



BRITT CHILDREN'S ACADEMY PARENT HANDBOOK





Welcome to Britt Children's Academy! We are so excited to welcome you into our family! It is an honor for us to be able to have a small role in your children's early childhood education and we do not take this opportunity lightly.

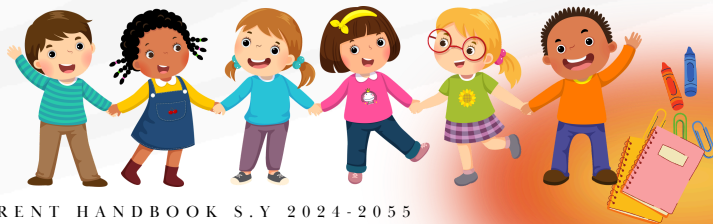
We recognize the importance of a quality early childhood program and have made it our business to continuously exceed our benchmarks by hiring the best teachers, implementing innovative teaching methods with enriching activities that are aimed at developing the whole child.

Please read this handbook to acquaint yourself with our policies and procedures.

Thank you for choosing our school! We look forward to partnering with your family to ensure the best results for your child.

"Free the child's potential and you will transform him into the world"

~Maria Montessori





One of our goals here at Britt Children's Academy is to teach our children to empower themselves! We want them to know that within these walls and beyond, they matter and they can accomplish anything they set their minds to! Below is our pledge that we say each morning before separating to our respective classrooms. We encourage you to help your child learn the words!

BCA PLEDGE:

When I come to BCA... I am an author I am a leader I am a scholar I am an explorer I am a creator I am a thinker I AM IMPORTANT! I AM IMPORTANT! I AM IMPORTANT! We are all IMPORTANT and SPECIAL and we never let anyone tell us differently!



TUITION:

- All tuition payments are due on Monday morning of each week. A late payment fee of \$50 per child will be added to your account if payment is not received on time. Once a fee has been added to your account it will not be removed/waived.
- Auto-pay – Every family MUST sign up for autopay via the Brightwheel app where payment will be automatically deducted from your account EVERY Monday OR Tuition must be paid 2 weeks in advance thereby eliminating any balances.
- Attendance will be suspended after 2 weeks of non-payment until all fees are paid in Full. Failure to pay tuition and additional fees incurred will result in student being unenrolled. Parents who get paid on a bi-weekly schedule MUST pay ahead 2 two weeks to avoid carrying a balance.
- Bounced checks will incur a fee of \$35(and that form of payment will no longer be accepted).
- Invoices are automatically sent via email the weekend prior to the new week.
- If a payment made via the BrightWheel app is returned due to insufficient funds a \$35 fee will be charged for each occurrence.
- Accepted forms of payment are debit/credit card via Bright Wheel app. Checks will be accepted at the center. Cash accepted but not preferred.
- A \$95 yearly registration fee is applied to every account July 1st.
- For families with multiple children an additional \$60 will be added. Tuition and registration fee must be paid on or before first day of attendance.
- Transportation fee of \$25 for first student and \$10 for each additional sibling is assessed if pick up is needed.
- Tax records can be accessed through the BrightWheel app.

ALL FEES AND TUITION ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.



VACATION:

- Britt Children's Academy is closed for 2 weeks every calendar year to give our staff a break and time to rest. Summer break is the last week in July and Christmas break falls on the week of Christmas. Parents are not required to pay for these two weeks.
- In the event that a family wants to take a vacation week different from the above mentioned weeks you have the option to substitute.
- Keep in mind that you are required to pay for the week that was substituted. See example below:

EX: Family wants to take a week vacation for Spring Break; they have the option to substitute their summer week. They will not have to pay for Spring Break but will pay for Summer week.

- Request for vacation week substitution must be made 3 weeks in advance.

ABSENCES:

- We understand that absences are sometimes necessary. However, you are still required to pay even if your child is not present. This is industry standard and there will be no EXCEPTIONS.
- If a child is ill for longer than 2 weeks, they will be withdrawn from the program to avoid any additional charges.
- BCA or the parent may terminate enrollment at anytime. A one-week written notice must be provided by the parent to the director.
- Weeks are not pro-rated for holiday days, pandemic, or natural disasters which includes hurricanes, tornadoes etc.



