

Lutz Pre-Prep Parent Handbook

17951 N. US HWY. 41

Lutz, FL 33549

(813) 428-7107

(813) 428-7061 (fax)

License Number 432401

Table of Contents

<u>Cover: Contact information & License #</u>	pg 1
<u>Table of Contents</u>	pg 2-4
<u>Introduction</u>	pg 5
<u>Philosophy</u>	pg 5
<u>Goals</u>	pg 5
<u>Curriculum</u>	pg 6
<u>Licensing Information</u>	pg 6
<u>Program Options</u>	pg 6
Schedule of Operations	pg 7
<u>Right to Modify</u>	pg 8
<u>Non Discrimination Statement</u>	pg 8
<u>Enrollment Procedures</u>	pg 8
Required Forms	pg 8
Health and Immunization Records	pg 8
Children’s Files	pg 8
Paperwork Updates	pg 8
<u>Financial Information</u>	pg 9
Registration Fees	pg 9
Tuition and Due Dates	pg 9
Extended Care	pg 10
Morning Care Arrival Procedures	pg 10
Aftercare Dismissal Procedures	pg 10
Late Tuition Fees	pg 10
Late Pick-up Fees	pg 11
Returned Checks	pg 11
Tuition Discounts	pg 11

Summer Camp Policy	pg 11
<u>Withdrawal Policy</u>	pg 11
Arrival Procedures	pg 11
Departure Procedures	pg 11-12
Emergency School Closings	pg 12
Attendance Policy	pg 12
<u>Program Information</u>	pg 12-14
Our Teachers	pg 12
Schedules	pg 13
Assessments/ Screenings	pg 13
Observations	pg 13
Student Portfolios	pg 13
Lesson Plans	pg 13
Field Trips	pg 13-14
Special Events	pg 14
<u>Family Involvement</u>	pg 14-16
Respecting the Role of Caregivers	pg 14
Open Door Policy	pg 14
Parent Participation	pg 14-15
Communication	pg 15
Parent Teacher Conferences	pg 15
Parent Education and Resources	pg 15
Concerns, Questions, Suggestions	pg 16
Annual Surveys	pg 16
Grievance Procedures	pg 16
Parent Board	pg 16
<u>Health & Safety</u>	pg 16-22

Nutrition, Meals, Snacks	pg 16
Nap/Rest Time	pg 16
Personal Belongings & Toys	pg 16
Hand-Washing	pg 16-17
Toilet Training	pg 17
Clothing	pg 17-19
Supervision of Children	pg 19
Illness Policy	pg 19
Infestation & Communicable Disease/Illness	pg 19
Medication Policy/Procedure	pg 20
Accident/Incident Policy	pg 20
Medical Conditions and Allergies	pg 20
Medical Emergency	pg 21
Emergency Procedures/Drills	pg 21
Child Abuse Reporting Policy	pg 21
<u>Guidance & Discipline</u>	pg 21-22
Inappropriate Language	pg 22
Biting	pg 22
Termination of Enrollment	pg 22
<u>General Information</u>	pg 22
Smoking	pg 22
Lost & Found	pg 22
Birthdays & Celebrations	pg 22
<u>Statement of Receipt of Handbook</u>	pg 23

Introduction

Welcome to Lutz Pre-Prep!

Lutz Pre-Prep began in 2011 by a small group of parents who had a vision. They wanted a pre-school that was committed to individualization and would service the local community and the families who attend Lutz Preparatory School. We are excited to have you as a member of the Lutz Prep family. We look forward to working with you to ensure that your child/children and your family have a successful year as we begin the journey of lifelong learning.

Philosophy

Lutz Pre Prep believes that children learn best in a warm, friendly, and safe environment that is dedicated to promoting lifelong learning. We believe in low student-to-teacher ratios, and individualized instruction geared to meeting the needs of each child.

We believe it is important to develop positive attitudes and values through character education and modeling *while* developing academic skills, social-emotional skills, fine and gross motor skills, and leadership skills.

Goals

The primary goal is to provide instruction that is appropriate for each child's readiness level and to intentionally teach social skills, friendship skills and problem solving skills.

This occurs through:

- the use of individualization and differentiated instruction that will develop social emotional skills, fine and gross motor skills and academic skills,
- maintaining low student-to-teacher ratios,
- developing positive attitudes and values through character education and modeling.
- developing leadership skills by modeling and teaching the 7 Habits of Highly Successful People.
- providing opportunities to explore, learn and develop math skills and reasoning skills through hands on learning,
- developing language skills in the areas of reading, writing, listening, and speaking,
- providing a well-rounded curriculum that address the whole child and incorporates music, art, computers, library, and Physical Education,
- providing field trips that enhance the curriculum and provide real life experiences.
- Modeling and teaching friendship skills, social skills and problem solving skills.

