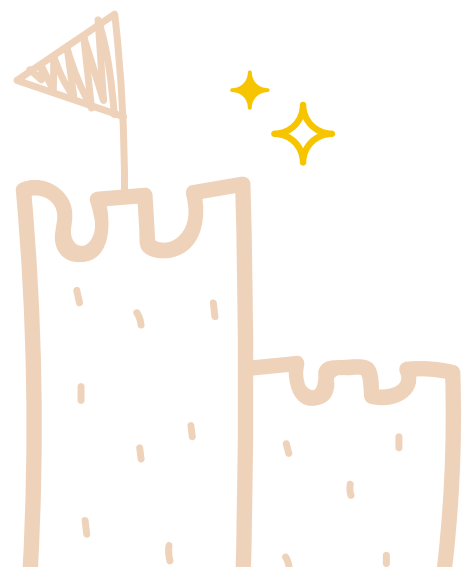
Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snack Time: Staff sits with children while they are eating, encouraging and participating in quiet conversation.

Specific activities vary based on age, all are posted weekly in each room. Preschool, Camp, and weekend schedules vary.

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Student to teacher ratios:

Student to teacher ratios are based upon guidelines set by Florida law. The following chart shows the maximum ratios that we observe.

Age of children	Number of Students	Per teacher	Group Max
Toddlers 12-23	6	1	6
2-Year-Olds	11	1	11
3-Year-Olds	15	1	15
4-Year-Olds	20	1	20
5-Year-Olds	25	1	20
6+	25	1	20

In addition to the teacher to child ratios each group also has a group maximum. We meet or beat these ratios and minimums at all times.



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Mixed-age grouping:

Our program encourages times for mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

Summer camp:

A summer camp program is offered during the summer months for children ages 12 mo-9 years). The camp is built around weekly themes. Activities include various art projects, music, water fun, sports, stories, cooking, and theatre. Camps must be reserved and paid for in advance online.





Our staff:

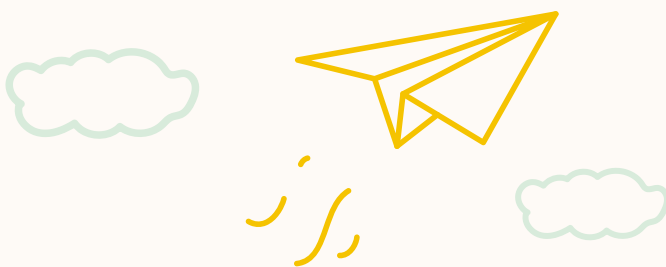
At Stop & Play we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly, qualified staff are an integral part of providing this environment. Our current staff has had:

- A detailed interview and screening process.
- Approval by the state of Florida through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to ensure that each employee has a background that is clear.
- State CPR and first aid, and fire safety requirements fulfilled.

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

Drug screening:

Stop & Play administrators reserve the right to require on-the-spot- random drug tests for all staff if it is suspected that they are under the influence. Failure to comply with a drug screening or a failed drug screening results in immediate termination.



Staff and client relationships:

Stop & Play considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Stop & Play. All employees have signed a statement saying that they will not engage in "care for hire" or any employment by or for any past or current client family of Stop & Play while currently employed by Stop & Play or for eighteen (18) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any type of work. Clients who violate this policy may be subject to termination of services. When a staff member is terminated or resigns from Stop & Play, Stop & Play will not be held liable for the behaviors or indiscretions of the individual.





Written communication:



The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- E-newsletters to keep you informed as to the overall program.
- Parent Board – updated with current information about Stop & Play weekly lesson plans.
- Daily written communication in the form of "Daily Report" forms, "Incident/ouch" forms, diaper change forms, and classroom memos will be sent home with the child from time to time.
- Preschool Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.
- Social media updates
- Whatsapp chat **954-574-2097**
- Preschool Parents have access to the Brightwheel app

Verbal communication:

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the class room development for the earlier hours and the majority of the day. We suggest that you go to your child's "lead" or "primary" teacher to obtain detailed information on your child's general growth and development. You can call or email to see how your child's day is going or to speak to your child's teacher for more detailed conversation. Please send an email for specific inquiries. There is always a member of management available for you to talk to in person or on the phone.



Parental involvement:

We encourage all parents and or guardians to be involved in the activities. We believe that parental participation is key to any successful child care program. Children should be raised by parents. At Stop & Play, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. We welcome parental visits. We have an open-door policy that allows parents access to the center during operating hours.

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

Preschool Parents are welcome to schedule days to volunteer to teach classes and to read to the children in their child's classroom. Please speak with the Director to coordinate this.

