Triumphant Tots Preschool

1425 NE 63rd Street
Ocala, FL 34479
352-351-2470

Director: Stephanie Rodriguez
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Hours: 6:45am – 5:30pm

1425 NE 63rd St
Ocala, FL 34479

Triumphant Tots Preschool

352-351-2470

Parent Handbook

Hours: 6:45am – 5:30pm
Days: Monday – Friday

We would like to welcome you to our preschool and are excited for the opportunity to care for your children. Here, at Triumphant Tots, we are dedicated to the education, health, safety, and well-being of all children. We encourage parents to visit their children while in care and to actively encourage their child's educational and social development. This parent handbook contains a lot of valuable and pertinent information. Please read through the entire parent handbook, initial each page, and return it along with the rest of your packet. Any information in this handbook may also be found on our website www.triumphanttots.com.

Prior to your child's first day we must have on file your; completed enrollment form, signed and initialed parent handbook, signed physical exam sheet, current shot record or religious exemption (some children in care may not have current immunizations), $50 registration and first week's payment, signed Influenza informational brochure, and a change of clothes for your child.

ABUSE AND NEGLECT

By law any suspected abuse or neglect MUST be reported to authorities. No exceptions!

ARRIVAL and DEPARTURE

Our center opens promptly at 6:45am. For safety reasons our doors stay locked. When arriving please ring the doorbell to be let in. Please do not hold the door for anyone. Everyone must be let in by a member of our staff. Upon arrival at the center each child must be signed in by an adult, using either their full first and last name or first initial and full last name, with the accurate time of arrival. Please do NOT allow children of any age to write on the sign in sheets. These are considered legal documents and must be treated as such. Children must then be escorted, by an adult, to the bathroom to wash their hands and then to the classroom, at which time the teacher will take over care. At no time may a child be left unattended in the hallway. Under no circumstances are children, enrolled in our school or not, allowed to run the hallways unattended. Children must be dropped off by 9am; this is when our lesson times begin. If your child has a doctor's appointment or will be late for some other reason, please notify the staff in advance. Our center closes promptly at 6:00 pm, please be on time to pick up your children. When picking up your child you are required to sign them out using the above procedure for signing in. Upon departure you will need to pick up each child from their class, at which time the child will be released into your care, and you will be responsible for your child. If you are not going to pick up your child/children, we will only release them to the individuals with a valid ID whom you have authorized on the pickup list. If you need an individual who is not on the list to pick up your child/children, you will need to notify us in writing prior to the time of pick up.

Late Pick Ups

In the event you are late there will be a late fee of $25.00 for the first 1-5 minutes and then $2 per minute thereafter. Late fees must be paid before your child returns to school. If you are going to be late we request that you call and let us know so that we can assure your child that someone will be here soon. If we do not receive a call, we will call parents first and then move on to Emergency Contacts until we are able to reach someone. If you are 2 hours late and we have not been able to reach you, we will call the Department of Children and

Families and/or the Marion County Sheriff's Office to pick up your child. We understand that emergencies happen occasionally, but an excessive number of late pick-ups will lead to termination from care.

ABSENCES

If your child will be absent, please call the office at 352-351-2470 or you may message us on Facebook or your class Dojo to let us know that your child will not be in and is safe. If you do not notify us of your child's absence, we will attempt to contact you to ensure the child's safety. Failure to notify us will result in a $1 charge that must be made upon return. After one week of no contact and no payment, your child will be un-enrolled and will not be eligible for re-enrollment.

DISCIPLINE POLICY

At Triumphant Tots we don't see discipline as a means of punishment but rather as a positive means of teaching a child. Being consistent with our schedule teaches the children what is expected of them and helps to prepare them for school. Positive discipline teaches children boundaries, how to control their emotions, and how to use words, not physical aggression, to solve conflict. Children will be taught through positive language and reinforcement, redirection of inappropriate behavior, and in some situations a time out to give the child some thinking time to calm down and relax. Our policies shall include standards that prohibit children from being subjected to discipline that is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all childcare personnel. We do not withhold active play from children who misbehave. We will go through the steps with each child if the need arises, but be aware, that if we are unable to defuse the situation, we will call you to come and pick up your child. We will work closely with the parents of any children who require special attention in this area. But we reserve the right to dismiss a child from our center if at any point his/her behavior threatens the safety of our teachers, other children or is excessively disruptive.