Curriculum

Lutz Pre-Prep uses The Creative Curriculum for Early Childhood.

We believe that a child learns by *doing*, through active involvement with his/her environment.

By focusing on the interest areas within the room, and by adding and changing the toys and activities offered, children learn by active engagement in the classroom, with one another, and with the teaching staff.

Children have time each day to choose activities of interest. Each month revolves around a theme, which is made evident by the selection of toys, artwork, and books in the classroom.

LPP believes that each child needs activities that meet individual readiness levels.

We have developed an individualized academic skills program that continuously assesses children and develops goals for each child that reflects their individual readiness level.

The children have many opportunities to work one-on-one with staff members and in small groups during the week to achieve goals.

Licensing Information

Lutz Pre-Prep offers Early Childhood Classes for three- and four-year-olds, and before and after care for children ages 3-12 enrolled in Lutz Pre-Prep or Lutz Prep.

Lutz Pre-Prep is licensed by Hillsborough County Child Care Licensing and Hillsborough County VPK Programs.

Program Options

Extended Care

Before care daily from 7:00AM - 8:30AM

Aftercare daily from 2:30PM - 6:00PM (Not available for Part-Time VPK)

EC3 - 3 Year Olds

Monday-Friday (5 day)	8:30am-2:30pm
Monday, Wednesday, Friday (3 day)	8:30am-2:30pm
Tuesday, Thursday (2 day)	8:30am-2:30pm

*A child must be three years old prior to his/her first day of school.

VPK- 4 year olds

Monday-Friday (5 day)	8:30am-2:30pm
Monday-Friday (Part-Time)	8:30am-11:30am

*A child who is enrolled in the VPK class must be four years old before September 1 of that school year.

Schedule of Operations

Lutz Pre Prep 2022-2023 School Calendar**** Please note that Lutz Pre-Prep does not participate in any of the Charter ½ days ****

Student's First Day of School	Wednesday, August 10, 2022
Labor Day/ Non-Student Day	Monday, September 5, 2022
Non-Student Day	Monday, October 17, 2022
Veteran's Day/ Non-Student Day	Friday, November 11, 2022
Fall Break/ Schools and District Offices Closed	Monday-Friday, November 21-25, 2022
Winter Break/ Schools and District Offices Closed	Wednesday, December 22, 2022- Wednesday, January 4, 2023
Martin Luther King, Jr./ Non-Student Day	Monday, January 16, 2023
Fair Day/ Non-Student Day	Friday, February 17, 2023
Presidents Day/ Non-Student Day	Monday, February 20, 2023
Spring Break/ Schools and District Offices Closed	Monday-Friday, March 13-17, 2023
Non-Student Day	Monday, March 20, 2023
Non-Student Day	Friday, April 7, 2023
Last Day of School for Pre-Prep	Wednesday, May 24, 2023 <i>(Part-Time VPK – last day Friday, May 26)</i>
Last Day of School for Charter (K-8)	Friday, May 26, 2023

Right to Modify

This parent handbook is a living document, and Lutz Pre-Prep reserves the right to make changes to the policies in this handbook as Lutz Pre-Prep strives to create a warm, friendly, and safe learning environment.

Non-discrimination Statement

Lutz Pre-Prep is an equal opportunity employer and does not discriminate in its hiring or employment practices, admission or dismissal of students based on age, race, sex, color, religion, national origin, sexual orientation or disability. Discrimination in recruitment, examination, appointment, training, promotion, retention, discipline or any other employment practice based on one of these improper motives is prohibited.

Furthermore, harassment based on a person’s race, color, gender, religion, age, national origin, sexual orientation, or disability is a form of discrimination and will not be condoned.

Any person having questions about Lutz Pre-Prep’s compliance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, or any other civil rights laws should contact the Director or the Head of Schools.

Enrollment Procedures

Student enrollment begins in early January with current families who attend Lutz Pre-Prep followed by alumni families. Current Lutz Preparatory K-8 Charter families will submit an Intent to Register form and will be randomly chosen to register after current families and alumni families. In the event there are more Charter families who wish to register than there are spots available, the remaining families will be put on the wait list. Families not currently enrolled at Lutz Pre-Prep or Lutz Preparatory will register with our online lottery system used by Lutz Preparatory and Lutz Pre-Prep, through the link that will be posted on the school’s website. Each submission to the lottery will be randomized to create a list of potential candidates for enrollment. At the time of the lottery, families will be contacted by e-mail and/or phone to come into Lutz Pre-Prep to complete the enrollment packet and submit all required fees. Required registration fees are non-refundable. Enrollment into Lutz Pre-Prep is not confirmed until **all** required paperwork and fees have been submitted. If required paperwork and fees have not been submitted in a timely manner, the child’s spot may be offered to the next family on the waitlist. Please be aware that teacher requests are not accepted. However, families are welcome to make recommendations on the type of environment or type of teacher each child would be suited for. These comments will be taken into consideration when your child is placed in a classroom, however, it is up to the discretion of the school to make final placement.

