

**Registration Fee:** \$175 (single child) \$250 (family) **Annual Supply Fee:** \$150

Tuition: \_\_\_\_\_ Weekly -OR- \_\_\_\_\_ Monthly Classroom: \_\_\_\_\_

\*Need: Immunization and Physical\*

# **Naples Preschool Academy**

## **Enrollment Packet**

**1275 Airport Road South**

**Naples, FL**

**34104**

**Phone: 239-403-7977**

**Fax: 239-403-9770**

**Samantha - Director**

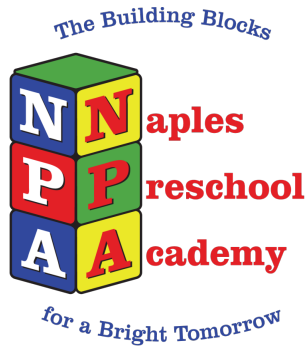
**Janet - Assistant Director**

**Email:**

**[npa@naplespreschoolacademy.com](mailto:npa@naplespreschoolacademy.com)**

**Website:**

**[www.naplespreschoolacademy.com](http://www.naplespreschoolacademy.com)**



## 2023-24 Child Enrollment Contract

Naples Preschool Academy is herein referred as "academy".

### Tuition Rates

**Full-time attendance** includes children who attend Naples Preschool Academy Monday-Friday each week that our program is offered. **If a child does not attend every day of a given week, for example because of illness or family plans, the full week tuition rate is still invoiced.** For VPK-wrap, full tuition is due during weeks when there is no VPK.

**Part-time attendance** includes children who attend Naples Preschool Academy at least three full days per week that our program is offered. Parents must notify which days their child will attend. **If a child does not attend the number of days per week specified in the contract, for example because of illness or family plans, the part-time tuition rate specified in this contract is still invoiced.**

I agree to pay for each month/week a tuition fee of \$\_\_\_\_\_ for full/part time attendance (check one). This tuition covers a maximum of 10 hours of care per day. Extra charges will apply for those exceeding 10 hours. This contract supersedes all other contracts you may have signed previously with the academy.

### Registration/Supply Fee

Initial enrollment fee of \$175 (Single)/\$250 (Family) is non-refundable. Annual supply fee of \$150 per child is due at the time of enrollment and every August. This fee is **not refundable**, even if the registration forms have not been completed and submitted to the Academy. To secure enrollment in our Infant Center, a non-refundable crib deposit of \$100 and enrollment fee is due.

Parent/Guardian initials\_\_\_\_\_

## Payment Policy

For Full-Time and Part-time attendance, **all tuition payments are due by the 25<sup>th</sup> of the prior month (Friday before the week for those on weekly) when care is to be given. Tuition is due regardless of attendance. Tuition is considered late by 4 p.m. of the first day of the month/week when care is being given. Late tuition payments will generate a \$40 late payment fee per week. Children will not be permitted to attend the academy if timely payments are not received.**

Payment may be made by cash, check or ACH and a receipt will be given (for cash/check). Should a check or ACH be returned by the bank for non-payment, a \$65 returned check/late payment fee will be charged. Should two checks get returned for non-payment, all future tuition payments will be cash or money orders only. Returned checks will not be re-deposited.

## Late Pick Up Policy

**The Academy closes at 5:30pm.** Prompt pick up is appreciated and expected. While we understand that circumstances beyond your control may happen, if you arrive to pick up your child later than 5:30pm, please **plan to pay, in cash, a late pick up fee of \$15 per 5-minute increment past 5:30pm.** If too many late pickups are encountered, this may result in termination of services.

## Withdrawal Policy

Two-week written notice is required to be given to the Academy in case of withdrawal. A withdrawal notice must be completed. If this notice is not given, two weeks of tuition is due for payment. Academy withdrawal notices can be obtained at the Front Desk. Tuition refund, if any, will be given in full week increments of the unused balance.