Children's birthdays:

Birthdays are special days for children. If your child is enrolled in the morning out preschool program and you wish to celebrate your child's birthday at Stop & Play, please make early arrangements with your child's teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk. (See "Bringing Food from Home" on the following page for more specifics concerning food snacks brought for parties or to celebrate a child's birthday). Sundays at Stop & Play can be reserved for private parties and events. See our birthday party packages for more information.

Naps:

Nap time is between 1pm-2:30pm Monday-Friday. If your child needs to nap, you **MUST** send a fitted crib sheet, blanket and anything else that your child may need for a nap. We **CANNOT** accommodate naps outside of this window of time due to the direct supervision/staffing requirement.



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Visiting the center:

Parents and guardians are only allowed in the classrooms by appointment.

Classifications:

Due to strict licensing guidelines and safety issues we require that all individuals on our property be categorized as one of the following:

- 1) **A scheduled employee** during the regular course of their work day
- 2) **A Child who is in our care** (all paperwork has been filled-out)
- 3) **Parents or others during the course of regular drop-off or pick-up.** This to be approximately fifteen (5-10 minutes)
- 4) **Delivery personnel** – From a regular or expected company delivering items to the center (should be in eye sight of an employee at all times and arriving at an expected time)
- 5) **Visitors** – Must be approved by the office and should be accompanied by an employee at all times.
- 6) **Volunteers** – Anyone who is helping with a class party or in any other capacity or anyone who has been a “visitor” for more than once a month or for over 2 hours.
- 7) **An Intruder** – Action will be taken by the staff to notify the proper authorities

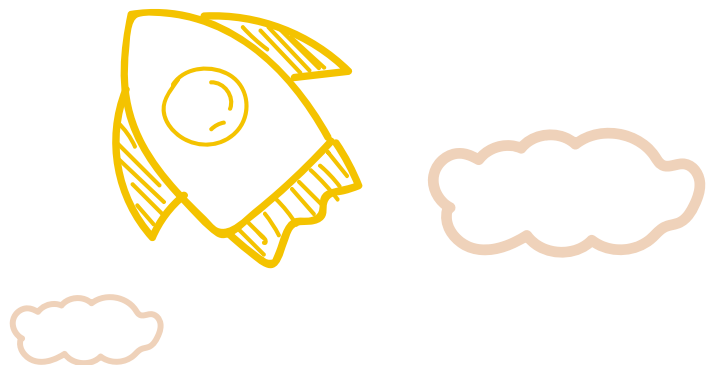
Therefore, anyone who is in the building or on the property for an extended period of time must be considered either a “visitor” a “volunteer” or an “intruder” including parents and employees who are off the clock.

Volunteers:

Volunteers are also welcome in our center. Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any "visitor" who spends extended periods of time in the center will be considered a volunteer and be required to go through the screening and training listed above.

Intruders:

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning "Visitors" and "Volunteers" must be considered an intruder and steps will be taken according to the "Intruder" portion of our "Safety and Evacuation" policies.





Bringing food from home:

Breakfast, lunch, and dinner should be brought from home and be nut-free. The center will not provide these meals for the children with the exception of parents night out, when we will serve dinner. To ensure that the children are eating safe food, the following guidelines will be met. 1) Perishable food brought from home should be contained so as to avoid contamination. 2) Lunchboxes will be kept in a refrigerator set at 40 degrees Fahrenheit or less as per Florida regulations. 3) Food may be microwaved for 1 minute (max) if necessary. 4) Prepackaged snacks may be brought from home for birthdays and parties that do not meet nutritional guidelines. (Please notify the child's teacher prior to bringing special treats)

Meals and snacks:

Our meal and snack service consists of various snack times (morning, afternoon, and evening). On Parents night out, we will serve dinner. All food served will be nut-free. Please alert our staff of any food allergies or food restrictions as we want to accommodate and respect individual preferences. You are encouraged to send your own food and snacks, but we have pre-packaged snacks for sale if you forget yours.



Portraits and Pictures:

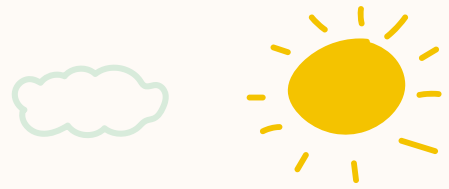
We may take pictures of the children playing or for use on their cubbies or for use with a project or we may need pictures of children for promotional use. There is a "Photo Release form" with your paperwork giving us permission to take your child's picture or include them in short video footage. We offer a professional school picture day once per year and families will have the option to purchase the portraits

Registration fees:

There are annual registration fees for the Morning Out preschool program and for Membership benefits that are due upon enrollment into these programs. Preschool registration fees are due upon initial enrollment annually each June. These fees shall suffice for that "School Year".



stop & play



Preschool monthly tuition fees:

For the Morning Out Preschool program, it is our philosophy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a set monthly fee that is due regardless of the attendance habits of the child who has the spot. Monthly tuition will be collected via autopay on the 25th of each month for the following month. The entire month of August will be charged and June will be prorated to only include that last few days of school. No tuition will be collected for July. Months that contain holidays, winter break, spring break, teacher planning days and so forth will be paid at the full tuition rate. To cancel enrollment in the preschool program written notice must be given 30 days in advance. If less than 30 days notice is given, 2 weeks will be charged. We have an extensive waitlist and there is no guarantee that a spot will be available if you decide to re-enroll your child.