Required Forms

Parents are required to fill out the enrollment form, an emergency card, a financial agreement, and an “All About Me” form. Parents will also need to submit a VPK voucher if applicable.

Health and Immunization Records

Parents are required to turn in health forms, consisting of a current physical examination and record of immunizations by the first day of school.

Physical examinations are valid for a period of two years from the date of examination.

Immunization records contain an expiration date. State law requires that current health records be on file for every child.

If your child’s health records have expired, s/he will be unable to attend school until current health records have been received. It is the parents’ responsibility to make sure all health forms are up to date.

Licensing requires us to make parents aware that not all children enrolled may have current immunizations.

Children’s Files

Student files are confidential and will only be accessed by authorized staff.

Paperwork Updates

Parents are responsible for updating all paperwork as needed, including, but not limited to, contact information, health forms, and persons authorized to pick up children.

Lutz Pre-Prep

17951 NORTH US HWY 41 LUTZ, FL 33549

Phone Number: (813)428-7107

License Number- CHC432401

2022-2023 FINANCIAL AGREEMENT

Parents enrolling their child(ren) in Lutz Pre-Prep must agree to the following terms as part of the enrollment.

A non-refundable registration deposit is due at the time of registration

Non-refundable REGISTRATION FEE:	Non-refundable REGISTRATION FEE:
EC3: T,TH \$350.00	VPK: Part-Time (M-F 8:30AM-11:30AM) - FREE
EC3: MWF \$350.00	VPK: Full-Time (M-F 8:30AM-2:30PM) - \$400.00
EC3: M-F \$400.00	

VPK Program Wrap Around Hour Fee Monday - Friday	Single Payment Plan	Discounted Rate of 5% off Single Payment Plan option if payment received before June 1, 2021	Two Payment Plan June 1 and Jan 1. (~2% increase)	Ten Payment Plan (First pymt in June, August-April) (~5% increase)
Full-Time (8:30am-2:30pm)	\$7,325.00	\$6,958.00	\$3,736.00	\$770.00
Part-Time (8:30am-11:30am)	FREE	FREE	FREE	FREE

EC3 Program	Single Payment Plan	Discounted Rate of 5% off Single Payment Plan option if payment received before June 1, 2021	Two Payment Plan June 1 and Jan 1. (~2% increase)	Ten Payment Plan (First pymt in June, August-April) (~5% increase)
M-F	\$10,625.00	\$10,093.00	\$5,419.00	\$1,115.00
MWF	\$7,540.00	\$7,163.00	\$3,845.00	\$795.00
T, Th	\$5,025.00	\$4,773.00	\$2,563.00	\$530.00

A sibling discount of 5% will be applied to the oldest child enrolled.

I agree to pay tuition in a timely manner. I understand that tuition is based on a 10-month school year. Should I opt to pay tuition in TEN monthly payments, I understand that a ~5% fee will be added to the total cost of tuition. If I choose the TWO payment plan, a ~2% fee will be added to the total cost of tuition. If I choose to pay the full amount of tuition in ONE payment prior to June 1st, 2021, a ~5% discount will be provided on the tuition portion of fees.

Extended Care

Before Care	After Care
\$20 per week	\$68 per week
\$5 per day	\$17 per day
*Aftercare not available for M-F Part-Time (8:30am-11:30am) VPK class	

Before and After Care fees are due on the dates listed on the aftercare registration form. If payment is not received by the due date, your child may be refused before or after care services. After the due date, a \$15.00 late fee will be applied.

Extended care, by nature, allows for the mixing of students. Please be aware, if you choose to participate in the extended care program mixing of groups may occur.

Morning Care Arrival Procedures

Please bring your child to the front door, ring the doorbell. A staff member will come out to assist you in the arrival process.

Aftercare Dismissal Procedures

Please ring the doorbell and wait to be assisted by a staff member. Please be holding your car tag so that it is visible to the staff member inside.

Once the staff member has verified the child’s name on the car tag, they will bring your child out to you.

If you do not have your car tag, you will be required to present your government issued photo I.D in order for the staff to verify your identity. This is required of all individuals, known and unknown, that wish to pick up a student.

Late Tuition Fees

Payment is due on the first of the month and will be considered late after the fifth. A \$10.00 late fee will be added daily until the tuition is paid (including weekends).

