



Parent Handbook 2009-2010

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About Our School

NPA Mission Statement: To provide the families of our community with an exceptional early childhood program in a safe, nurturing environment. Naples Preschool Academy strives to give each child the opportunity to grow and develop socially, physically, and cognitively in a happy and caring place.

Our School

Naples Preschool Academy Inc. is a year-round, privately owned, child care facility and preschool education center for ages 6 weeks to 5 years old, licensed by the Florida Department of Children & Families. Our hours are from 7:30 a.m. to 5:30 p.m. Monday through Friday. We are open most days of the year. Holidays and Teacher Work days are noted in our school calendar section of this handbook.

Our Programs

Our educational program is designed to fully prepare a child for his/her formal school years. We offer comprehensive child care for all children, a preschool program for children beginning at age 3, and a Pre-Kindergarten. Class sizes and teacher/child ratios meet, and in most cases exceed the Florida Department of Children and Families Child Care Rules and Regulations under Chapter 65C-22 of the Florida Administrative Code for Child Care Standards. The classes are as follows:

Infants:

6 weeks – 12 months old

Early Ones:

13 months – 18 months old

One Year-Olds

18 months – 23 months old

Two Year Olds:

24 months – 35 months

Three Year Olds:

36 months – 44 months

Early Fours:

45 months – 50 months old

Pre-Kindergarten

48 months – 60 + months

Our Curriculum

Our curriculum is based upon currently accepted principles of Early Childhood Education. All activities are developmentally appropriate, and each class has a set of learning goals designed specifically for that age group of children. These goals include the areas of language development, early math, science, social studies, reasoning and thinking skills, social skills, motor skills, character development, art, and music. Our older children are given learning opportunities in technology and use computers as well. For a complete description of each class's curriculum, please consult the additional information provided for your child's class.

Our Staff

All employees at Naples Preschool Academy Inc. are carefully screened and required to meet all state and local requirements in order to work with young children. They are chosen for their educational background, their experience and training in working with children, and their ability to show genuine care and affection in helping children to develop into confident, happy individuals. We feel strongly that an environment where a child feels safe and secure, loved and cared for will increase his/her self-esteem, motivation for learning, and personal development.

Philosophy

Our philosophy includes the following beliefs:

Our core beliefs are fundamentally centered on the closest and best Partnership between our Families, Parents and Naples Preschool Academy.

We believe in providing an important service to parents and families of young children. Our school provides peace of mind to working parents, and those who seek a quality child care and educational environment with high standards for their child during the day. Parents can rest assured that their child is not only well cared for, but they are growing and developing in a stimulating environment.

We believe parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers: a partnership for the benefit of the child. We encourage daily communication between parents and center staff. Our doors are open to parents at all times. We value the children in our care, their parents, and our employees. We continually work to earn the trust placed in us. We strive each day to be the best provider of early childhood education in Collier County.

We believe that each child is a unique individual. We are sensitive to a child's social, emotional, intellectual, and physical needs; therefore we will provide a developmentally appropriate program for each age group that focuses on learning and helps children enjoy successful experiences. Developing a love for learning early in life lays the foundation for success in later school years.

We believe in providing a physical environment that is safe, clean, healthy, and child-oriented. Each room is designed to provide the most clean and secure environment for that age group. An inviting classroom, with abundant displays of the children's work, with interesting, challenging learning options evident, and enthusiastic boys and girls obviously enjoying what they are learning are all a part of our physical environment.

We believe that the strength of our program is in the dedication of our teaching staff. Our teachers are carefully chosen for their experience, training, and love of children. Additionally, we support them with training, resources, and guide them as they create a unique learning experience for children. Our teachers create a caring and nurturing atmosphere and foster each child's creativity and positive self-image.

We believe in positive methods of discipline. We establish consistent, age-appropriate limits to help children develop a positive self image while learning how to get along with others. We help develop in children a sense of independence and responsibility, and respect for individuals.