ELC PARENTS:

- Parent co-payments are due every Monday.
- If your child is absent due to illness, they must return with a doctor's note excusing their absence, otherwise, a 'Mommy Note' will be provided by the center for the parent to explain the absence and sign the document.
- ELC families are allotted 10 days by the coalition where children can be absent. Three(3) of those days are excused (no note required), seven (7) are unexcused (note required).
- In addition to parent copays, each parent is also responsible for paying the difference between what ELC pays for your child vs our actual rate (see example below)

Ex: Parent has a 2yr old enrolled and participates in ELC. Weekly co-payment is \$5. ELC pays \$130 wkly. BCA's actual rate, \$200 wkly. The difference will be \$70. Parent will pay \$75 wkly. **

PICK UP/DROP OFF:

We require all children to be dropped off and checked in no later than 9:00 AM. If the student has an appointment, please notify the director. A doctor's note is required. Unless prior arrangements have been made, children will not be admitted after 9AM.

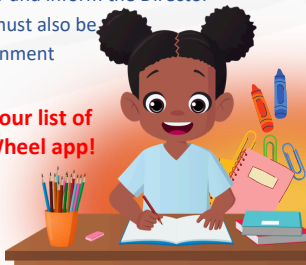
Our hours of operation are 6:30a – 6:00p; you are late at 6:01p and the late fee is \$50 per child with an additional \$15 for every 15 minutes thereafter. This **MUST** be paid in CASH the morning of return to school. NO EXCEPTIONS. Once a fee has been applied to your account, it will not be removed or waived.



BRIGHTWHEEL:

- All parents are required to sign their students in and out using the BrightWheel app.
- Once the new enrollee has been added to the system, a text message will be sent out to parents and those identified as approved pickup, prompting them to sign up for the BrightWheel app.
- Use your telephone number as your username. This ensures that you receive immediate notifications when messages have been sent out.
- Choose a password that is easy to remember.
- A unique code will be assigned to each parent and approved pick-up once you have downloaded the app. Siblings are not allowed to sign students in/out unless they are 18 years or older.
- Only authorized persons are allowed to pick up children from the center. If you want to add a name, please notify the school's director and email a copy of their license, full name, and telephone number, so they can be added to your profile and download the app.
- It is the responsibility of the parent to ensure that anyone who is picking up or dropping off has the app and is signed up. We will require proper identification before the child is released. If you are experiencing phone issues, a tablet is provided at the front counter for your convenience.
- Government issued ID/License will be required for anyone on pick-up list unfamiliar to our staff.
- Please DO NOT leave your children without making sure they are signed in.
- In the even that there is an emergency and an individual not listed on file has to pick-up your student, please call the center and inform the Director of the full name of the person. This information must also be sent in a message on the Brightwheel App. Government issued identification will be required.

ANYONE picking up your child must be on your list of approved pick up and must use the BrightWheel app!



PARENT NOTIFICATION:

All communications including but not limited to notifications, policy changes, upcoming events etc. will be done through the BrightWheel app. It is the responsibility of the parent to check the app to ensure they are current with what is happening at the school.

SUSPENSION:

BCA reserves the right to suspend any student for behavior that goes against the center's code of conduct or is deemed unsafe to the well-being of other children and our staff. Our suspension policy includes but is not limited to the following behaviors: biting, hitting and other aggressive or disruptive behaviors not listed here.

1st Offense – Parent Notification

2nd Offense – 2-day suspension

3rd Offense – Expulsion

*****Any after schooler suspended from elementary school will not be allowed to attend our center during regular school hours as we must abide by the teacher/child ratio set forth in the Florida Statutes.*****



MEALTIME:

- BCA serves three (3) meals daily; breakfast, lunch and afternoon snack.
- All children eating breakfast must be dropped off no later than 7:45A as breakfast ends at 8A.
- BCA is a PEANUT – FREE ZONE. Any food containing peanuts will be sent home.
- If your children have food allergies, parents must provide their lunch and snacks.
- All lunch or snacks that require refrigeration must be packed with an ice pack. To avoid contamination we do not put lunchboxes or outside food in our refrigerator.
- We recommend healthy snack option, absolutely no CANDY.
- Please label lunch boxes and containers with student's name.



RECORDS:

Each child is required to have updated immunization and physical records on file. Parents who opt to not have their children immunized must produce a waiver form. The director will update families when updated records will be needed. This is a DCF requirement and children without updated records will not be allowed to attend school.

POTTY TRAINING:

Potty training begins in our two year old class. We understand that children develop at their own pace and we keep this at the forefront of our minds during this process. We recommend a parent/teacher partnership. All potty training students must have Pull-Ups; NOT diapers. Pull-Ups must have Velcro sides. This makes bathroom time easier for our teachers and students. Elastic waist shorts or pants are highly recommended to encourage independence.



DRESS CODE:

At Britt Children's Academy, we value school pride and representation. Consequently, school uniforms are MANDATORY. The required uniforms for both boy and girls are detailed below.