In the event of payment not being received by the 15th of the month, I understand that my child will not be allowed to attend class until satisfactory arrangements have been made to pay the outstanding balance.

I understand that during my child’s attendance at Lutz Pre-Prep, any fees that are unpaid at the end of the month may prompt the following steps:

- Reminder notice will be sent home with the child.
- Email or phone call will be made to remind parent of past due balance.
- A late fee of \$10.00 per day will be assessed beginning on the 5th day of the month that payment is not received.

Parents will not be permitted to enroll their child(ren) for the following school year if there is an unpaid balance at the time of registration.

Late Pick-up Fees

Lutz Pre-Prep dismisses from 2:20pm-2:40pm.

If parent(s) is/are late for dismissal and is not eligible for Aftercare, they will be charged a \$10 fee and an additional \$10 fee per every 10 minutes late.

Returned Checks

A check that is returned because of insufficient funds will be charged a \$25 fee by Lutz Pre-Prep each time it is returned.

Tuition Discounts

A sibling discount of 5% will be applied to the oldest child enrolled. A 5% discount will be applied to tuition fees paid in full by June 1 of the upcoming school year.

Summer Camp Policy

Summer Camps held at Lutz Pre-Prep are open to all children ages 3-5. You do not need to be enrolled in Lutz Pre-Prep to attend.

A \$25.00 non-refundable registration fee is required when summer camp enrollment papers are submitted.

The weekly summer camp fee must be paid seven days in advance to ensure your child’s spot.

Withdrawal Policy

Parents must submit *in writing* to the Director their intent to withdraw a child and include the effective date.

The Director will then try to fill the opening. Once the opening has been filled, the Director will submit a refund request for any funds that were paid in advance from the date in which the spot was filled.

However, if Lutz Pre-Prep is unable to fill the spot, the parents will be responsible to fulfill their financial commitment outlined in the enrollment contract.

Arrival Procedures

Lutz Pre-Prep will use a carline for drop off from 8:25am-8:35am.

Please display your car tag in the front windshield of your vehicle. A staff member will assist your child to their classroom.

Departure Procedures

Lutz Pre-Prep will use a carline from 2:20pm-2:35pm for all classes except part-time VPK.

Please display your car tag in the front windshield. If you do not have your car tag you will be asked to park until the end of carline so that your identity can be verified (There will be no exceptions to this policy).

A staff member will call for your student. Parents must remain in their vehicle for safety reasons.

If possible, please have your car seat located on the right side of your vehicle. Parents must stay in their vehicles. Children will only be assisted into vehicles by the passenger side. For safety purposes, child will not be permitted to cross into the traffic lane to enter on the driver's side of a vehicle.

Part-time VPK families will utilize the north gate between the main and Pre-Prep building for dismissal. Parents will need to walk up to the north gate with their car tag to receive their student.

If an individual other than a parent picks up the child, s/he must be **authorized by the parent in writing**. Lutz Pre-Prep will not be able to accept verbal authorization.

Parents are able to list and authorize individuals other than themselves on the emergency card for pick-up. All individuals not known to the staff will be required to show photo identification.

If you have a last minute change and the person you would like to pick up your child is not listed on your child's Emergency Card, you must notify Lutz Pre-Prep via email. We must have this permission in writing.

Emergency School Closings

Lutz Pre-Prep is a private preschool; our school closures may or may not coincide with Hillsborough County School closures. School closures may be emailed to you via Lutz Pre-Prep communication, the Lutz Prep Newsflash or posted on our voicemail system. Please be aware that payment of tuition is still required in the event of an emergency school/classroom closure.

Attendance Policy

LPP encourages parents to be consistent with attendance at school. Children like structure and consistent attendance will help avoid separation anxiety for some children.

All classes at LPP begin at 8:30am and we would like parents to have their children in the classroom whenever possible by 8:45am.

VPK has an attendance policy, which is mandated by the state. If a child misses more than 20% of allotted VPK hours, he/she will lose state funding and enrollment in the program may be terminated.

In the event that your child is absent, please email preprepattendance@lutzprep.org.

Program Information

Our Teachers

All LPP staff are background screened through DCF to meet licensing requirements.

LPP staff members are encouraged to participate in continuous education programs in order to better serve the LPP community. A minimum of ten training hours is required per year.

LPP provides CPR and First Aid training for staff.

LPP only allows employees to work on campus that are of our direct hire.

Schedules

Daily schedules are posted in each classroom and are available to parents.

Assessments/Screenings

Each child’s enrollment form requires parents to give permission for Lutz Pre-Prep staff to perform confidential screenings and assessments as needed throughout the school year.

Staff will continuously assess students using formal and informal assessments and observations for the purpose of determining readiness levels and developing goals and objectives.