Expulsion and Suspension Policy

At Triumphant Tots we are devoted to providing fun, safe, and healthy learning environment. Our goal is for the children in our program to be successful regardless of their need or developmental level. Unfortunately, there are some circumstances in which we would have to expel or suspend a child for a short term or permanent basis. Triumphant Tots would like you to know that we will do everything in our power to work with you and your family to prevent such an incident. However, all incidences will be handled on a case-by-case basis taking into account the intent, severity, and age appropriateness of the situation. (Age-appropriateness is the progression of behavioral norms largely agreed upon within a society or among sociological and physiological authorities to be appropriate to a child's development of social skills. These behaviors are divided into several development stages based upon the child's age and ability.) The following are reasons we may have to expel or suspend a child from our care:

- Failure to adhere to the policies and procedures as outlined in the program's parent handbook.
- The child has needs which we cannot adequately meet with our current staffing patterns. In the event we are not able to meet the needs of your child we will work closely with your family and the Early Learning Coalition to help you in finding a program that can better serve the individual needs of your child and family.
- The child's behavior threatens the health and safety of him/herself, the other children or program staff.

Proactive Actions that will be taken to Prevent Expulsion:

- Staff will try to redirect children from negative behavior.
- Staff will teach child appropriate skills to address challenging behaviors.

- Staff will reassess the environment, activities, and supervision.
- Staff will follow our discipline policy regarding positive redirection.
- Staff will consistently apply consequences for rules.
- Child and parent will be notified of disruptive behaviors that might lead to suspension or expulsion.
- Director and Parent will meet to discuss how to promote positive behavior.

Dismissal Policy

There may be times when a child may be dismissed from care due to the actions or inactions of parents and/or other relatives while at the childcare center. As stated above, we are here to provide a fun, safe, and healthy environment for the children in our care. If at any time the actions of parents or other relatives, while at the childcare center, jeopardize any of these things, your child may be dismissed from care without warning, and no refunds will be given. Please be aware and tell relatives or others coming to the childcare center that smoking is prohibited on the premises. Again, each incident will be evaluated on a case-by-case basis and warnings may be issued but are not required. Just reasons for dismissal include but are not limited to:

- Failure to adhere to the policies and procedures as outlined in the program's Parent Handbook.
- The parent/guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom and/or program. This includes but is not limited to: vulgarity, intimidation, harassment, or violation of childcare licensing regulations.
- Non-payment or excessive late payment of fees/tuition and curriculum fees.
- Excessive late pick-ups.
- Smoking on premises of the childcare center.

MEALS

We are happy to provide your child with an afternoon snack every day, but we do not provide meals. We do, however, have a microwave available to heat up prepared food. We are not licensed to cook or prepare food therefore all food must be fully prepared (this includes macaroni cups, ramen noodles, oatmeal packets/uncooked oatmeal, etc.). Please put an ice pack in your child's lunch box, if necessary, we are unable to provide refrigeration. For children who arrive early we have a scheduled breakfast time from 7am – 7:30am. If your child brings their breakfast to eat at the school, they must arrive no later than 7:20am to ensure they have time to eat. You will also need to pack a lunch for each child that contributes to the wellness, healthy growth, and development of young children. Meals should be nutritious and of quantity and quality to help meet the daily nutritional needs of the children. Please reference the USDA MyPlate to determine which food groups to serve at each meal and serving size and age appropriateness of the selected foods for children. You can view these guidelines on the USDA website choosemyplate.gov or by downloading the MyPlate app in your App Store. If a child's meal fails to meet the nutrition standards provided, we MUST provide supplemental food items to complete the child's meal, and you will be charged for the items provided. Well balanced meals should include at least one fruit and/or vegetable, a protein, a dairy product, and a drink. Red and blue "juice"/drinks are not allowed due to issues with staining of tables and floors. Any required utensils for eating must be provided by the parents. Please do not send soda for your child's lunch, it will be sent back home, and your child will be given a cup of water from the water fountain. You are responsible for all utensils needed for your child's meals. We do not supply bowls, forks, spoons, etc.