## Holiday / School Closure Policy

The academy observes various holidays through the year (refer to the school calendar for the holiday list). Full tuition is due during holiday weeks. Holidays that fall on a weekend will be observed the previous or following day. The schedule can be changed with prior notice. A full week of tuition will be charged for these weeks. We generally follow the public schools for closure due to inclement weather. Tuition is due on days in which the academy is closed because of weather or emergency conditions. Every attempt will be made to notify parents of the closing of the school through posted signs, media, email, or telephone calls (All holiday schedules will be posted on the Parent Bulletin Board).

Parent/Guardian initials\_\_\_\_\_

## Enrollment Agreement

My initials noted in the enrollment contract indicate that I have read and understood the program's policies, procedures, and payment schedules. I understand that before my child can attend the program, I need to provide the Academy with the following completed and signed forms:

- Physical Record
- Immunization Record
- This Enrollment Agreement
- Non-refundable registration and supply fee, crib deposit (if applicable)
- First month/week tuition and \$200 deposit per child (to be adjusted in the last month/week's tuition)

I accept the responsibility of keeping all health/immunization forms updated with the academy.

I accept the responsibility of keeping home/business and emergency phone numbers updated with the academy.

I understand the tuition covers a maximum of 10 hours of care per day. Extra charges will apply if 10 hours are exceeded.

I understand the academy policies and tuition rates are subject to change.

**I have received the Alternate Nutrition Plan Agreement, Discipline Policy, Sick Child Policy, Know Your Child Care Center brochure, Influenza Virus, The Flu, A Guide to Parents brochure and the Parent Handbook. I hereby grant permission for the staff of this facility to have access to my child's records. Parent/Guardian Initials: \_\_\_\_\_**

**Liability Release:** I hereby acknowledge that I am releasing Naples Preschool Academy and its staff members and volunteers from any and all liability due to injury, loss, or damage, which may occur on the academy's site while my child participates in the activities of this program. By signing below, I acknowledge that I have read, understand, and voluntarily agree to this authorization and release.

I have hereby read, understand, and agree to the terms stated in this contract. I agree to abide by the terms of this contract as long as my child is enrolled in the academy.

Parent/Guardian Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name(s) (printed) \_\_\_\_\_

Addendum: Child Enrollment Information form and Naples Preschool Academy Policies, COVID-19 Waiver

**Authorization to take pictures:** I understand and give permission for my child/children to be photographed and his/her picture/name may appear in newspaper articles, the NPA website, social media websites, and other professional and community publications. Yes No Parent/Guardian initials \_\_\_\_\_

**Expulsion Policy:** Naples Preschool Academy reserves the right to discontinue enrollment/expulsion of a child when the association is not conducive to the welfare of the child, the school, its teachers, and other attending children, as determined by the school administration. If the child's behavior is unacceptable, a conference will be scheduled between the parent and the academy Director. Every effort will be made to resolve any behavior problems.

Parent/Guardian Initials \_\_\_\_\_

## Child Enrollment Information

**Student Information:** DOB: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

Child will attend: Full-Time                      Part-Time                      Drop-In

For Part Time/Drop-In: Circle Days to Attend: M                      T                      W                      TH                      F

Child's Name: \_\_\_\_\_

Child's Physical Address: \_\_\_\_\_  
Last                      First                      Middle                      Nickname  
City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Family Information:** Child lives with \_\_\_\_\_

Please specify father's and mother's address if different

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_ Relationship to the child: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License: \_\_\_\_\_ Driver's License: \_\_\_\_\_

SS #: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_ DOB: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Employer Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Custody: Mother \_\_\_\_\_ Father \_\_\_\_\_ Both \_\_\_\_\_ Other \_\_\_\_\_

**Your child will be released only to the persons signing this application, plus the following persons:**

Name	Address	Phone	Relationship to the child
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Who CANNOT pick up your child? \_\_\_\_\_

**Medical Information:**

Child's physician: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Please list allergies, special medical or dietary needs, or other areas of concern: \_\_\_\_\_

**Authorization for Medical Emergency Treatment:** I authorize representatives of the Academy to give consent for any and all necessary emergency medical care for my child while he/she is attending the Academy. If the child becomes ill, but is not an emergency, the child will be isolated, and the parents will be notified to pick up the child within the hour.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Naples Preschool Academy Policies