Program and Curriculum

Early on our children are exposed to concepts in math, reading, language development, and social studies. Our teachers provide opportunities for activities involving exploration, music, art, and literature including stories, finger plays, and poetry. Preschool activities should be designed to foster an early love for learning, and to take advantage of a child's natural curiosity for his/her surroundings.

In addition, learning social skills and developing positive self-esteem are very important not only in school, but in life. The classroom community is like a family. Opportunities abound for helping children learn about being supportive, encouraging of one another, and cooperative. The classroom should be a safe environment where everyone working together produces superior results for all. Self-respect and respect for others are intertwined. At the head of the classroom family is the teacher, a guide entrusted with helping each child to find that self-confidence and potential for success that lies within each one of us.

We provide many ways in which a child can interact with their peers and teachers. The children are guided in a positive way as they learn to share, respect authority, follow directions, express their ideas and emotions, and relate to others.

The Naples Preschool Academy curriculum is based upon currently accepted principles of Early Childhood Education, where all activities are age/developmentally appropriate, and are designed to provide the child with stimulation in all areas of growth and development through units of thematic study.

Currently we use High Reach, a thematic monthly curriculum with an assortment of learning activities and concepts developmentally appropriate for each age group. High Reach is a nationally recognized preschool curriculum which incorporates language development and phonemic awareness into everyday activities, songs, and games. In the Threes, Early Fours and Pre-K classes, High Reach introduces important preschool concepts that set the stage for continued success in Kindergarten.

In conjunction with High Reach, character building is an important part of the curriculum. Each month a character trait will be studied and activities provided to practice that trait. Following is an example of a typical year of character building:

Character Building All Through The Year

August – Respect for Authority

February - Friendship

September – Responsibility

March – Kindness to Animals

October – Kindness

April – Caring for the Environment

November – Sharing

May - Honesty

December – Patience

June – Self- Confidence

January – Helpfulness

July – Patriotism

Admission Requirements

Naples Preschool Academy accepts children from ages 6 weeks to 5 years of age. The following requirements are necessary for admission:

Naples Preschool Academy requirements:

1. School application form completed in full with all information current.
2. Paid Registration/Supply Fee.
3. First week's tuition paid in advance.
4. Parent Handbook receipt signed and on file in school office.
5. Wait list application fee paid.
6. Tuition Agreement Contract (TAC) signed prior to Admission.
7. Signed acknowledgement form of what to supply for your child each day.

Florida State requirements:

1. Authorizations for pick-up, any pertinent custody documentation on file.
2. A completed DH Form 3040, Florida State Student Health Examination, or a signed statement by an authorized professional that indicates the results of the components included in the health examination. The State of Florida requires that every child be current on their physicals.
3. DH Form 680, Florida Certificate of Immunization Part A-1, B, or C, as required by the Department of Children and Families.
4. Signed receipt of pamphlet entitled "Know Your Child's Daycare".

Tuition Policy

Naples Preschool Academy's Tuition is fully stipulated and governed by the Tuition Agreement Contract (TAC). Following you will find some general guidelines:

- We have three basic types of payment schedule agreements: a) Paid in full for the enrollment period b) Advanced Monthly payments c) Advanced Weekly payments.
- All payments are made through Direct Deposit or commonly referred to as ACH. Parents and/or Sponsors must fill out our Tuition Express ACH form prior to admission. Parents and/or Sponsors who pay under the Paid in Full option or advanced monthly payments may be waived of this requirement subject to Naples Preschool Academy's Executive Director's approval.
- A one-time registration fee will be due upon completion of the enrollment application.
- A Yearly Supply Fee will be assessed for children starting in the One Year-Old Class, and charged annually on the anniversary of enrollment. The supply fee helps defray the costs of the curriculum and consumable materials (art supplies, etc.)
- Weekly tuition payments are due on the Friday **before** the week of attendance. Payments not received on time prior to its due date will be subject to a **\$20.00 late payment fee**. All tuitions are paid in advance on or prior to its agreed due date, **whether a holiday falls during the week or not**.
- Tuition for a full time (5 days a week) child includes child care between the hours of 7:30 a.m. and 5:30 p.m.
- Returned checks (NSF) will be subject to a \$25.00 NSF fee. A pattern of returned checks will result in the withdrawal/Termination of enrollment.
- Full time students qualify for one week of half tuition payment per school year after 6 months of fulltime attendance. Part time and drop-in students do not qualify for the vacation credit.
- Tuition is paid for all other weeks the child is enrolled, whether he/she attends or not. No extra credit is given for sick days or other absences.
- A family discount will be available to those families enrolling more than one child. A \$5.00 discount per child will apply.
- For withdrawals, a 30 days advanced written notice is required. Tuition will continued to be charged if notice is not given. Parents are responsible for payment in full.
- Children under a subsidy program may be accepted. The addition of subsidy amount and parents agreed tuition must always be equal to the official effective tuition price list for the corresponding age group. Parents must comply with the Child Care of Southwest Florida attendance policy guidelines. Should unauthorized absences occur, parents will be fully responsible for the tuition during the time of absence from NPA.
- Under no circumstances can Naples Preschool Academy be held responsible for payments (whether in check or cash) left in the reception area or with a staff member other than the Director or Assistant Director.
- An administrative change fee of \$10 will be charged to those wishing to change Tuition Express accounts.

It is understood that the term Parent means Parent or Guardian or Sponsor responsible for all financial obligations concerning enrolled child/children as specified in the Enrollment and Admission form.

School Hours

Naples Preschool Academy is an all-day child care facility and preschool, open from 7:30 a.m. until 5:30 p.m., Monday through Friday. To take full advantage of our learning activities, **we suggest that you have your child at school no later than 9:00 a.m. each day.** Breakfast is served between 7:45 a.m. and 8:45 a.m. Should you wish your child to eat breakfast at school, please have your child at school no later than 8:30 a.m. For our older students beginning at age 3, our academic program will start promptly at 9:00. If on a given day you know you will be arriving to school after 9:00 a.m., please call NPA to let us know when you anticipate bringing your child so that we can advise our staff and make the necessary arrangements for your child.

NPA will not longer accept students arriving after 10:30 a.m. on any school day unless documentation of a Doctor's appointment is provided at the time of arrival. For Pre-Kindergarten students, a doctor's note is imperative in order to comply with the guidelines for maintaining your VPK subsidy.

Please escort your child into the building each day when they arrive at school. It is necessary for the adult bringing the child in to personally sign him/her in. One of our staff will be on hand to greet the children as they arrive.

Our school is open until 5:30 p.m. each evening. If you know you will arrive late to pick up your child, please notify the school. Late pick-up fees will apply. Please refer to your Tuition Agreement Contract (TAC).

We strictly adhere to the pick-up policy stated by parents on the Registration Form. No one will be allowed to pick a child up at school unless their name and telephone number appear on the form - no exceptions, please! Should a parent wish to add a name to the form, we will accept a fax sent by the parent, or written authorization handed to us directly from the parent. Parents should advise grandparents and family members of our procedures to avoid potential problems. These pick-up procedures are designed with the safety of your child in mind. A picture ID such as a Driver's License will be required to pick up a child.

Naples Preschool Academy 2009 - 2010 School Holiday & Event Calendar

JULY 2009

3 Friday Fourth of July Observance **(NPA closed)**

AUGUST 2009

7 **Friday** **NPA Teacher Workday (NPA closed)**
 12 Wednesday NPA Back-to-School Parents Night
 17 Monday **First Official Day of VPK/PRE-K**

SEPTEMBER 2009

7 Monday Labor Day **(NPA Closed)**

OCTOBER 2009

29 Thursday Annual Pumpkin Carving
 30 Friday Class Halloween/Parade, Parties

NOVEMBER 2009

25 **Wednesday** **NPA Closing at NOON for Thanksgiving**
 27-28 Thursday/Friday Thanksgiving Holidays **(NPA Closed)**

DECEMBER 2009

21-25 Monday - Friday Winter Break **(NPA Closed)**
 31 Thursday New Year's Eve **(NPA Closed)**