In the case your child is sent to school without a meal one will be supplied to your child for a fee. See fee schedule attached.

Food Safety

Foods that are associated with young children's choking incidents must not be served to children under 4 years of age, such as but not limited to; whole/round hot dogs or sausages, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes/sticks, and any food that is of similar shape and size of the trachea/windpipe. Food for toddlers (1 – 3 years) must be cut into pieces ½ inch or smaller to prevent choking. This applies to all food, even lunch, breakfast, or special food activities provided by the parents/guardians.

CUBBIES, FOLDERS, and DAILY REPORTS

Class Dojo app is our main source of communication with you!! Please make sure you, and all caregivers, are connected to the app. **If you fail to bring in something listed on your child's report you will be charged. See the fee schedule below**. Children will have a cubby in his/her classroom for their personal belongings (change of clothes, bedding for naptime, etc.). Each child in the three, four, and VPK classrooms will also have a folder for artwork, flyers, etc. Each teacher has a system set up for folders; please
see your child's teacher to find out where to find your child's folder. We ask that each week you read the whiteboard, in the front hallway, and check Class Dojo daily, to stay informed. Please note that if there are urgent matters or issues that need to be addressed, we will discuss them with you in person, or through a private message, as soon as we are
aware of them. Remember the safety and well-being of the children, families, and staff always comes first.

CLOTHING

Please be sure to dress your child in comfortable, weather appropriate clothing every day. Shoes must have a back strap and closed toe. **No flip-flops or open toe shoes**. Remember that your child will be involved in several activities where they have potential to get messy. So, please don't bring your child into the center wearing clothes that you would not want possibly stained. Your child will also always need at least 1 weather appropriate change of clothes at the center; if your child is potty training, we will need 6 or more changes of clothes. Extra clothes should be labeled clearly with your child's name either directly on the clothing or in a plastic Ziploc type bag with the name visibly written on the outside of the bag. Please be sure to switch out the clothes as your child grows and as the seasons change. Please do not send your child in wearing expensive jewelry or any item that could pose a strangulation hazard. This includes but is not limited to jewelry, beads, and teething necklaces. If your child comes in wearing anything that could be considered a strangulation hazard, it will be removed and put into their backpack. Triumphant Tots is not responsible for any lost or damaged items.

ILLNESS

Please do not bring your child to the center if he/she has any of the following:

- A fever over 99.9 degrees
- Vomiting
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- 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
- Exposed, open skin lesions.
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- A communicable disease (such as chicken pox, rashes, hand foot and mouth, impetigo, etc.)
- Child is lethargic or feels too ill to participate in activities.

- Thick milky or green colored snot that is constantly running.
- Pink Eye

If your child develops any of these symptoms while in our care they will be removed from groups, to prevent any possibility of spreading infection, and you will be called to pick up your child**. You will have 1 Hour from the time we contact you to pick up your child. If you have not arrived in this time period we will charge you per hour for specialized care given and could be dismissed from care.** As required by law your child must be separated from other children to prevent the spread of illness. This is to protect your child, teachers, and the other children in our care. **If your child is picked up due to illness, your child may not return for 24 hours AFTER the symptoms have ended without medication.**

Head Lice

We will conduct random head checks for head lice. A child identified as having head lice must be sent home and all bedding, clothing, jackets, and backpacks must be sent home to be washed. The child will not be permitted to return until the following day, and then only if treatment has occurred and been verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a parent that treatment has occurred. A staff member will also do a head check to verify that the child is lice and nit (unhatched egg) free. Re-treatment must occur 7-10 days after the initial treatment to ensure the disruption of life cycle for any nits that may have been missed upon visual inspection. We will also continue to regularly monitor children who have had lice for an extended period.

