
o2b
KIDS!
Parent
Handbook
Hello!
¡Hola!
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We're so happy to have you join us for Preschool or Afterschool!

We know you want to raise happy, successful kids. We're here to help! Together we ensure your child will be academically ready to succeed in school, socially ready to build great friendships, and emotionally ready to face life's challenges.

You've joined a school with a wealth of experience in the world of early childhood education! O2B Early Education has worked with children and families since 1998, and operates **O2B Kids, The Child Center** and **Cedars Preschool**. Our main business office is in Gainesville, Florida, and each facility is run by local Directors and educators, with a team of people to support them each step of the way. We love what we do, and are so happy you've joined us!

This Parent Handbook explains many of our systems and policies. More information is available at the school. Ask us questions any time!



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Programs & Policies

Philosophy, Goals & Educational Methods

Together, we'll learn our ABC's, 123's, colors and shapes. We'll learn to take turns, follow directions and make friends. We'll learn to listen and ask questions. But, perhaps most importantly, we take time out of each day to put your kids in charge of their world and we help them learn how to THINK and MAKE DECISIONS!

We will raise the self-esteem of every student and empower each of them to reach their full potential. Each day, in all student interactions, we will treat students with respect, compassion, and understanding. We have high expectations for all of our students in academics, behavior, and peer interactions. We will do all we can to help them meet these expectations. Our goal is to ensure the children who attend feel accepted, appreciated, and comfortable in their surroundings.

Our curriculum helps promote physical, intellectual, social, and emotional development of children. Both teacher-directed and child-directed learning is essential, we believe the best classroom environment is one with open centers, open choice and a rich variety of options for your students.

Our Programs & Ages Served

While our programs vary by location, our commitment to enrichment, variety, engaging play and life-long learning guides our everyday!

All of our locations offer Preschool and some also provide Afterschool, Summer Camp, and an amazing Family Membership! All of our schools are nationally accredited or in the process of becoming accredited.

Our Preschools provide full time and part time care for infants, toddlers and preschool students up until they start kindergarten. Our Afterschool and Before School programs are for any child enrolled in Kindergarten through Elementary School.

You will receive information from your school about specific programs offered and ages served at your location.

School Calendar

A school calendar is available to show our hours of operation, holidays, and days we are closed at your school. If we make any changes to that calendar, we will notify you in advance.

Non Discrimination Policy

O2B Early Education assures each employee, student and family has equal opportunity without regards to a person's sex, national origin, religion, disability, pregnancy, age, marital status, sexual orientation, national guard/military status, or any other characteristic protected by applicable federal, state or local law. Such equal opportunity applies to all terms, conditions and privileges of employment and all policies of the company.

If you ever have a question, idea or concern, let us know.

Celebrating Diversity

We have two rules: 1. Respect Others. 2. Have Fun! (And you can't do the second if you don't do the first!). Respecting others is essential, and that means we welcome children, families, staff and community partners from all walks of life.

What does this look like for young children? We create multicultural classrooms so you'll see pictures, books and toys representing lots of different families, cultures, languages and traditions. In our classrooms we'll look for ways to celebrate the things we have in common and the things that make us different. We also look for ways to create equity which is fair treatment, access, and opportunity for everyone. Inclusion means we're actively inviting contribution and participation from all people so they feel welcomed, respected, supported and valued.

We invite you to participate! If you would like to share family traditions, songs, languages, games or stories, please let us know!

Staff Education & Experience

Our staff is second to none! Together, this team shares a very strong background in early childhood education and direct classroom experience. All staff members are carefully selected, trained, and evaluated. Personal integrity, an outgoing nature, a love and respect for children, and a genuine desire to help children learn and grow are traits that every employee shares. A Lead Teacher directs each classroom, while a Facility Director and Curriculum Director ensures we provide only the finest care and enrichment. We offer scholarships for our staff and conduct thousands of hours of training each year. All staff members are fingerprinted and have criminal background checks completed at the state and federal levels. We are a drug-free workplace.