JANUARY 2010

1 Friday New Year's Day Holiday **(NPA Closed)**
 18 Monday Martin Luther King, Jr. Holiday **(NPA Closed)**

FEBRUARY 2010

12 Friday Valentine's Day Celebration
 15 Monday President's Day **(NPA Closed)**

MARCH 2010

17 Wednesday St. Patrick's Day
 22 Monday First Day of Spring Celebration

APRIL 2010

10 Friday Good Friday **(NPA Closed)**

MAY 2010

7 Friday Mother's Day Tea & Program
 29 Saturday **Pre-Kindergarten Graduation**
 31 Monday Memorial Day **(NPA Closed)**

JUNE 2010

1 Tuesday Summer Program Begins
 19 Friday NPA Father's Day Pancake Breakfast

**NPA SCHOOL CALENDAR WILL BE UPDATED YEARLY.
 Please obtain an updated version at the front desk.**

Health and Hygiene

At Naples Preschool Academy we take our partnership with our parents very seriously. The health of your child is very important to us. We want to make sure all of our parents understand our policy for children who are found to be ill while at school. This policy is set before us by the Florida Department of Children and Families, our licensing entity. Please review the guidelines below that we must adhere to, and if you have any questions or concerns, please contact our school office. **Please note that your child will not be permitted to remain in school when exhibiting these signs and symptoms. Parents will be notified immediately.** The following signs and symptoms of a suspected communicable disease include but are not limited to:

1. Severe coughing, causing the child's face to become red or blue or a whooping sound.
2. Vomiting.
3. Sudden, unexplained rash or swelling.
4. Difficulty breathing or rapid breathing.
5. Stiff neck
6. Diarrhea (more than two abnormally loose stools within a 24 hour period)
7. Temperature of 100 Degrees Fahrenheit or higher when accompanied by any other signs of illness.
8. Conjunctivitis (pink eye).
9. Exposed, open skin lesions.
10. Unusually dark urine and/or gray or white stool.
11. Yellowish skin or eyes.
12. Head lice - child who has head lice shall not be permitted to return until treatment has occurred. Treatment shall include the removal of all lice, lice eggs, and egg cases.
13. The presence of dark yellow or green phlegm or discharge from the nose or mouth.
14. Unexplained discharge from the ears or eyes.
15. Any other unusual sign or symptom of illness.
16. An injured child who is not able to stay comfortably at school due to the injury.

In the event of illness, the parents will be notified and expected to pick up their child immediately. This is for the child's benefit as well as the other children present. If the parents are not available, the emergency contact list will be used until an adult is found to pick the ill child up. **If a child is found to have a fever of 101 Degrees Fahrenheit or higher, he/she will not be permitted to return to class until they have been fever-free for 24 hours.**

It is the parent's responsibility to inform the Director **in writing** regarding food allergies, asthmatic condition, insect allergies, or any other physical or health condition diagnosed by a physician and critical to providing the child with proper care. If a special diet is required for a child by a physician, a copy of the physician's order, a copy of the diet, and a sample meal plan shall be provided by the parent and maintained at our school.

Please note that it is now Naples Preschool Academy policy not to administer any type of prescription medication or over the counter medicine at school, including diaper rash creams and ointments. **Prescription drugs and over-the-counter medications may not be left with the teacher or in the child's classroom under any circumstances.**

Parent Communication

At Naples Preschool Academy we recognize the importance of parent involvement in their child's growth and development. It is understood that the term Parent means Parent or Guardian. Our parents are the most important people in a child's life! Our open door policy allows you to chat briefly and spontaneously with the Director or Assistant Director about any concerns you might have concerning your child at school. In fact, most of our parents usually take a moment or two to 'touch base' with their child's teacher at the end of the day. This is a great way to stay in touch and hear about what your child has been learning. For longer parent/teacher or parent/director conferences, we do ask that you schedule an appointment in order to insure that the staff member is free from classroom responsibilities when you arrive. Periodic conferences to discuss your child's progress are recommended.