1. The Academy will be open from 7:00 AM until 5:30 PM, Monday through Friday. All students must be at the academy no later than 8:30 AM each day. VPK students must be at the academy by 8:30 AM each day.
2. All children must have a change of clothing labeled with their names. Extra clothing should be placed in a zip locked bag and will be kept in the child's cubby. The academy is not responsible for lost clothing or personal items. Children should wear washable clothing in which they will be comfortable. No flip-flop or open toed shoes – rubber sole shoes are the most comfortable and safe. Please no cowboy boots or crocs. Dress clothes and jewelry are strongly discouraged. Dress your child for an active fun filled day.
3. No food, gum, toys, or personal items are to be brought to school.
4. Parents of young children are to furnish their children's bottles premade, disposable diapers and wipes. All bottles, caps and clothing are to be labeled. It is the responsibility of the parent to inquire about the status of their child's diaper supplies. If a house diaper must be used the parent agrees to pay an additional fee of \$1 per diaper.
5. When bringing a child to NPA, parents are required to bring the child into the building and when returning for the child, come into the building. All children must be signed in and out by an adult.
6. Only those people specified on the enrollment forms will be allowed to pick up your child. All parents are to use the sign in security system.
7. Children who are ill must not be brought to the Academy. Please refer to NPA's Sick Child Policy.
8. Each preschool child will have an afternoon rest/nap period; it is important part of your child's day. Light weight blankets are an important part to help settle a child into the rest period. They must be small enough to be kept in the child's cubby. Please provide a sheet for the cots.
9. Children will be permitted to play outside daily, weather permitting. Children that are not well enough to participate in outside play must not attend the academy that day.
10. Payment for your account at Naples Preschool Academy is due, in full, the first day of attendance by your child/children, each week. Delinquent accounts are not tolerated. Dismissal of the enrolled child/children will occur if payment is not received each week. Court costs plus attorney/collection fees of 40% of the unpaid balance may be added if your account is referred to an attorney/collection agency for collection. Parents are obligated to pay the tuition fees for the schedule that they select, whether or not the child is in attendance.
11. Accident, Injury and Emergency Procedures: Please be assured that every effort will be made to ensure the academy environment is safe and that your child is safely at play. If an accident, injury, or emergency should occur, however, we have standard procedures in place.

Should a child incur a minor injury, such as a scraped knee or elbow or minor bruise, the appropriate staff person will treat as follows: Scrapes will be washed with soap and water and a Band-Aid will be applied if needed. Bumps and bruises will be treated as necessary with ice packs. The parent(s) will be informed of the injury and given a copy of the accident report\*.

Should a child incur an injury which needs immediate medical attention, staff will call 911 and then call his/her parent(s) to inform of the situation or follow the parents' instructions on the child's emergency information if a different procedure is expected. The parent(s) will be given a copy of the accident report\*.

\*An accident report is a written statement which includes the date of the injury, a description of how the injury was incurred and the signatures of the appropriate staff person, the director, and the parent(s).

Parent/Guardian initials\_\_\_\_\_

# **Naples Preschool Academy**

## **Welcome**

Thank you for choosing Naples Preschool Academy and welcome to our school. Our goal is to provide you and your child with the best possible school experience. You have chosen a school with a proven track record of excellence. Your children will have some of the finest early childhood faculty in the area to nurture and guide them as they develop self-esteem, confidence, skills and friendships.

In order to ensure a smooth transition into the a smooth transition into the new school year, please take time to read the information in this orientation packet regarding our philosophy, goals, programs, thoughts and perceptions are important to us!

## **Philosophy**

It is our philosophy that young children represent a unique segment of society with special needs and behaviors. Children's relationships and experiences during their early years of life have a significant and crucial impact on their later growth and development. We believe that the importance of these formative years not be underestimated. We are committed to the extreme importance of our role in your child's total development. We value education and we strive to provide the very best environment for your child with all of the components necessary for his/her emotional, social, physical parents are welcome to visit the classroom at any time.

Enrollment in school is open to all children regardless of race, religious affiliation or ethnic origin. NPA has an open door policy; parents are welcome to visit the classroom at any time.