Infants, Toddlers & Preschool Students

The Schedule

A schedule of activities guides each day. Activity periods combine teacher-directed and child-initiated offerings, and include small-group, large-group, outside, eating, resting, and special event periods. A consistent schedule gives children confidence, and allows them to safely anticipate all daily transitions. Daily routines are flexible enough, however, to adapt to the spontaneous events and unexpected fascinations that children have to a particular unit. This flexibility not only creates happy children, but it maximizes the learning process.

Daily classroom schedules and weekly curriculum is posted on the Parent Board of each classroom. Children in the infant classroom follow a schedule based on their individual needs.

Transitioning to School

There are several things you can do to make your child's transition to a new school easier. Consistency is key! We work hard to accommodate all family schedules; however, we encourage every parent to make a plan to try to drop-off and pick-up at the same time each day if possible. In addition, make your goodbye routine the same each day. This lets your child know what to expect. It is our goal to make your child as successful as possible as soon as possible. Sometimes a comfort toy or blanket can help a child transition easier. Please see your child's teacher for any further recommendations to your child's specific needs. We are here for YOU!

What to Bring

Please label all items with your child's name.

- Extra change of clothes (socks, underwear, shirt, pants, etc.) in a bag.
- Diapers / Wipes (infants, 1 and 2 year olds only)
- If you bring a cup or bottle from home, it must be labeled with your child's first and last name on it
- Bottles/Pacifiers (Infants and 1 year olds only)
- Blanket for nap time
- Quiet Bed-Time Buddy is Optional

Any additional items will be specified by your child's teacher.

Drop-off & Pick-up

Please accompany your child into the classroom each day. This allows you to briefly communicate with your child's teacher, convey any pertinent information, and learn about the day's plans. It also provides a consistent, comfortable "good-bye" location for you and your child. Remember to sign-in before going to the classroom! Please have your child in class by 9:00 each morning so they can participate in all of the day's activities.

Early or late in the day, when the center's attendance is low, children may gather in one classroom before they move on to their "regular" room. You will be notified of any room change when you check-in or out at the Reception Desk.

Please let us know if your child will be absent. You can let us know in advance or call the day of for any unplanned absences.

Safe Sleep

Our Preschool students nap or have quiet time each day. Please provide linens for your child. The linens will be stored at the school, but you will need to bring them home at least once a week to clean them.

For our toddler and preschool students, during naptime each child has an individual cot or mat, quiet music is played, the lights are dimmed, and it is a period of relaxation for non-nappers as well. Those children who do not fall asleep during the initial quiet time are given the opportunity to select quiet activities such as books or puzzles to occupy themselves while their classmates rest.

Infants will sleep in their individual crib based on their own sleep schedule. No cover or other soft items can be in the crib, which means no blankets, pillows, stuffed animals or bumper pads. We ask parents to provide appropriate sleep clothing such as a sleep sack that fits according to manufacturer's recommendations, does not restrict the infant's arms, and will not slide up around the infant's face. When napping or sleeping, young infants who are not able to roll over will be positioned on their backs. If swaddling or an alternate sleep position is requested, we must have written authorization from a physician.

Diaper Changing & Toilet Training

Infant and toddler classrooms include diaper changing stations, along with procedures for our staff to follow when changing diapers. Each child will have their diaper changed based on their individual schedule, and changes will be documented. If your child is in diapers, please provide diapers and wipes.

For children going through potty training, please provide extra changes of clothes. Each child learns at his or her own pace, and we will work closely with you to help your child master this skill.

Biting Behavior

Unfortunately, toddlers may bite others when they feel overwhelmed or find it difficult to communicate. Some situations are preventable, yet some happen so quickly and without warning that they are not preventable. Every effort will be made to work with the child, teachers and the family to modify the behavior and create a plan for success. If biting becomes excessive, the parents may be asked to remove the child from the school.

Assessments

Assessments of all children in our program are ongoing, happening both formally and informally throughout the year through a variety of assessment methods. Our goal is to make sure these assessments are sensitive to and informed by your family's culture, experiences, children's abilities and disabilities, and home language.

