



# Parent Handbook 2016 – 2017

Naples Preschool Academy Inc.  
1275 Airport Pulling Road South  
Naples, FL 34109  
(239) 403-7977  
(239) 403-9770 Fax  
[www.naplespreschoolacademy.com](http://www.naplespreschoolacademy.com)

## Table of Contents

1. About Our School.....	Page 3
2. Philosophy.....	Page 4
3. Program and Curriculum.....	Page 5
4. Admission Requirements.....	Page 6
5. Tuition Policy.....	Page 7
6. School Hours.....	Page 8
7. Calendar.....	Page 9
8. Health & Hygiene.....	Page 10
9. Parent Communication.....	Page 11
10. General Procedures.....	Pages 12-15
11. Discipline Policy.....	Page 16
12. Emergency Procedures.....	Page 17
13. Withdrawal Procedures.....	Page 18
14. Parent Handbook Agreement & Acknowledge of Receipt.....	Page 19

## About Our School

NPA Mission Statement: To provide the families of our community with an exceptional Early Learning Program in a safe, nurturing environment. Naples Preschool Academy strives to give each child the opportunity to learn 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 7:00 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 early learning program for children beginning at age 3, and a Pre-K. 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:

<u>Infants:</u> 6 weeks – 12 months old	<u>Three Year Olds:</u> 36 months – 42 months
<u>One Year-Olds</u> 13 months – 23 months	<u>Early Fours</u> 42 months – 54 months
<u>Two Year-Olds</u> 24 months – 35 months	<u>Pre-Kindergarten (VPK)</u> 48 months – 60 + months

### Our Curriculum

Our curriculum is based upon currently accepted principles of Early Childhood Education., and based on the Creative Curriculum learning system. For art and special themes we use Kid Crafters. 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. Children are taught to make appropriate choices and are actively involved in peer reconciliation.

## 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 the combined ideas of the Creative Curriculum, Kid Crafters, and our own teacher resources. We provide a thematic monthly curriculum with an assortment of learning activities and concepts developmentally appropriate for each age group. The Creative Curriculum 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, we introduce important preschool concepts that set the stage for continued success in Kindergarten.

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 – School Manners

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. Pre-Enrollment visit to our school by the enrolling parent/guardian.
2. School application form completed in full with all information current.
3. Paid Registration/Supply Fee.
4. Tuition per agreement paid in advance.
5. Parent Handbook receipt signed and on file at NPA.
6. Wait list application fee paid, if applicable.
7. Tuition Agreement Contract (TAC) signed.
8. Signed acknowledgement form of what to supply for your child each day.

### Florida State requirements for admission:

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*".
5. Signed receipt of pamphlet entitled "*Influenza Virus, The Flu, A Guide to Parents.*"

### VPK and School Readiness(SR) Requirements

6. For students in the Voluntary Pre-K program, a signed VPK Certificate from the office of the Early Learning Coalition of Southwest Florida.
7. Signed statement of eligibility by the parents under School Readiness program.

## 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:

- Tuition and Fees will be as per current NPA tuition and Fee Schedule for the prevailing calendar year.
- We have two types of payment schedule agreements: a) Paid in full for the enrollment period, b) Advance Monthly payments: 2 payments one due on the 1<sup>st</sup> of the month and a second payment due on the 15<sup>th</sup> of the month.
- 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.
- A one-time Registration Fee for all new enrollments will be due upon completion of the enrollment application.
- A yearly Supply Fee and a re-registration Fee will be assessed.
- 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 \$40.00 late payment fee. All tuitions are paid in advance on or prior to their 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 7:00 a.m. and 5:30 p.m.
- Returned checks (NSF) will be subject to a \$50.00 NSF fee. A pattern of returned checks will result in the Withdrawal/Termination of enrollment.
- 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.
- 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 Early Learning Coalition 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 7:00 a.m. until 5:30 p.m., Monday through Friday. To take full advantage of our learning activities, we require that you have your child at school no later than 9:00 a.m. each day. Children may eat any breakfast items between 7:45 a.m. and 8:30 a.m. Should you wish your child to eat breakfast at school, please have your child at school no later than 8:00 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 10:00 a.m., 9:00 a.m. for Voluntary Pre-K Students, on any school day unless documentation of a Doctor's appointment is provided at the time of arrival.