- All polo uniform shirts are purchased from The Children's Place, online or at the Melbourne Square Mall. All colors are approved EXCEPT yellow and orange.
- Shirts must be taken to Brevard Team Sports to have the logo embroidered on the upper left corner.
- Bottoms MUST be uniform approved. Colors are a solid navy or khaki. Bottoms must not have any designs or color blend. Leggings and denim are NOT allowed.
- Girls are also allowed to wear uniform jumper dresses, navy or khaki, with logo embroidered on the upper left side.
- All students are required to wear comfortable, athletic closed toe shoes and socks. NO CROCS, CANVAS SLIP ON'S OR SANDALS. Please make sure shoes fit and are secured to feet (laces, Velcro straps etc.).
- Jewelry other than earrings is NOT permitted. If worn, Britt Children's Academy will NOT be responsible for any loss or damage to these items.
- EVERY student is required to be in full uniform daily. Your child will NOT be allowed to attend school if not in proper uniform. NO EXCEPTIONS.
- New students are given a month grace period, beginning the first day of attendance and must be in full uniform by the first thirty (30) days.

CONTACT BREVARD TEAM SPORTS:

Telephone: (321)639-8326 Address: 606 S. Cocoa Blvd. Cocoa, FL 32922



SICKNESS POLICY:

Britt Children's Academy strives for healthy minds as well as healthy bodies. Your child's health is a matter of major importance to us. The following policy exists to protect the health and well-being of all children, families, and staff in our care.

General Illness Protocol

If your child becomes ill during the day, they will be excluded from all activities and you will be notified immediately to arrange pickup. For the comfort of your child and to reduce the risk of contagion, we ask that your child be picked up within one hour and thirty minutes (1.5 hours) of notification. Failure to arrange timely pickup may affect your child's enrollment status.

Scope of Staff Duties

Our teachers are dedicated to providing a safe, engaging, and high-quality learning environment. However, managing ongoing illness symptoms falls outside the reasonable scope of classroom duties. Examples include, but are not limited to:

- Repeatedly wiping a child's nose throughout the day
- Monitoring a child exhibiting active symptoms of contagious illness
- Administering treatments or medications beyond what is outlined in a child's approved medication authorization form

If a child requires this level of attention due to illness, they must remain home until symptoms have resolved. Please do not send your child to school if they are not well enough to fully participate in daily activities.



Return-to-School Requirements

If your child was sent home or kept home due to vomiting, fever, or any of the illnesses listed in this policy, the following conditions must be met before returning to school:

- A minimum 24-hour symptom-free waiting period is required before returning.
- A doctor's note clearing your child to be around other children must be presented upon return.
- Your child must be free of fever (without the use of fever-reducing medication) for at least 24 hours prior to returning.

IMPORTANT: Britt Children's Academy reserves the right to deny a child's return to school regardless of a doctor's note. If a child is still exhibiting symptoms of a contagious illness — such as excessive coughing, fever, yellow or green nasal discharge, or any other communicable symptom — they will not be permitted to return until symptoms have sufficiently lessened or fully resolved, in the sole judgment of Academy staff. A doctor's note does not override this policy.

Head Lice Policy

In the case of head lice, the following procedures apply:

- Children diagnosed with or suspected of having lice will be sent home immediately.
- Children must remain home for a minimum of 48 hours from the time they were sent home.
- An approved lice treatment must be administered prior to returning.
- Hair must be completely free of eggs (nits), lice, and all signs of infestation before the child may return.
- Upon return, a staff member will conduct a hair and scalp check before the child is permitted to enter the classroom. If lice or nits are detected, the child will be sent home again.



Reportable & Contagious Illness Exclusion List

Children exhibiting any of the following symptoms or diagnosed with any of the following conditions must be kept home. This list is not exhaustive — any illness that poses a risk to the health of other children or staff may result in exclusion at the Academy's discretion:

- Fever (100.4°F / 38°C or higher)
- Nausea or vomiting
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Runny nose with yellow or green discharge (clear discharge is generally acceptable)
- Sore throat with fever
- Hacking, continuous, or severe coughing that causes the child to turn red or blue in the face, make a whooping sound, or gag
- Difficult or rapid breathing
- Body rash with fever
- Stiff neck
- Yellow skin or eyes (jaundice)
- Swollen glands
- Eye discharge (conjunctivitis/pink eye)
- Ear discharge
- Loss of voice
- Bloody stool
- Exposed or open skin lesions
- Unusually dark urine and/or gray or white stool
- Diagnosed or suspected lice or other parasitic infestation
- Strep throat (must have completed 24 hours of antibiotic treatment before returning)
- COVID-19 or flu-like illness with confirmed or suspected diagnosis
- Chickenpox (must be fully scabbed over before returning)
- Hand, foot, and mouth disease (HFMD)
- Ringworm (must have begun treatment and lesions must be covered)
- Impetigo (must have begun antibiotic treatment and lesions must be covered or resolved)
- Any other unusual sign or symptom of illness that may be contagious or communicable



Parent Responsibility & Communication

Parents and guardians are responsible for the following:

- Notifying the Academy as early as possible if your child will be absent due to illness.
- Informing the Academy of any diagnosed contagious illness so we may notify other families if appropriate, while maintaining confidentiality.
- Ensuring emergency contact information is current and that someone is reachable during school hours who can pick up your child within 1.5 hours if needed.
- Not sending a child to school with known illness symptoms, even if those symptoms seem mild.