Assessments obtain information on all areas of children's development and learning, including cognitive skills, language, social-emotional development, approaches to learning, health and physical development. These assessments may be done by observations, checklists, rating scales, anecdotal notes, work sampling, and more.

We will share information about your child's development with you periodically throughout the year, either during parent teacher conferences or phone calls. Ask us questions any time!

Afterschool & Summer Camp

Afterschool Pick-Up

At locations where we provide transportation, our staff members meet our Afterschool students at their school to provide immediate supervision, take attendance, confirm absences with the school's records, and begin the fun. We then transport them to our facility where they will join their group and counselors for the rest of the day's schedule.

Notification of Absence

Please contact us by 12:00 noon if your child will not be attending the Afterschool program. Attendance will be taken during school pick-up. If your child is not present at the designated pick-up location, we will call you or your designated emergency contacts immediately. We are not responsible for any child who is not present during school pick-up. No refunds or credits will be given for absences.

The Afterschool Schedule

Each Afterschool group meets with their counselors in a designated location of the facility once they arrive and follow a daily schedule. The daily schedule includes:

- Specialty Class such as Science, Performing Arts, Visual Arts, or Sports
- Homework or Literacy Time
- Neighborhood Time
- Snack

Beforeschool

Some locations may offer Beforeschool and transportation may be provided to area schools. During Beforeschool, students will have Homework Help with their counselors and participate in Neighborhood Time.

Full Day Programs

We provide full-day programs on school holidays and teacher workdays. For students enrolled in the Afterschool program, Winter Break and Spring Break are included. Students who are not enrolled in the Afterschool program may attend during Full-Day Programs, Winter Break and Spring Break for a fee if space is available.

Field Trips

Students may go on off-site field trips as part of their Afterschool or Summer Camp schedule, and parents will give approval for participation in these trips when they enroll in the program. The dates, times and locations of each field trip will be posted at the facility at least 2 working days prior to the field trip. If special circumstances arise where notice cannot be posted two working days in advance, we will ask you to sign an event specific permission form. Most field trips are included in the Afterschool tuition. From time to time optional Expedition field trips may be offered for an additional fee.

Any child that is to go on the Field Trip must be transported to and from the event by the center. For security reasons, a child will not be allowed to be picked up from the event by the parent, or transported by the parent.

Transportation

Transportation safety is of the utmost importance. We follow strict systems when loading and unloading vehicles, including taking roll and physically inspecting the vehicle when all children depart. Our vehicles are equipped with First Aid kits, fire extinguishers, have annual inspections from a mechanic, and are routinely checked and maintained. Only Authorized Drivers are able to transport children, and these drivers have gone through Transportation Training, are First Aid & CPR certified, have had a driver's license check, and all bus drivers have had a physical certifying that they are fit to drive.

At locations where we provide transportation, parents provide authorization for us to transport their child for Afterschool pick up, Beforeschool drop off, and for field trips. We only transport school age children.

Summer Camp

During the summertime, our Afterschool program turns into Summer Camp! Families may pick and choose which weeks they would like to attend, and pay a weekly tuition. The Summer Camp groups are divided by age and specialty group. Students attend field trips, and follow a full schedule throughout the day.

Enrollment

Enrollment Process

Parents and children are encouraged to tour the facility, meet the staff, and review all paperwork prior to enrollment. Upon receipt of a completed application, registration fee, and all other necessary paperwork, placement will occur on a first-come, first-serve basis. If not included as part of the tour, a conference with the parent and child is encouraged to acquaint each new family with the student's new environment.

Children are grouped based on age and developmental level. We follow a typical school calendar so children usually move up to the next classroom at the beginning of each school year with their peers. The teachers and director will work with you to determine what's best for your child.

You'll receive an Enrollment Packet & Checklist which identifies all of the required documents and forms for your location and program. Many of the forms are required from our licensing or state agency, and have strict deadlines for completion. All of the steps on the Enrollment Checklist will need to be done in order to complete your child's enrollment.