Assessments will remain confidential and will assist teachers in completing trimester reports, which will be shared with parents/guardians during conferences.

Lutz Pre-Prep staff value parent input and will share the results of all assessments and screenings with parents at the parent-teacher conferences and use this opportunity to jointly develop goals and objectives.

All students may be assessed using Teaching Strategies GOLD and the Ages & Stages Questionnaire. Lutz Pre-Prep also has its own informal assessment that will be used to help differentiate interaction and develop age appropriate individualized goals. VPK students will also be assessed using the Florida VPK STAR Assessment. All screens and assessments will remain confidential.

Observations

All students will continuously be observed in the learning environment throughout the year. They will be observed using formal and informal assessments. Anecdotal notes and student portfolios will also be gathered throughout the year. Student observations is an ongoing process that is needed to document the progress and development of each individual student.

Student Portfolios

Teachers will maintain academic student portfolios to share with parents during conferences and to assist with the trimester reports.

Teachers will also create a student portfolio that will be given to parents at the end of the year as a keepsake. It will contain work samples, artwork, photos and many memories.

Lesson Plans

Weekly lesson plans will be posted in each classroom. These plans will inform parents of monthly themes, some activities, special events, academic skills, and social emotional skills focused on during the week.

Field Trips

Field trips are an important part of LPP curriculum. Parents are encouraged to participate in all field trips. Please adhere to the due dates for permission slips and submission of field trip fees when applicable.

If you cannot attend with your child, we ask that you arrange for your child to ride with a fellow classmate, and indicate the alternate driver on the permission form. Children who do not have permission slips will not be able to attend the field trip.

If you do not intend for your child to attend the field trip please let your teacher know by the permission slip due date and arrangements will be made for your child to stay at school. Field trip fees will **only** be returned if the director is notified prior to purchasing the tickets in writing.

Older siblings are not permitted on field trips as these field trips may not be age appropriate for them as well as they may be scheduled to attend school on that date and bringing them on a LPP field trip may be viewed as an illegal absence.

Please be aware that attending field trips with your own child does not count as volunteerism. You may only receive volunteer hours for a field trip if you drive and supervise a LPP student other than your own.

Special Events

LPP will have many special events during the school year. Parents and family members are encouraged to participate and volunteer during these events.

All special events will be communicated through the monthly newsletter, the parent bulletin board, and/or posted outside your child's classroom.

Family Involvement

Respecting the Role of Caregivers

Lutz Pre-Prep believes that caregivers are the most important influence in the life of a child.

Lutz Pre-Prep strives to work hand in hand with caregivers to ensure the success of each child.

Open Door Policy

Lutz Pre-Prep has an open door policy. Caregivers are always welcome. We enjoy meeting all family members – especially grandparents!

All visitors and volunteers must report to the front office for a visitor's/volunteer badge. A valid driver's license is required to receive a badge. Access will not be given to anyone without proper identification.

Parent Participation

Lutz Pre-Prep loves volunteers! Volunteers can positively influence the learning environment and help children to achieve success. Volunteers help to create the community at our school.

Each Lutz Pre-Prep family is required to serve 10 hours per school year. This volunteerism is a part of the contract commitment each family signs on a yearly basis. Every family is asked to fully support this very important component of membership in the LPP community.

It is the responsibility of the volunteer to log their own volunteer hours in the Volunteer Binder located in the Pre-Prep lobby.

Volunteers for Lutz Pre-Prep who wish to serve their hours in the classroom must complete an application process to become an official school volunteer. Each volunteer must provide a valid driver's license to receive a volunteer badge.

Please be aware that purchasing items for a classroom event does not count as volunteerism.

Please be aware that attending field trips with your own child does not count as volunteerism.

If you drive another student(s) whose parent/guardian is unable to attend you may receive volunteer hours.

Communication

Communication is a key component to a successful year. Lutz Pre-Prep will send out monthly newsletters to keep families informed. There is also a parent bulletin board that will be continuously updated.

Staff members and the director will use email and a monthly Newsletter as a quick convenient way to communicate with families. Teachers will use the student's skills folders as a bidirectional communication system with parents.

Lutz Pre-Prep is not responsible for any website set up by parents or other agencies. We will utilize the school-wide NEWSFLASH, school website, and e-mails sent directly from the school as sources of communication with all parents.

Parent-Teacher Conferences

Lutz Pre-Prep has three trimesters during the school year. Teachers will continuously assess students using informal and formal assessments and observations to determine readiness levels, goals and objectives.

This information will also be used to complete trimester assessment reports.

Conferences will be held at the end of the first and second trimester. Parents and teachers who would like a conference at the end of the third trimester or at any other time during the school year may request one.