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  
2016 - 2017 School Holiday & Event Calendar

NPA SCHOOL CALENDAR IS UPDATED YEARLY.  
Please obtain the latest calendar at the front desk.

### Health and Hygiene

At Naples Preschool Academy we take our partnership with our parents very seriously. 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 but not limited to Ibuprofen, cough drops, vitamins, cold medicines, cough syrup, diaper rash creams, sunscreen, and ointments. These items should be administered at home prior to coming to school. Prescription drugs and over-the-counter medications may not be left with the teacher or in the child's classroom under any circumstances. Above all, never leave these items in your child's bag or lunch box.

## 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 the Infants, Ones, and Two-Year Olds classrooms, which is our way 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.

Our school has a website, [www.naplespreschoolacademy.com](http://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

### Daily Check-In/Check-Out

To ensure the safety and security of each child, and to track daily drop-off and pick-ups, parents are required to use the ProCare Check-In Stations. NPA takes your child's security as seriously as possible, and this device helps us to track when, who and where a child is dropped off and picked-up at NPA. Only authorized persons will have access to check a child in and out. All parents will be required to register and use this station daily, as well as any authorized family members or friends. We expect all those picking up and dropping off to use the Check-in Station daily as a part of our ongoing dedication to your child's safety and security.

### Supplies:

A supply fee will be due at the time of enrollment and then during the month of July prior to the start of our new contract year. Parents must provide all diapers, wipes, diaper creams (with a permission slip to apply the cream), bottles, formula, and special food if a particular diet is required. Although a complete list of what to bring for your child is available at the reception area, below is a sample of what to provide for your child daily:

Extra Clothing (One Full Outfit including socks)  
Diapers/ Pull-Ups (if needed)  
Wipes (if needed)  
Sheet (Crib size – sent home on Fridays to be laundered)  
Blanket (sent home on Fridays to be laundered)  
Pillow (optional, but must be “travel” size)  
Snacks  
Lunch  
Sneakers/Closed toe shoes - NO SANDALS or CROQS  
Immunization Form  
Physical Form

### 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 and lunches to school. Refrigeration is provided, and microwave ovens are available to heat food up to 30 seconds for our Infants, Ones and Twos only. NPA does not heat foods for our children ages 3 – 5. Please, no frozen foods will be “cooked” at school. We endeavor to encourage healthy eating in our children. Some parents like to send in “treats” for their children; however, they must be in keeping with good nutritional guidelines. Breakfast and snack time foods must be appropriate and enhance good growth and development in toddlers.

## General Procedures (continued)

Here are some guidelines for what to send to school:



What to pack in your child's lunchbox:

- Leftovers from the night before
- Healthy Sandwich
- Wraps cut in small pinwheel slices
- Small bottled water
- Fruit - bite-sized
- Yogurt
- Raw Veggies with Ranch Dressing
- String Cheese
- Mini Meat Balls - can be eaten cold
- Pasta Salad
- Egg/Tuna/Chicken Salads
- Crackers & Cheese
- Milk or Smoothie
- Raisins, Dried Fruits
- Low Sugar Granola/Fruit Bars
- Peanut Butter & Jelly Crackers
- Crackers with Peanut Butter
- Trail Mix



Please don't pack these! We won't serve them to your growing child!

- Sugary Cookies
- Frosted Cakes & Donuts
- Pop Tarts (a "non-food" food)
- Candy
- Chips
- Soft Drinks
- Juices with High Fructose Corn Syrup ☹️
- Gum
- Chocolate
- Gummy Candy
- Fruit Roll-Ups (not any fruit in them)
- Frozen foods
- Foods requiring boiling or cooking (example: Easy Mac)
- Lunchables (too much sodium & preservatives, they also contain candy)

Good nutrition aids in brain development, concentration and alertness. Children who eat non-processed, healthy foods are less cranky, more attentive in school and generally perform better!! ☺️

## 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, Ones 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 (optional) for the child's comfort. The bedding must go home every Friday to be washed and brought back to school on the following Monday. Please note that as a licensed facility, two pieces of linen (sheet and light blanket) are required for each child.

### 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 loose-fitting "Croqs", 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, whereas a shoe that fits snugly and offers support will provide more stability. 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, zippers, or belts 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)

### Jewelry:

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.

### 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 manipulatives 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  
(239) 403-9770 Fax  
[www.naplespreschoolacademy.com](http://www.naplespreschoolacademy.com)

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: \_\_\_\_\_