For Preschool students, documentation will include immunization information. Please be aware that some children in care may not have current immunizations; a waiver is on file for these students.

Please know that we take all available steps to keep your family's information confidential. Some members of our team will have access to your records in order to do their jobs.

Please ensure all enrollment information is accurate and is kept updated. You will be asked to review contact and enrollment information periodically, and are able to make changes in writing any time.

Waiting Lists

If a classroom is full, we will start a waiting list and notify parents as soon as space becomes available. To hold a spot on the waiting list, parents must pay the Enrollment Fee.

Check In/Out Procedures

Each time you come to the school you must check-in and out. We will verify that the person picking up is an authorized caregiver and may check ID if we do not have a picture in the system.

Authorized Caregivers

We will only release your child to Caregivers designated on your Enrollment Form. The custodial parent or legal guardians are the only individuals who may make changes to the Caregiver List. This request must be made in writing, and the documentation will be added to your child's permanent file. The people listed as Caregivers will also be contacted in case of illness, accident or emergency if for some reason the custodial parent or legal guardian cannot be reached. Please make sure all Caregiver contact information is kept current.

We will not arbitrate custodial disputes. If there is a timesharing or visitation schedule, it is up to the parents to follow it. We aren't the ones responsible for enforcing those agreements, but will ensure that only those listed as authorized caregivers pick up your child, and we will document who picks up each day. Copies of all legal documents regarding parental custody and pick-up privileges must be in your child's file.

Clothing & What to Bring

Your child should come dressed for FUN. Comfortable clothes that give your child the freedom to run, jump, climb, paint, and paste are best. Indoor and outdoor play is a part of every day, so make sure your child has clothes for both. Please dress for the weather. When necessary, dress your child in layers so they can comfortably adjust to changing temperatures during the day and transitions between inside and outside. On occasion, your child will get dirty. Washable play clothes are highly recommended. Tennis shoes or soft-soled shoes are the safest.

Please put your child's name on every piece of clothing, bags and belongings brought to school.

Please have your child leave electronics at home.

If your child brings a backpack or diaper bag, please ensure all items inside are safe. Medication cannot be stored in your child's bag. We will do periodic checks of all bags and belongings brought onsite.

Lost or Damaged Items

If your child is missing anything, please inquire with your child's teacher or at the Center's office as soon as possible. Unfortunately, we cannot be responsible for any lost or damaged items. Our staff will take every precaution to prevent this situation from happening. Centers will have a lost and found area at the front of the building. All items not claimed will be donated to children in need.

Cancellation

If you do plan on leaving, please let us know as early as possible so that we can plan accordingly. Once your child begins attending, we require that you provide a one-week written notice prior to your billing date.

Financial Policies

Tuition

For the convenience of our families, payments are evenly divided throughout the school year. Tuition payments are the same each billing cycle, and aren't adjusted based on a child's attendance or dates we are open.

Please refer to the Tuition Rate Sheet for your location.

Payment Schedule

Tuition is paid via automatic payment on the scheduled billing date.

A late fee is assessed for all payments received after the billing date. Accounts must be up to date to continue enrollment.

Refunds

If a refund is due, it can be credited to your account. Or, a refund can be issued to the credit card used, or we can cut a refund check. Refunds will be processed within 10-15 business days.

Late Pick-Up Fee

Please pick up children prior to closing time. Your child, the school and our teachers are expecting you! If you're running late, please call to let us know when you plan to arrive. If we don't hear from you after closing time, we will call others on your caregiver list, or call the police if needed. Those picking up late will be charged a late fee.

Health & Safety

Food Service & Nutrition Plan

Meals and snacks are an important part of what we do!

Menus are posted at the school, and you can also ask for a copy to keep at home. The menu shows what food is served at each meal. If we make any substitutions to the menu, it will be posted at the school. Our menu may periodically change to include foods representative of a variety of cultures.