## **Goals**

1. To continuously attend to the needs of each child helping them feel safe, happy, and comfortable throughout the day
2. To develop in each child independence, confidence, and a feeling of self-worth as an individual and as a member of a group.
3. To stimulate each child's curiosity, sense of wonder, and motivation to learn about the world around them by establishing an age-appropriate, hands-on and stimulating environment.
4. To develop in children social responsibility by teaching goodwill towards others and respect for the environment.
5. To develop in children a love for music, art, and drama. To give young children and their families a sense of identity and culture.
6. To specifically develop in our children age-appropriate, cognitive and physical skills in the following areas: Language, listening, visual discrimination, large and small motor, handwriting, math and science

## **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

[www.naplespreschoolacademy.com](http://www.naplespreschoolacademy.com)

#### ACKNOWLEDGE OF RECEIPT AND AGREEMENT OF THE GENERAL TERMS AND CONDIDIOS AS STIPULATED IN THE PARENT HANDBOOK

By signing this receipt, I acknowledge that that I have received a copy of the Naples Preschool Academy Parent Handbook. I have received 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.

Childs Name: \_\_\_\_\_

Parents Name: \_\_\_\_\_

Parents Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### **NEW FAMILY ORIENTATION CHECKLIST**

1. \_\_\_\_\_ Tour the Center
2. \_\_\_\_\_ Introduction to teacher staff
3. \_\_\_\_\_ Parent visit with the classroom teacher
4. \_\_\_\_\_ Overview of Parent Handbook
5. \_\_\_\_\_ Discussion of expectations of family and the needs of the child
6. \_\_\_\_\_ Overview of available family support resources and activities
7. \_\_\_\_\_ Interpreter available if needed
8. \_\_\_\_\_ Opportunity for extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable in the new surroundings

Please sign and date that you have been provided a written orientation to the program as outlined in this New Family Orientation Checklist.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### **POLICIES AND PROCEDURES CHECKLIST**

- |                                                    |                                         |
|----------------------------------------------------|-----------------------------------------|
| _____ Admission Procedure                          | _____ Philosophy and Program Goals      |
| _____ Hours of Service                             | _____ Holidays                          |
| _____ Tuition and Fees                             | _____ Late Payment Fees                 |
| _____ Illness Policy                               | _____ Drop Off/Pick Up Procedures       |
| _____ Emergency Preparedness Plan                  | _____ Medication Administration         |
| _____ Guidance/Discipline                          | _____ Curriculum                        |
| _____ Family Participation<br>Influence of Parents | _____ Statement Reflecting the Role and |
| _____ Complaint Procedure                          | _____ Withdrawal/Dismissal Procedure    |

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **DISCIPLINE POLICY**

Discipline at Naples Preschool Academy is a learning experience using positive reinforcement techniques. Our program promotes positive behavior in children through consistent expectations and setting limits, predictable routines and procedures, environment arrangements and developmentally appropriate activities. If it becomes necessary to discipline a child or negative behavior, that child will be directed to another activity, brought close to the teacher for a time, or asked to sit quietly away from the other children

## **ENROLLMENT FORM/SUPPLEMENT**

Section 10M-12.008 (2) FAC requires that parents must receive a copy of the Child Care Facility Brochure, Know Your Child Care Facility. The parent's or legal guardian's signature verifies receipt of the childcare brochure.

Section 1-12.013 requires that parents be notified in writing of the disciplinary practices used by the childcare facility. The parent's or legal guardian's signature verifies the parent/guardian has been notified in writing of the disciplinary practices of the childcare facility. Your signature on this contract is documentation that you have received a copy of the Child Care Facility Brochure, Know Your Child Care Facility and Naples Preschool Academy's disciplinary practices.

## Updated NPA Attendance Policy:

It is very important to us that your child is at school on time. We start breakfast promptly at 8:30 am and start our daily schedule right after that. Being on time also reduces the interruptions in the classroom.