Our parents receive a daily sheet in all of our classrooms, which is a daily report to inform their family on how their day went. Items addressed in the daily sheet are naptime, diaper changes, and mealtimes, circle time behavior, and behavior throughout the day in general. Our bulletin boards in the lobby and halls provide information as to current school events, upcoming holidays, and other important dates. Please consult these areas for our school lunch menu as well.

Our school has a website, **www.naplespreschoolacademy.com** . On it you will find program descriptions, pictures, and our email address, which you may use to contact the school to set up appointments, or send us important updates for our records. A new feature for this school year will be a current events page, where updates on happenings such as hurricane closings, or general reminders will be available.

General Procedures

Supplies:

A supply fee will be due at the time of enrollment and then on the anniversary of each child's enrollment thereafter to cover the cost of consumable materials. Parents must provide all diapers, wipes, diaper creams, bottles, formula, and special food if a particular diet is required. A complete list of what to bring for your child is available at the reception area.

Routines:

At Naples Preschool Academy, each age group will have their own daily routine consisting of periods of indoor time, where group activities such as circle time, story time and music will alternate with individual tasks such as art and academic work. Structured activities will alternate with free-choice times. Outdoor activities where organized games, opportunities to develop gross motor skills such as jumping, skipping, catching, and throwing will alternate with free play. Please consult the schedule in your child's classroom for further details.

Snacks and Lunches:

Children are required to bring their own beverages, morning and afternoon snacks, and lunches to school. Refrigeration is provided, and microwave ovens are available to heat food. Our staff will be happy to assist each child to make sure their food is served at the proper temperature. At NPA we endeavor to encourage healthy eating in our children. We understand that some parents like to send in "treats" for their children; however, they must be in keeping with good nutritional guidelines. Breakfast and snack time treats must appropriate and enhance good growth and development in toddlers. "Doritos" and "M & M's" do not fall into this category! Sugary sweet or 'junk' foods will not be allowed at school.

Some guidelines for what to send to school your child are below:

Guidelines for Packed Lunches & Snacks

Please note that NPA continues to be an Egg and Peanut/Nut free school.

- Label all food items and containers, as well as the lunchbox itself. A permanent marker such as a "Sharpie" is good.
- Foods that we recommend be served to your child:

Fresh Fruits, cut up	Healthy Lunchables
Low-sugar cookies, such as animal crackers	Crackers & Cheese
String cheese	Bananas
High Protein cold cuts, such as turkey slices	Milk
Yogurt or Pudding cups	
- Foods that will **Not** be served to your child:

Sugary cookies, frosted cakes or donuts	chewing gum
Any type of candy – hard or otherwise	potato or corn chips
Soft drinks	sugary juices or drinks
Peanut or Nut-containing foods	eggs

General Procedures (continued)

NPA does not provide bottles or formula for infants. Parents must send bottles in daily. They must be properly labeled with the child's name and have the plastic protector cap for the nipple available. The bottles and nipples must be taken home daily for cleaning and sanitizing.

Although children in the One Year-Olds are encouraged to feed themselves, staff assistance is readily available to help them eat more difficult foods such as soup or yogurt. At the end of each week, any food in the refrigerator that has been opened but not consumed will be disposed of.

“**Sippy cups**” are allowed in the Infants, One-Year-Olds and Two Year-Olds classes **only**. Sippy cups must be clearly labeled with the child's name. In our Three Year-Olds classroom, we want to foster a more grown-up mealtime setting starting when a child transitions to that class. If a child enters school in the morning with a Sippy cup, it will be washed and placed in the child's backpack in readiness to go home.

Rest Time:

Children at Naples Preschool Academy are required to rest each day after lunch. Rest time will be provided according to the needs of each age group. Our comfortable “Angel Cots” support each child and allow for more of an ‘at home’ feeling. Each family should provide a crib-sized sheet, blanket, and small pillow for the child's comfort. The bedding must go home every Friday to be washed and brought back to school on the following Monday.