Parent Education and Resources

Lutz Pre-Prep works closely with Lutz Prep and the Lutz Prep PTA. LPP will notify parents through monthly newsletters and the parent bulletin board about upcoming parent education opportunities that occur on the school campus.

LPP will also update the parent bulletin board with flyers about parent education opportunities and resources in the community.

Concerns, Questions, Suggestions

Lutz Pre-Prep has an open door policy and welcomes all concerns questions and suggestions.

Grievance Procedure

The Lutz Pre-Prep Director has an open door policy and is willing to assist parents with issues. It is recommended that discussions involving individual classrooms be addressed with the classroom teacher first. If this does not resolve the situation, then the Director should be notified. All other complaints should be brought directly to the Director.

Parent Board

Lutz Pre-Prep encourages parents to participate in the Lutz Prep PTA. Membership applications may be obtained in the Main Office.

Health & Safety

Nutrition, Meals and Snacks

Parents are responsible for providing a healthy snack and lunch that meets USDA guidelines. These guidelines include a serving of milk or milk substitute for lunch. Food items need to be in a cooler style lunch bag that is clearly marked with the child’s name, and the parent should provide all utensils needed. Licensing requires parent to provide children with food that is cut into ½ inch or smaller pieces to prevent choking.

A water bottle with the child’s name on it should be provided daily.

Candy and soda are not permitted.

If your child is enrolled in the aftercare program, a snack will be provided.

Nap/Rest Time

LPP does not offer a standard napping time during the traditional preschool hours. Each classroom offers a quiet area where children can relax and rest if needed.

Those children enrolled in the after care program will have the opportunity to nap if necessary or requested.

Personal Belongings and Toys

All personal belongings and clothing should be labeled with the child’s full name.

Children should not bring in toys or personal belongings from home unless requested by the teacher for a specific activity.

Belongings that are valuable, irreplaceable, or breakable should never be brought to school.

Lutz Pre-Prep is not responsible for personal belongings.

Hand Washing

Hand washing is very important to the health and well-being of our staff and children.

All children, staff and adults who enter the classroom will be asked to wash their hands upon entering.

Children will be taught proper hand washing techniques.

Toilet Training

All children who attend Lutz Pre-Prep must be toilet trained. **No pull-ups.** In the interest of maintaining sanitary conditions, if your child has an accident you will be contacted to promptly pick up your child. Please be aware that Lutz Pre-Prep does not have diaper stations or bathing facilities.

Clothing

Please make sure that belts, ties, snaps and/or buttons are all child-friendly and do not interfere with toileting.

To promote a positive learning environment and foster a sense of community, belonging, and safety, Lutz Pre-Prep has adopted the following school uniform policy: Each student must wear a uniform to school every day. School colors are **navy blue, light blue, and white.**

No logos, pictures, insignias, or writing is allowed on clothing, with the exception of the Lutz Prep or Pre-Prep logo.

Students are not required to purchase their uniforms from any particular store or wear a particular brand.

Parents may buy as few, or as many, uniform pieces, as they feel appropriate. Clothing may not be ripped and should be in generally good condition.

Uniform Shirts:

Each student must wear a solid **navy blue, light blue, or white** polo-style or button-down collared shirt. Each student may wear a solid **navy blue or white** short or long-sleeved t-shirt or turtleneck underneath a collared uniform shirt. No off-colored shades of blue will be permitted such as turquoise, green-blue, etc.

Shirts may have long or short sleeves.

Shirts should be appropriately sized for neat appearance.

A student may tuck his/her shirt in, but this is not required. Untucked shirts should not exceed hip length. It is recommended that button down shirts with tails be tucked in.

Vests, tank tops, tube tops, spaghetti straps, exposed undergarments, and beachwear are not permitted.

Uniform Bottoms:

Boys must wear solid khaki or navy pants or shorts.

Girls must wear solid khaki or navy blue pants, shorts, capris, skirts, or skorts.

Girls must wear **solid** colored tights, bike shorts, bloomers, or leggings underneath skirts.

Track pants and sweatpants are not permitted.

Jumpers:

Girls may wear a **solid** khaki or **solid** navy jumper over a **solid** colored uniform polo.

Girls must wear bloomers or shorts underneath jumpers and skirts. The shorts or bloomers may not fall below the hemline of the outer garment or show in any way.

Outerwear:

Sweaters or sweatshirts worn inside the school building must be in a solid uniform color (white or navy blue).

Sweaters or jackets that are not solid uniform color and/or those that have logos, pictures, or writing on them **may not** be worn inside the building.

Footwear:

Please remember that all students will participate in PE and/or some sort of physical activity every day, and should wear appropriate shoes.