Your child will have a maximum of 3 tardies per semester. Our semesters are August through December and January through May. **If you have more than 3 tardies per semester, your child will be excused from the program. You will be given one week following dismissal of our program to find another school to attend.**

If your child has a doctor's appointment, please let the front office know prior to your appointment. You may bring your child, but you MUST bring in a doctor's note to attend.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Sick Child Policy

In consideration of the health and well-being of your child, we would like to take this opportunity to clarify the policy of Naples Preschool Academy in reference to sick children.

1. Children who are ill must not be brought to the Academy.
2. Children who are ill cannot return to the Academy until they are free of all signs of illness for at least twenty four (24) hours.
3. Children who are seen by a doctor and are cleared to come back may return to school the following day accompanied by a doctor's note releasing the child.
4. Parents must complete medication forms. Only prescription medication will be administered. Medications must be in its original container.

If your child has any of the following symptoms, he/she cannot attend the Academy.

1. Severe coughing, causing child to become red or blue in the face or make a whooping sound.
2. Difficulty or rapid breathing.
3. Diarrhea (more than one abnormally loose stool within a 24-hour period.)
4. Temperature of one hundred degrees (has fever or had one during the previous 24-hour period.)
5. Cold symptoms.
6. Heavy nasal secretion.
7. Conjunctivitis. (Pink Eye)
8. Untreated infected skin patches.
9. Symptoms of a communicable disease (notify administration if the child develops a communicable disease).
10. Unusually dark urine and/or gray or white stool, yellowish skin or eyes.
11. Child is cranky, fussy, and not himself.
12. Child is overtired. Overtired children are susceptible to illness.
13. Vomiting.
14. Any other unusual sign or symptoms of illness.

We have no facilities to care for sick children. If your child becomes ill, he/she will be isolated and the parent will be notified to pick up the child within the hour.

Again, our childcare program is planned with the health and safety of your child in mind. You can help us by adhering to the policies listed above. Healthy children are happy children!

My Child \_\_\_\_\_ was picked up on \_\_\_\_\_ at \_\_\_\_\_ a.m. /p.m. due to the above highlighted symptom. He/she may not return to Naples Preschool Academy until \_\_\_\_\_ a.m. /p.m. the following day unless accompanied by a doctor's note.

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Parent Signature

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Date

**PERMISSION FOR FOOD-RELATED ACTIVITIES & SPECIAL OCCASION**  
**FOOD CONSUPTION**

Pursuant to 65C-22.005(1)(c)2., F.A.C., licensed child care facilities must obtain written permission from parents/guardians regarding a child's participation in food related activities. These activities include such things as: Classroom cooking projects, gardening, school wide celebrations, and birthdays.

I, \_\_\_\_\_ give/decline permission for my child \_\_\_\_\_  
(Parent or Guardian) (Circle one) (Child's Name)

to participate in food related activities and special occasions wherein food is consumed.

Please provide the following information:

\_\_\_\_\_ My child **DOES NOT** have a food allergy or dietary restriction. He or she **may** participate in activities.

\_\_\_\_\_ My child **DOES NOT** have a food allergy or dietary restriction. He or she **may not** participate in activities.

\_\_\_\_\_ My child **DOES** have a food allergy or dietary restriction. He or she **may** participate in activities, but may not eat or handle the following items (please list below):

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\_\_\_\_\_ My child **DOES** have a food allergy or dietary restriction. He or she **may not** participate in activities

I understand that it is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect during the term of my child's enrollment.

\_\_\_\_\_  
(Parent or Guardian)

\_\_\_\_\_  
(Date)

## What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



## How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit  
[www.myflorida.com/childcare](http://www.myflorida.com/childcare) or contact your  
local licensing office below:

CF/PI 175-70, June 2009

*This brochure was created by the Department of Children and Families in consultation with the Department of Health.*