We use the USDA MyPlate to determine what food groups to serve at each meal or snack, and follow USDA recommendations for the serving size in each age group.

Each day, Preschool students will be served all the meals on the menu during the times they are in attendance. Afterschool students have a snack each afternoon after arriving at the facility. During full-day programs in Afterschool, students will be served a morning snack, nutritious lunch and an afternoon snack.

If your child requires a modified diet due to allergies or medical reasons, we must have a note from a doctor's office. If your child requires a modified diet for religious reasons, we'll need a written statement from you so it's documented in your child's file – this can be done on the enrollment paperwork.

If your child is not able to eat the food on our menu, we ask you to bring meals from home. Food brought from home must meet the nutritional needs of your child; if not, food from the scheduled school menu will be offered. Food brought from home must be ready to eat, not require refrigeration, heating, microwaving or preparation. Food for infants must be cut into pieces ¼ inch or smaller - food for toddlers must be cut into pieces ½ inch or smaller to prevent choking. For children under 4 years old, please do not bring foods associated with choking such as whole hot dogs, popcorn, chips, pretzel, nuggets, whole grapes, nuts, cheese cubes/sticks and any food that is of similar shape and size of the trachea/windpipe. Foods stored on site following state guidelines and must be labeled with your child's first and last name.

Some parents enjoy bringing in special snacks for the class. If you wish to do so, coordinate with your child's teacher and please keep in mind that all food shared among children must be commercially prepared or prepared in a kitchen that is inspected by local health officials.

Because some children may be allergic to nuts, please refrain from sending your child to school with food items that include nuts or peanut oils.

Some of our locations participate in the USDA Child Care Food Program. At these locations, we are required to have forms from families completed annually to show that we qualify for the program.

Formula for infants (fewer than 12 months old) is provided at schools that participate in the USDA Child Care Food Program. At all other locations, parents of Infants are responsible for providing formula, breast milk, or other liquids in a clean, sanitary, ready-to-feed, assembled bottle that has been sterilized or is disposable. A sufficient amount needs to be provided daily to meet the minimum needs of your child. Please label all bottles with your child's first and last name.

It's very important for you to let us know if your child has any known allergies or special restrictions. This will be documented in your child's file.

Emergency Care Plan

If your child has allergies or a serious health condition, we will meet with you to complete an Emergency Care Plan.

Special Needs

Our school serves children and adults with special needs in keeping with the provisions of the Americans with Disabilities Act. When children, parents, employees, or prospective employees with disabilities use the services of this program, the teachers and staff make every reasonable effort to create a healthy, safe and inclusive atmosphere.

If your child has special needs, we ask that you meet with the Director ahead of time to help us understand your child's special needs, discuss possible accommodations, and come up with a plan together.

Facility Safety

Our building is specifically designed for kids. We have age appropriate toys and furnishings in every classroom. We have open spaces and large windows, door alarms, special electric outlets, and other safety features built right in to each building.

We have daily, weekly and monthly safety checks by on-site supervisors as well as regular inspections from the Fire Inspector, Health Inspector, our Licensing Agencies, and our Accrediting Agencies. We also perform emergency drills at least monthly so kids and staff are familiar with evacuation and emergency procedures. First-aid kits are located at each reception desk and throughout the building. We have video cameras throughout each facility, and the video feed is recorded. Because we respect the privacy of children, parents and staff, the cameras are for internal use only.

If we ever have pets onsite, that information will be posted on a Parent Board at the school.

Child Accident Procedures

We do everything we can to keep kids safe, but we know accidents happen. We'll always let you know about accidents or incidents that happen at school. If any incident or accident occurs that warrants medical attention, the parent or guardian will be called immediately and informed of the situation. In the case of an emergency, we will call 911 and notify the parents right away.

Incident Reports are filled out after any occurrence we become aware of throughout the day. Parents are asked to review and sign each report on the day of the occurrence. The reports are then stored in the child's student file. Teachers will document any time they observe an unusual marking on a student. The center cannot be held liable for incidents and accidents that occur while at the facility or participating in our programs.