Students must wear visibly solid socks and regular closed-toed shoes or sneakers. Shoes with laces must be tied.

Sandals, Flip-Flops, Crocs, Heelys, cleats, platform, wedge, cowboy boots, espadrille, high heeled, open-toed, and open-backed shoes are not permitted, due to safety concerns. Shoes with flashing lights are not permitted.

Miscellaneous:

Students may not wear hats or caps inside the school building. Items such as jewelry, watches, shoes with lights, and any other accessories that provide a distraction and/or interrupt learning in the classroom may not be worn. The school may have themed dress days where exceptions will be made.

Electronics are prohibited as childcare licensing provides a limited amount of screen time allowed by students at Lutz Pre-Prep at any time. Phones, smart watches, iPads are not needed. Devices that record, beep or can be used to make phone calls are prohibited to protect the privacy of all students in class.

Each student's appearance should be generally neat and not distract from the positive learning environment at Lutz Pre-Prep. If there are any questions or concerns about a student's appearance and/or a particular item, the Director will make the final determination as to its appropriateness to the Lutz Pre-Prep environment.

Exceptions:

Thursdays- Students may wear spirit shirts with uniform bottoms. Fridays have been designated as "Spirit Day." Students may wear the official Lutz Prep/Pre- school spirit shirts with blue jeans or blue denim bottoms (shorts, skirts, and skorts: these bottoms must adhere to the guidelines provided above).

Compliance Measures:

If Lutz Pre-Prep feels that a student does not comply with the uniform policy, the director will contact the child’s caregivers.

Supervision of Children

Children who attend Lutz Pre-Prep and their siblings should always be under the direct supervision of an adult.

We ask parents to make sure that they maintain direct supervision of their children at all times while on the school premises.

Illness Policy

If a child becomes ill during school, a caregiver will be notified immediately. If a parent/guardian cannot be reached, the emergency contact will be called.

Families must make arrangements to pick up ill children promptly to preserve the health and well-being of all the children and staff who attend LPP.

We insist that children must be free of communicable disease symptoms, including fever, diarrhea, or vomiting, for over 24 hours before they can resume attendance at school.

Children who display signs of a physical illness, a temperature of 99.8F degrees or above, vomiting, diarrhea, an unexplained rash, unexplained lethargy, respiratory distress, excessive coughing, excessive nasal discharge, pink or excessive weepy eye/s will not be accepted at school for at least 24 hours.

Infestations/Communicable Illnesses or Conditions

A parent or guardian must notify the school within 24 hours excluding weekends and holidays when a child is diagnosed with a communicable disease such as lice, hand, foot and mouth, strep throat, pink eye, chicken pox, Coronavirus, etc.

Lutz Preparatory School, Inc. and Lutz Pre-Prep, LLC (collectively and individually the “School”) have put in place preventative measures to help reduce the spread of COVID-19, as well as the spread of influenza, the common cold, and other contagious viruses and diseases (collectively “Illnesses”); however, by enrolling my child(ren) in the School I understand and agree that the School **cannot guarantee** that my child(ren), I, or any other person, will not become infected with an illness. I also understand that in-person attendance at the School or the School’s programs or activities, including without limitation, before and after care school programs, sporting practices and events, testing and assessments, open houses, clubs, and any other activity at the School or otherwise related to the School (“School Activities”), will increase my child(ren)’s risk and my risk of contracting an illness.

As a condition to enrolling my child(ren) in the School, I assume full responsibility for me and my child(ren)’s participation in School Activities and any related illness exposure or infection, and I hereby release on behalf of myself and my child(ren), covenant not to sue, discharge, indemnify, and hold harmless the School and the Released Parties from any Injury experienced or incur in connection with me or my child(ren)’s attendance or participation in School Activities.

Medication Policy and Procedures

It is the responsibility of the caregiver to apply sunscreen and insect repellent whenever needed. Lutz Pre-Prep will not be responsible for applying these items.

Lutz Pre-Prep prefers not to administer medications unless necessary.

As your partner in looking out for your child's health and well-being while in our care, we ask that if it is necessary for your child to receive medication while at school, you take the following steps *for each medication prescribed* to help us to ensure it can be safely administered.

- Bring in only those medications prescribed by a physician specifically for your child (name on label) that you have already dispensed at least once (in case of allergic reaction).
- All medication should be in the original container and should not be expired.
- Complete the permission form, which you may obtain from the director, with all areas filled in (medication name, dosage, date and time to be given, your signature). This information must match the prescription label.
- Give the permission form and the medication directly to the director or person at the front desk.
- Be sure to take the medication home when it is no longer needed.
- We will dispose of any medication left longer than one week after the period of the permission form.
- If the permission form is not fully completed or does not match the prescription label, or the medication is over-the-counter and does not have a prescription with it, or expired, we will notify you that we will be unable to dispense the medication.