# INFLUENZA VIRUS



**"The Flu"  
A Guide  
for Parents**

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



## What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

### CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



## How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

## What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



## When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

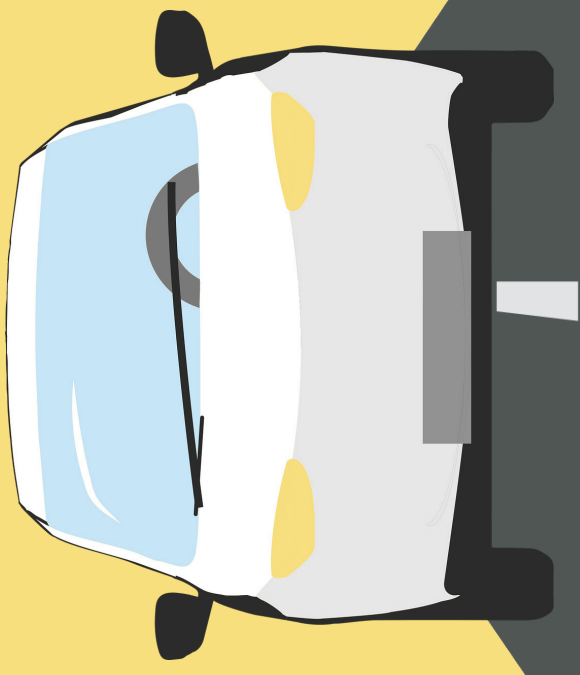


**A change in daily routine,** lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



Developed by:  
The Office of Child Care Regulation  
[www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)  
CF/PI 175-12, May 2019

When life happens...Don't be a  
**DISTRACTED  
ADULT**







## FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



## ⚠️ PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

**During the 2018 legislative session,** a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



### My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

Child's Name:

Date:

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.



## Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express™ – an automatic payment processing system that allows on-time tuition and fee payments to be made from your bank account.

### ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** AUTHORIZATION

I (we) hereby authorize \_\_\_\_\_ (business name) to initiate debit entries to my (our) Checking or Savings Account indicated below. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice.

Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

Your Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank or Credit Union Name \_\_\_\_\_

Bank or Credit Union Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

☐ Checking ☐ Savings

Routing Transit Number (see sample below) \_\_\_\_\_ Account Number (see sample below) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ Check if you wish to make online payments

#### For Official Use Only

Date Received \_\_\_\_\_

Employee Signature \_\_\_\_\_

John Sample Mary Sample 123 Nice Street Anytown, USA		BANK OF THE WEST 555-555-5555		00226
Pay to the order of: _____		Attach Voided Check Here \$ _____		
_____		Deposit slips not accepted _____ Dollars		
123456789	1800338	0226		
Routing Number	Account Number	Check Number		

A service of



## **Additional Information:**

- Infants turning one year old move up to the next classroom when they are completely walking.
- Two year old's turning three must be fully potty trained before moving up to the next classroom.
- All three year old's enrolling must be fully potty trained.

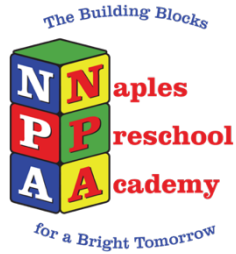
## **VPK Information:**

- All parents must pay a graduation fee of \$65.
- VPK wrap around families: In weeks where there is "NO VPK" (Christmas break, thanksgiving break, Spring break, etc.) there is an additional charge of \$45/week added to normal tuition. If your child does NOT attend the weeks of "NO VPK" normal tuition is still due.

Parent Signature

Date

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### **COVID-19 Waiver and Release of Liability Form**

**Service Provider/Company:** Naples Preschool Academy, LLC

**Services:** Childcare Services

I, ON BEHALF OF MYSELF AND MY DEPENDENTS, HEREBY ASSUME ALL OF THE RISKS OF REQUESTING THIS SERVICE, including by way of example and not limitation, any risks that may arise from contracting COVID-19 from my Service Provider, gross negligence, negligence, or carelessness on the part of the Service Provider and releasing my Service Provider from any and all liability from any medical condition, viruses, of the Service Provider and contracting such viruses from the Service Provider. This Waiver and Release of Liability covers any negligence or gross negligence in relation to exposing me or my dependents to the COVID19 virus from the Service Provider.