Emergency Procedures

There are always staff members onsite certified in CPR and First Aid who can provide immediate treatment to an injured child.

We schedule and carry out emergency drills to prepare both staff and children for any emergency. This includes fire drills, tornado or inclement weather drills, and lockdowns.

In the event of an accident or medical emergency, immediate action will be taken. We'll tend to the child's needs, call 911 if necessary, and will make every effort to contact you or your designated emergency contact. EMS will assess the situation and determine if the student needs additional treatment, and if so they will be transported to the nearest Emergency Hospital.

At times, emergencies such as severe weather can disrupt operations. Our main goal is to remain open as many business hours as possible while also taking into consideration the safety and security of everyone involved. There may be circumstances that require us to close, open late, or have an early dismissal. We will take into consideration what our local school districts, community, and state are choosing to do. If we must close, we will notify all families and will work hard to reopen as soon as it is safe to do so.

Child Abuse Reporting Requirements

Every staff member is required by law to report any suspicion of neglect or abuse. If you have any questions or concerns, please contact the Director immediately.

Illness

It's important for us to keep children in our school healthy! If your child is sick, please keep him or her at home. To prevent the spread of illness, we may not allow a child to attend if they have an obvious or perceived illness, and we will request early departure should symptoms become apparent during the course of the day.

Children are observed on a daily basis for signs of illness. Children that are experiencing any of the following symptoms are not able to stay and will be sent home:

- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Diarrhea –more than one abnormally loose stool within a 24 hour period
- Temperature of 100 degrees when in conjunction with any other signs of illness. Any infant younger than 2 months of age with a fever should get immediate medical attention.
- Pink eye
- Exposed, open skin lesions
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Any other unusual sign or symptom of illness.

Please review the Sick Policy at your child's school.

Parents will be contacted if a child becomes ill, and the child will be cared for in an isolated sick area until picked-up. If we send your child home for health reasons, he/she may not return without medical authorization or until they have been symptom free for 24 hours.

We follow the health department's communicable disease chart to determine when children should not attend, when they can return, and when to notify the health department. If your child has been diagnosed with a contagious reportable disease, please let us know right away. If there has been someone with a communicable disease at the school, we will let parents know so they can closely monitor their child for signs and symptoms.

A child identified as having head lice shall not be permitted to return until the following day, and only provided the treatment has occurred and has been verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a custodial parent or legal guardian that treatment has occurred. Treatment shall include the removal of all lice, lice eggs and nits.

Medication

We do not administer non-emergency medication.

If your child has a medical condition that may require emergency medication such as an allergy with a prescribed epipen, or if your child needs an accommodation, please meet with the Director to complete an Emergency Care Plan or Accommodation form. This helps us clarify what accommodation is being requested, and how it may be accomplished. We do not have nurse or medical professionals on staff and will not administer non-emergency injections.

If we administer medication as part of an Emergency Care Plan or accommodation, we must have written authorization from the custodial parent or legal guardian. The authorization must be dated and signed by the parent of guardian and must contain the child's name, the name of the medication to be dispensed, and the date, time and amount of dosage to be given. Specific information must be provided; medication will not be given "as needed."

In addition to written authorization from the parent/guardian, we need a note from the doctor's office. The prescription label can serve as the doctor's note. Prescription medication must have a label stating the name and contact information of the physician, the child's name, name of the medication, and medication directions.

Prescription and non-prescription must be in original container. All prescription and non-prescription medication will be dispensed according to written directions on the prescription label or printed manufacturer's label. We will not administer the first dose of a medication. Written authorization to dispense medication is limited to two weeks unless otherwise prescribed by a physician. Expired medication will be returned to the family or discarded.

We will log all medicine that is administered, and will notify parents if there are any noticeable adverse actions. In the event of an emergency, non prescription medication that is not brought in by the custodial parent or legal guardian can be dispensed only if we have written authorization from the parent to do so.