Dress Code:

Each child needs to come to school dressed comfortably in clothing suitable for our variable Florida weather. NPA also takes into careful consideration your child's growth and development. All children should come dressed to school in shoes and clothing that allow them to move freely and safely. To this end, for your child's safety we **require** rubber-soled shoes such as sneakers or tennis shoes for outdoor play. Each child will be observed as he/she enters school in the morning. **Please note: Those with unsafe or inappropriate footwear will be asked to leave and return with the proper footwear.** NPA considers footwear such as sandals with more than a half-inch heel, ‘flip-flops’ and footwear with no strap around the ankle unsafe and therefore inappropriate for preschoolers who are busily running, jumping, and climbing in our parks. A child wearing flimsy or ill-fitting shoes runs the risk of a sprain or fracture while engaging in normal physical activities. Proper footwear helps the foot and ankles of a small child to develop properly if worn consistently.

Those children in toilet training need to come dressed in loose-fitting clothing that is easy for them to manage in the bathroom. Pants that have an elastic waist without complicated buttons are best. If your child is “potty training”, remember to send in several extra pairs of underwear in case of an accident.

General Procedures (Continued)

Please do not send your child to school wearing any type of jewelry as the school cannot be responsible for loss or damage, and earrings and necklaces present a potential danger of getting caught on something or accidentally pulled on by another child. Large belt buckles, long necklaces or other costume jewelry are not allowed. These items present a sharp danger or choking hazard.

Water Days:

During the summer months NPA holds water play days for ages 3 – 5. Usually on Tuesdays and Fridays, children are given the opportunity to change into their swimsuits and splash in the sprinklers, blow bubbles, paint, and engage in a variety of water-related activities. A beach towel is required on these special days. Water play is optional, but we do insist that those participating wear a swimsuit. Please remember to label all personal items.

Birthdays:

We welcome the celebration of your child's birthday at school. Parents are welcome to send in or bring special food for their child's birthday, or even organize some sort of special brief activity. For an activity, please check with the Director at least a week in advance to discuss and schedule an appropriate time during the day. Home party invitations may be handed out at school if the entire class is invited, otherwise we ask that you mail your invitations. Parents, please refrain from sending in any chocolate cake or chocolate foods for children under the age of 3 (three).

Labeling:

Please label all clothing and bedding with a permanent marker, laundry pen, adhesive or sewn-in label to identify their belongings. All diapers, wipes, and baby supplies and foods should be labeled. Every child will have their own designated space to store items as well.

Toys:

For those children age two and above, personal toys are simply not allowed at NPA! Please refrain from allowing your child to bring his/her personal treasures to school. Our school has a variety of toys, blocks, and manipulative designed to challenge, instruct and provide opportunity for social interaction. The school cannot be responsible for personal toys that can be lost or damaged. Any toys brought to school will be kept in the Director's office until picked up by the parent. If not claimed, the toys will be disposed of.

Extra Clothes:

Every child needs to bring an extra change of clothing to have on hand while at school: shorts, shirt, underwear, socks. Children in potty training need to have several pairs of clean underpants on hand in case of accidents. If NPA finds itself in a position where a child needs clean clothes and the parents cannot be contacted, the parents will be charged for any expense incurred while trying to provide clean, dry clothing for that child.

Discipline Policy

Discipline is an intervention, and it is most useful when applied in a manner that allows children to learn something about the situation they are involved in and to gain some understanding about themselves and their decision making process. We view discipline as a potential for learning.

Children in preschool are in very formative years of development. An important part of any child's education includes training in getting along with others, respect for authority and encouraging a child to willingly participate and follow reasonable rules designed for his/her safety. These rules are reviewed often by the teacher and explained in language easy for the child to understand. This training should be positive, helping the child to learn to make good choices. The process is ongoing, gradually attained as the child grows and matures. A child will only come to understand what is acceptable and internalize this understanding through positive interaction with the adults that they come into contact with everyday. These adults will guide the children not only through words, but through modeling good behavior choices as well. Children are wonderful observers, and learn many things through what they see. In the event that a child chooses not to cooperate, the following steps are taken:

1. The child will be verbally reminded about the rule and and redirected with a suggestion for correcting their behavior given. The teacher points out that a certain behavior is unacceptable, and an alternative behavior is presented to the child. If the child chooses the correct behavior, the teacher encourages the child in a positive way. In most cases this is very effective, and the child learns what behaviors are appropriate at school.
2. A second offense will cause a child to be placed in a time-away area, where they may take a moment to calm down and gain self-control. Teachers encourage the children to “Stop, Take a Breath, and Relax”. Taking a moment away from the group to gain composure is typically used when a child does not listen to the teacher, disrupts the class, prevents others from learning, or is physically aggressive towards himself or another child. The brief time that a child remains in time out is fully supervised by an adult. Many times several minutes taken to regain composure are all that is needed for the preschool age child. Most children do not progress beyond step 2, and some must repeat the two steps several times a day.
3. If it is determined that a child is truly having a difficult time respecting our teachers, other children and understanding and following the school rules, then the parents will be contacted by telephone and informed of the incident(s).
4. On rare occasions where a child is not able to remain at school, or has become a danger to himself/herself or others, the child will be immediately sent home. A one – five day suspension will be imposed for any (but not limited to) of the following : biting (age 3 and up), striking a child with an object such as a block or toy, scratching, clawing, kicking or bruising another child, pushing a child as to cause serious injury, destruction of school property.
5. A Parent Conference will be required before the child can return to school.
6. If the situation is not remedied by any of the above procedures, then a Parent Conference will be requested to discuss alternative help such as a pediatrician or psychologist.
7. Outside intervention may be recommended, such as a family counselor.
8. As a very last resort, termination of enrollment may be recommended if a child is consistently abusive to himself/herself, other children, teachers, or school property. Every effort will be made to correct a problematic situation before a final decision is reached. We strongly believe all children have the right to learn and grow in an environment that is safe and secure.

Emergency Procedures

Naples Preschool Academy meets the requirements of the Collier County Fire Department with monthly fire drills and periodic required fire and safety inspections. Our plans for evacuation are clearly posted in each classroom.

In the event of inclement weather, please call the school for information on the school's opening for that day. We will provide a recording to indicate our schedule. You may also check our website for updates on the school.

Withdrawal Procedures

For withdrawals, a 30 days advanced written notice is required. Tuition will continued to be charged if notice is not given. Parents are responsible for payment in full.

The following circumstances will be considered grounds for termination of enrollment at Naples Preschool Academy and consequently, withdrawal of enrollment:

- Non-payment of tuition (immediate termination)
- Continued violation of policies by parent or child
- Academy's inability to meet the parent's needs
- Academy's inability to meet the child's needs
- Health/sickness – communicable or infectious diseases that are neglected or go untreated
- Behavior issues as explained in the Discipline Policy

Such decisions are based on the best interest of the child, parents, teachers, and other children. Although every effort will be made to remedy a situation, we will strictly adhere to these guidelines in order to insure the health, safety and welfare of all those at our school.

Naples Preschool Academy
Parent Handbook Agreement

In accordance with Florida State Law, when any abuse or neglect of a child is suspected, staff will file a report to the Department of Children and Families.

Naples Preschool Academy, Inc.
1275 Airport Pulling Road South
Naples, FL 34104
(239) 403-7977

**ACKNOWLEDGE OF RECEIPT AND AGREEMENT OF THE GENERAL TERMS AND
CONDITIONS AS STIPULATED IN THE PARENT HANDBOOK**

By signing this receipt, I acknowledge that I have received a copy of the Naples Preschool Academy Parent Handbook. I have reviewed the Handbook and understand the school's requirements and expectations for the following:

Admission and Enrollment, Tuition and Fee Payment, Discipline, Vacation Policy, Health & Hygiene, NPA Withdrawal Procedures, and I will follow the General Policies for my child's arrival to school, dress code, and classroom expectations as explained herein. The Tuition Agreement Contract (TAC) will be signed in a separate document.

By signing below, I understand that I will be held responsible for following the guidelines and policies stipulated throughout this Handbook.

Child's name: _____

Parent's name: _____

Parent Signature: _____

Date: _____