I am responsible for determining whether a physical or medical examination should be undertaken before I or my dependents participate in the services being provided and I will abide by any determination, limitation, or recommendation that may be issued by my medical or health care provider. Before, during, and after the services, I am solely responsible for determining my and my dependent's health and physical status and whether I or my dependents can or should discontinue my participation in the services, or take other actions, to protect my own, and my dependents, health, or safety. Service Provider assumes no duty to me or my dependents to ensure my physical or medical ability to participate in the services, whether before, during, or after the services.

I acknowledge that this Waiver and Release of Liability Form will govern my actions and responsibilities at said services, activity or event. In consideration of providing services to me and/or my dependents, I hereby take action for myself, dependents, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for the death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me or my dependents, THE FOLLOWING ENTITIES OR PERSONS: Service Provider and its directors, officers, employees, representatives, employee, and agents;

(B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from all liabilities or claims made as a result of participation in this service, activity or event, whether caused by the negligence of release or otherwise. My and my dependent's participation in the services is voluntary.

I acknowledge that Service Provider and its directors, officers, employees, representatives, and agents are NOT responsible for the contamination, errors, omissions, acts, or failures to act of any party or entity conducting in providing the services.

I acknowledge that this activity, event, or service may carry with it the potential for death, serious injury, and property loss.

The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.  
ON BEHALF OF MYSELF AND MY DEPENDENTS

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ List Dependents: \_\_\_\_\_



# Naples Preschool Academy

## School Calendar 2023-2024



August 2023 TBD.....	VPK Open House
August 10, 2023.....	Fall Curriculum Begins, First day of VPK
September 4, 2023.....	<b>NPA CLOSED</b> , Labor Day
September 5, 2023.....	Picture Day
September 12, 2023.....	Grandparents Day Celebration
September 13, 2023.....	Parent Orientation (6:00-7:00)
September 15, 2023.....	<b>NO VPK</b>
September 25, 2023.....	<b>NO VPK</b>
October 13, 2023.....	<b>NPA CLOSED</b> , Teacher In-Service Day
October 26, 2023.....	Costume Parade
October 27, 2023.....	Fall Celebration
November 13-17, 2023.....	Can Food Drive
November 20-24, 2023.....	<b>NO VPK</b> , Thanksgiving Break
November 23-24, 2023.....	<b>NPA CLOSED</b> , Happy Thanksgiving
December TBD.....	Santa Visit
December 4-8, 2023.....	Clothing Drive for St. Matthews House
December 15, 2023.....	Holiday Program & Trim a Tree
December 18, 2023-January 2, 2024.....	<b>NO VPK</b> , Winter Break
December 25, 2023.....	<b>NPA CLOSED</b> , Merry Christmas
December 26, 2023.....	<b>NPA CLOSED</b> , Merry Christmas
January 1, 2024.....	<b>NPA CLOSED</b> , Happy New Year
January 2, 2024.....	<b>NPA CLOSED</b> , Happy New Year
January 8th, 2024.....	100 <sup>th</sup> Day of School!
January 12, 2024.....	Parent Appreciation Day
January 15, 2024.....	<b>NPA CLOSED</b> , MLK Day
February 5, 2024.....	<b>NO VPK</b>
February 19, 2024.....	<b>NPA CLOSED</b> , Teacher In-Service Day
March TBD.....	VPK Cap & Gown Pictures / Spring Pictures
March 11-15, 2024.....	<b>NO VPK</b> , Spring Break
March 25-March 29, 2024.....	Easter Activities
March 29, 2024.....	Easter Egg hunt & Easter Bonnet Parade
April 1, 2024.....	<b>NPA CLOSED</b> , Teacher In-Service Day
April 2, 2024.....	<b>NO VPK</b>
May 6-10, 2024.....	Teacher Appreciation Week
May 10, 2024.....	Mothers Day Celebrations
May 27, 2024.....	<b>NPA CLOSED</b> , Memorial Day
May 31, 2024.....	<b>LAST DAY OF VPK</b>
June TBA, 2024.....	VPK Graduation
June 14, 2024.....	Fathers Day Celebrations
July 4, 2024.....	<b>NPA CLOSED</b> , Happy Independence Day
July 26, 2024.....	<b>NPA CLOSED</b> , Teacher In-Service Day

Date and times are subject to change