Sunscreen, Bug Spray, Diaper Cream

If your child needs sunscreen or bug spray, we ask that you apply it at home. Remember, they will spend time outdoors each day!

Non-medicated lotions or ointments such as sunscreen, bug spray or diaper cream can only be applied by our staff if we have written permission from parents or guardians. We will follow manufacturer labels for application. If you send your child to school with sunscreen, bug spray or diaper cream, please label it with your child's first and last name, and give it to the front desk so it can be stored appropriately.

Discipline

We strongly believe that positive discipline begins well before a child's behavior exceeds acceptable limits. From the onset, age-appropriate behaviors are identified and clearly communicated. Teachers discuss sharing, taking turns, and appropriate play limits with each child. It is essential that we maintain an environment that encourages children to explore, take risks, and make mistakes that are vital in the learning process. To do this, a teacher's priority becomes "catching each child doing something good," and then praising that effort with smiles,

hugs and attention. A teacher's job also consists of identifying potential trouble spots and eliminating them. With proactive planning and communication on a daily basis, we try to instill a positive sense of responsibility and accountability in each child. Clear limits give children confidence, and allow them to successfully interact in the classroom environment.

When inappropriate behavior does occur, it is important for a child to know why that behavior is inappropriate. The teacher will immediately communicate to the child and redirect that behavior in a positive direction. These communications are handled respectfully and firmly, and are NEVER intended to embarrass or belittle a child. Specific behaviors are identified as inappropriate, never the child him/herself. This approach will affirm the value of each individual child. We will not permit and will not use any severe disciplinary actions including corporal punishment; spanking, grabbing, shaking or yelling; demeaning, embarrassing, shaming, frightening, or degrading language or activities; inflicting physical or psychological pain; punishment by peers; punitive work assignments; or withholding nutrition, hydration, rest, active play or toileting.

Removal

Not all children thrive in a group setting. If a child behaves in an aggressive or violent way that threatens safety, the parents may be asked to remove the child from the school. Every effort will be made to work with the parents to reach the best solution possible. This decision is based on the best interest of your child, other children in the class, and our teachers.

Withdrawal may be the result of abuse of other children, teachers, or property by a child, parent, or guardian; continued violations of procedures and policies by child, parent, or guardian; inappropriate conduct by parent or guardian; or non-payment of tuition. Every effort will be made to correct a situation beforehand when possible.

No Smoking, Prohibited Items

We are a non-smoking facility. Smoking including vaping or the use of e-cigarettes is not permitted in our buildings or grounds including the Parking Lot. Weapons and firearms are prohibited in our buildings or on any person in the facility, other than law enforcement officers. Alcohol and illegal drugs are also prohibited.

Communication

Open Door Policy

We invite you to visit your child any time. Come join him/her for lunch, snack, or just to say hi.

If you would like to participate in class activities, we welcome the help. Please make advance arrangements with the Lead Teacher in your child's class so they can plan accordingly to take advantage of your special assistance. If you want to spend more time in the classroom, ask us about volunteer opportunities.

When you visit, your child's teacher may have a moment to speak with you briefly. However, since their primary focus is the care and enrichment of the children, extended conversations or conferences must be scheduled in advance.

Family Engagement

We have great Parent Involvement and Family Engagement activities planned all year long. Please join us for International Night, the Science Fair, Thanksgiving Feast and our other events which will be posted in advance.

We invite all parents to share their culture, traditions, skills, talents, and time with our classrooms. We can't wait to learn from you!

We encourage special visits and donations during all times of the year. Also, if you are employed with or involved in any area businesses that are interested in donating goods or services to our schools, please see your child's teacher.

News from Home

We encourage you to communicate to your child's teacher or the facility director any special news from home that may impact a child's behavior, attitude, or energy level. A new puppy, a scary dream, or a family emergency can impact your child's behavior both positively and negatively. Awareness of these joys and challenges allows your child's teacher to share the exciting experience or provide the loving attention your child needs.

Parent Communication & Conferences

We make every effort to keep you informed of your child's daily schedule, special achievements, occasional challenges, and general progress. This is communicated in many ways.