Accident/Incident Policy

If your child has an accident or incident at school, the Director or teacher may call you, and a report will be filled out.

You will receive a copy of the report and will be asked to sign the original, which will be kept at school.

Medical Conditions and Allergies

Parents are responsible for listing any or all of their child's allergies or medical conditions on the emergency card.

If your child has severe allergies or a medical condition that requires medication or accommodations in the classroom, please notify the classroom teacher and or director and set up a conference to develop a plan to meet your child's specific needs. You may also refer to the medication policy & procedures.

Nutrition is an important part of the healthy development of a child. LPP is sensitive to those children who have food allergies and diet restrictions. LPP has designated tables in the lunchroom for children with allergies.

Children are reminded and monitored to prevent sharing of food. LPP asks that snacks never contain peanut butter or nuts in order to preserve a healthy environment for all the children.

Students will eat lunch in their classroom. Each teacher will reach out to their families with the allergy restrictions for their individual classroom.

Medical Emergencies

In the event of a medical emergency LPP may do any or all of the following:

- Attempt to contact a parent or guardian
- Attempt to contact authorized emergency contact if parent cannot be reached
- Attempt to contact child’s physician
- Call a physician or paramedic
- Call an ambulance
- Have a child taken to an emergency hospital in the company of a staff member.

Emergency Procedures and Drills

Lutz Pre- Prep has developed a risk management manual to inform staff of the procedures and policies to follow in the unlikely event of an emergency.

Drills and training will also be performed during the school year to familiarize students and/or staff with the procedures and policies outlined in the manual.

In the unlikely event of an emergency that requires immediate parent notification, parents will be notified by telephone, text or email with the information that parents provide on their child’s emergency card.

Each child’s emergency card information should be kept up to date.

Child Abuse Reporting Policy

All childcare personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s. 39.201 of the Florida statutes (F.S.)

Guidance and Discipline

Lutz Pre-Prep will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation.

In addition, LPP will not use discipline practices that involve isolation, the use of food, rest or toileting as punishment or reward, or the denial of basic needs.

At LPP, we encourage positive behavior in the following ways:

Offering the child choices of activities, equipment and materials, which allows them a feeling of control over their environment so that conflict with others can be avoided.

Resolving conflicts with words and not with inappropriate behaviors such as biting, hitting, kicking, etc.

If a child is experiencing difficulty controlling his/her behavior, s/he will be redirected to another play area, which may prevent escalation of the problem.

If the problem still exists, the child will be removed from the play area and given time away from the group to regain control.

If continued unacceptable behavior occurs, the parent will be notified, and if necessary, a conference will be scheduled to discuss a team approach to address the problem.

Inappropriate language

Inappropriate language is an unacceptable behavior.

The first offense will result in parent notification.

The second offense will mandate a conference with the Director, teachers, and parents, who will work together to devise and implement a plan to change the behavior.

If the behavior persists, termination of enrollment may occur.

Biting

Biting is an unacceptable behavior that causes harm to others.

The first offense will result in parent notification.

The second offense will mandate a conference with the Director, teachers, and parents, who will work together to devise and implement a plan to change the behavior.

If the behavior persists, termination of enrollment may occur.

Termination of Enrollment

The Director and the Board of Directors have the right to terminate a childcare contract whenever inappropriate behaviors are severe or cause harm to others.

General Information

Smoking

The Lutz Prep and Lutz Pre-Prep campus is Smoke Free. (This includes e-cigarettes and vaping)

Lost and Found

The lost and found is located in the lobby of the main office

Birthdays and Celebrations

We love to celebrate birthdays with a new book, special activity, or allergy-friendly popsicles.

Please arrange with your classroom teacher prior to your child's special day.

Birthday snacks other than allergy-friendly popsicles will not be permitted. This includes goodie bags that contain edible treats.

Birthday party invitations may not be handed out in school unless the **entire class** is invited.

Please do not put teachers on the spot! Nothing should be handed out at school such as single invitations, gifts, etc. unless there is enough for the whole class.

Statement of Receipt of Handbook

I/We, _____, the
parent(s)/legal guardian(s) of _____,
acknowledge that I/We have received a copy of Lutz Pre-Prep’s Parent Handbook and have
been given the opportunity to read the manual, ask questions about, and understand the
policies contained therein including the COVID-19 infectious disease waiver. Furthermore,
I/We agree to abide by the policies set forth in the manual.

Lutz Pre-Prep reserves the right to alter, amend, or otherwise modify these guidelines, in its sole
discretion, without prior notice.

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Print Name: _____

Please return this signed statement to Lutz Pre-Prep by the first day of school.