Payment policies and procedures:

For drop-in services, payment is due upon receipt of services, at pick-up. Reservations and drop-ins for Parents Night out and camps are to be paid online or at drop-off. Morning out preschool are automatically charged monthly, and package rates are paid in advance of services or at pick up. A \$1.00/minute late fee will be assessed at the end of the day (at closing) for time that the child remains in our care after we are closed. Recurring payments (such as for the Morning out program) can be set up as automatic payments. No account will ever be allowed to carry a balance unless arrangements have been approved by the Director and a \$50 late fee will apply. Payments can be made by credit/debit card or cash. All payments will be **payable to: STOP & PLAY.**

All tuition and package rates are non-refundable. Registration fees are non-refundable. If Stop & Play elects, it may immediately terminate all services provided by it including but not limited to the immediate dismissal of the children from it's facility.



Package rates:

Stop & Play is pleased to offer hourly package deals. Please see our brochure for more information. Member packages do not expire, but the membership must be current in order to continue using the hours. Non-member packages expire 3 elapsed months after the purchase date of the package.

Refunds:

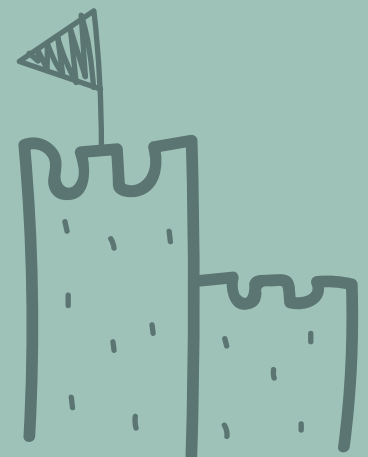
We do not issue refunds.

Receipts and statements:

Receipts are available upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance.

Late pick-up fee:

There will be a \$1.00 fee added per minute if pick-up takes place after closing. This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late. Parents notified that a child is ill and needs to leave the center for the day a "reasonable period of time" to pick-up the child or the above "Late Pick-up Fee" will also apply. If no parent or emergency contact can be located within 30 minutes of trying to contact the parent, the "Late Pick-up Fee" will also apply. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing. Children left at the center later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed.





Vacations, absences and leaving the center:



Vacations and illnesses will be charged at the regular weekly rate. The center reserves the right to require the dis-enrollment of a child according to our "Discipline Policy" and or the "Behavior Intervention Policy". The center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the center or who has developed an un-cooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies or its staff.

Quiet time:

Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. For those who choose not to sleep. We have cots available if a child should need to lie down, but we can only accommodate naps during the scheduled nap time.

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children Kindergarten and younger. All children will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

Child abuse reporting policy:

The State of Florida requires that Stop & Play and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At Stop & Play our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

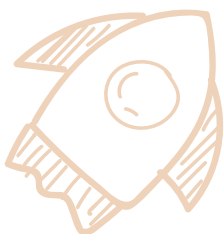
- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member.

If a staff member is founded in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision.
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the Center and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal, the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the Center, or
- We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.



Transportation policy:

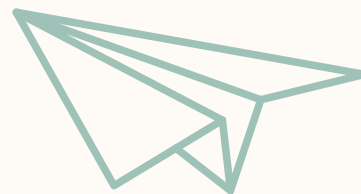
Parents are responsible for their child's transportation to and from the center and for arranging their own car pools. Stop & Play will not provide transportation. Stop & Play will not provide transportation for field trips as the opportunities arise. Parents will be notified about field trips in advance and written permission will be obtained. The center complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed child care center.

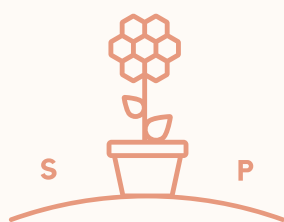
Insurance requirements:

Stop & Play complies with the minimum insurance coverage as suggested by our independent agent. **For more information concerning policies and liability see management.**

Additions and changes:

Stop & Play reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.





stop & play

TAKE YOUR TIME AS THEY PLAY, LEARN, & GROW

—
AVENTURA, FL

  @thestopandplay

 www.thestopandplay.com

2440 NE Miami Gardens Drive | PH 305.690.7755