Ask us about our Parent Communication apps! You'll be able to access an app where your child's teacher will send you pictures and notes about your child's day! For younger preschool students, this will include your child's Daily Report, documenting eating, toileting, sleeping and other activities during the day.

Parent-teacher conferences typically occur two times per year for Preschool students to discuss your child's progress. Conferences in person or over the phone can be scheduled at any time, so reach out to the Director who is always available to schedule a time to speak with you.

Conflict Resolution

If there is ever a grievance you wish to have resolved, please see your child's lead teacher to set up a meeting time to discuss any conflicts. If you feel that further measures should be taken, your Director is also available for conferencing. Any further questions can be resolved from a supervisor in our Business Office at 352-338-9660.

Community Social Services

Our schools contract with state agencies such as the Early Learning Coalition, Episcopal Children's Services, Child Care Aware, Childcare and Parent Services, and other agencies. These agencies are a fantastic resource for families in our communities. They provide information about creating healthy families, health care services, and assistance with basic and emergency family needs. We encourage you to inquire at our front desk if you are interested, or contact them directly.

Tuition subsidies are available for families who qualify. Ask your school about community agencies which may be able to help.

Occasionally we are asked by outside experts to participate in research studies on topics relating to early childhood education. We will always get written parental permission before each occasion of research, experiment, or public relations activity involving a child.

For families who are non-English speaking or have limited English proficiency, let us know and we will make every effort to provide communication assistance or connect you with statewide auxiliary aids or community resources.

Para las familias que no hablan inglés o tienen un dominio limitado del inglés, háganoslo saber y haremos todo lo posible para brindarles asistencia de comunicación o conectarlos con ayudas auxiliares o recursos comunitarios en todo el estado.

Parent Evaluations

WE VALUE YOUR FEEDBACK! Our school conducts parent surveys to identify the center's strength and weaknesses. Please help us and be involved in this process! In addition, feel free to provide us with comments in person or via our website. Occasionally you will find a "Comment Box" at the front lobby which can be utilized any time you see fit! Finally, please take advantage of our open-door policy and visit with a Director at your convenience.

O2B Kind

We are proud to be an active part of the community. O2B Kind is a continuing charity campaign with a primary focus on children in need. Throughout the year, you may notice several different charity drives being conducted in our front lobby or at off-site events. Please get involved! We want our students to learn the importance of generosity and consideration of those less fortunate.

Thank you for being part of the O2B Early Education family!

We believe in kids.

We believe a child's job is to learn how to become a responsible, respectful, future citizen of our world. We believe in learning by doing. We believe in trying new things. We believe in temporary failure and glorious success. We believe in doing our best. Perfect is boring. Different is beautiful. Imagination is supreme. We believe in getting dirty. Messy play is more fun than clean play. We believe in respecting others, making friends, and laughing at ourselves. We believe in emotion. We believe tears leave our body to find happy thoughts. We believe in joy. We believe in learning from our mistakes... eventually. A bad decision is better than not making one. Learn from it. We believe in booboos, uh ohs, oops, and all better. We believe in skinned knees and dirty tees. We believe in exercise. Sweat is the body celebrating effort. Running is freedom. Stopping is...painful. We believe in grape juice smiles and spilled milk. We believe in cleaning up. We believe in nature. Our planet is a gift. It's our responsibility to take care of it. We believe in the individual. We each control our own actions, thoughts, and words. Nobody else. Exercise this freedom with respect. We believe in love. Everyday we should play. Everyday we should learn. Hugs are really, really great. So is ice cream. We believe in choice. We believe in discovery. We believe in living every day as if it were our first. Read. Laugh. Dance. We believe in the future. Leave no traces. Make good choices. Dream big dreams. Everything is possible. Everything is possible. Everything is possible. Be anything you want to be. We believe in kids.

o2b manifesto

FOR KIDS 0 TO 13 YEARS OLD AND FAMILIES WHO BELIEVE IN THEM

o2b® KIDS!