This policy is subject to change. Britt Children's Academy reserves the right to update health and illness guidelines at any time in accordance with guidance from the Florida Department of Health, CDC, or local health authorities. Families will be notified of any significant changes.

MEDICATION POLICY:

All medication must be submitted to the director or current supervisor. A parent/guardian must fill out an Authorization for Medication form giving the staff permission to administer the medication. We will only administer medication prescribed by a doctor. NO OVER THE COUNTER MEDICATION.

All medication must be in its original container, labeled with the child's full name, name of drug, dosage, directions for administration, date and physician's name. It is the responsibility of the parent/guardian to communicate with the staff any medication given at home prior to dropping the child off. This information is important in the event of a reaction or emergency occurring at the center.



DISCIPLINE POLICY:

Our goal is to provide positive reinforcement as well as redirection when appropriate. In accordance with our policy and Florida guidelines, the following will NOT be used:

- o Severe, humiliating or frightening discipline
- o Discipline associated with food
- o Spanking or any other form of physical contact

Instead, we follow a program of classroom courtesy and consequences for unacceptable behavior (such as warnings, quiet time, redirection, parental notification, etc.), in each action teaching by example.

We encourage students to:

- o Show respect for others
- o Keep hands, feet and objects to self
- o Follow directions
- o Use materials and property appropriately
- o Treat others as one would like to be treated

If your child is disruptive, aggressive, destructive, disregarding another child's rights or disrespectful to the teachers, he/she will be removed from the situation and reminded of the appropriate behavior. Your child will not be allowed to return to normal activities until he or she agrees to abide by the rules.

If a child refuses to abide by the rules, the following actions will be taken:

1. A telephone call to the parent or guardian requesting that you speak to the child.
2. The parent or guardian may be called to remove the child from the premises for the rest of the day.
3. If a fight occurs or if your child is involved in a physical confrontation with a staff member or another child:
 - o 1st offense will be a one day suspension.
 - o 2nd offense will be dismissal from the program.

We will not tolerate violence in any way.

Britt Children's Academy reserves the right to ask you to make alternative arrangements for the care of your child if destructive, aggressive behavior continues. Britt Children's Academy wants to promote a secure and safe environment for all of our children and staff.



EXTRAS:

- All items brought in for students must be labeled with the student's name including diapers and Pull-ups.
- Sheets and blankets are sent home every Friday and must be returned clean, every Monday morning.
- One sippy cup must be provided for all 1 year olds that will remain at the center.
- NO PACIFIERS, TEETHING RINGS OR TEETHING NECKLACES!!!
- Please use the checklist below to make sure you are prepared for your first day!

BIRTHDAYS:

- Birthdays are a special time and we love celebrating them at BCA! If you want your child to celebrate their birthday with their friends at school here are the guidelines:
 - - Notify the Director a week before the celebration
 - - Only store bought items are allowed
 - - Cupcakes must be delivered by 2pm and there must be enough for every child in the center.
- We are a small school and we have snacks together. We do not want anyone to be left out.
 - - NO whole cakes, pull apart cakes or ice cream cakes
 - - We recommend the bite sized cupcakes, however regular sized cupcakes are allowable
 - - Items in goodie bags must be store bought and unopened
 - - NO PEANUTS!!!!!!
 - - Parents and family are not allowed to attend. Pictures will be taken by the staff and uploaded to the BrightWheel app.



FIRST DAY CHECKLIST:

- ✓ BrightWheel App downloaded
- ✓ Registration packet (return before first day)
- ✓ Food program application (return with registration packet)
- ✓ Registration fee and tuition
- ✓ Labeled Crib Sheet
- ✓ Labeled Blanket
- ✓ Kinder sleep mat
- (1) full change of clothing including socks (labeled) in a galoon size ziploc bag.

TODDLERS - LIST IN ADDITION TO ABOVE

- ✓ 1) Sippy cup (toddlers only)
- ✓ Diapers (labeled w/ name)
- ✓ Pull-ups – VELCRO SIDES ONLY (each lbeled with name)
- ✓ (3) full change of clothing and socks (labeled w/ name) in ziploc bag





Thank You