Pink Eye

Children observed to have symptoms of pink eye will be sent home and may not return unless;

- Child has been on medication for 24 hours and is no longer contagious, please get a note from your doctor stating when they may return.
- Child has been seen by a physician and is found to not have pink eye or any other contagious infection, please bring a note from your doctor stating this information.
- Child has been out for at least 24 hours and is completely symptom free.

Hand, Foot, and Mouth

Children who are suspected of having or who have been diagnosed with HFM disease may not return until they have been fever free without medications for 24 hours and no blisters are present. HFM is highly contagious and is easily spread through an infected person's

- Nose and Throat secretions, such as saliva, sputum, and nasal mucous
- Fluid from blisters or scabs
- Feces (poop)

HFM is most common in summer and fall in the U.S., but you can get it any time of year. It is also common in schools and daycares and children should stay home if they have symptoms of hand, foot, and mouth disease. (https://www.cdc.gov/hand-foot-mouth/about/transmission.html)

Medication Procedure

If your child needs medications while at Triumphant Tots we are happy to assist you in this process. However, we have certain procedures that, by law, we must follow in order to provide this service your family as per Florida Administrative Code 65C-22.004(3)(a-h)**(3) Medication**. Childcare facilities are not required to give medication however, if a facility chooses to do so; the following shall apply:**(a)** The facility must have written authorization from the custodial parent or legal guardian to dispense prescription and non-prescription medications. This

authorization must be dated and signed by the custodial parent or legal guardian and contain the child's name: the name of the medication to be dispensed; and date, time and amount of dosage to be given. This record shall be initialed or signed by the facility personnel who gave the medication.

(b) Any known allergies to medication or special restrictions must also be documented, maintained in the child's file, shared with staff and posted with stored medication.

(c) Prescription and non-prescription medication brought to the childcare facility by the custodial parent or legal guardian must be in the original container. Prescription medication must have a label stating the name of the physician, child's name, name of the medication, and medication directions. All prescription and non-prescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer's label.

(d) 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 the facility has written authorization from the custodial parent or legal guardian to do so.

(e) Any medication dispensed under these conditions must be documented in the child's file and the custodial parent or legal guardian must be notified on the day of occurrence.

(f) The facility must maintain a record for each child receiving medications that documents the full name of the child, the name of medication, the date and time the medication was dispensed, the amount and dosage, and the name of the person who dispensed the medication. The record shall be maintained for a minimum of four (4) months after the last day the child received the dosage.

(g) All medicines must have child resistant caps and shall be stored separately and locked or out of a child's reach.

(h) Medication which has expired or is no longer being administered shall be returned to the custodial parent or legal guardian or discarded if the child is no longer enrolled in care at the facility.

Prior to administering the medication to children, childcare personnel responsible for administering medication must be educated on proper administration procedures. Written documentation must be maintained in the personnel file that childcare personnel administering medication have been educated on proper administration procedures. (DCF Childcare Facility Handbook 6.5(i))

Therefore, when bringing in medications for your child;

- The custodial parent or legal guardian only may fill out the medication form. New forms must be completed when old ones are full and when dosages or directions change.
- Parent or guardian must instruct the person(s) administering the medication on the proper procedure for administering the medication.
- The medication form must be filled out completely with directions and dosages matching directions and dosages on container label/prescription.
- All medications must be in original packaging with labels/prescription on the package. (Must include child's full name, doctor's name, name of medication, and medication directions.) This applies to all medications including Albuterol, inhalers, and other medications that may not have labeling directly on the packaging. They must be in the original box with the prescription on it.
- Please make sure the dates on packaging are accurate and current. We will not give expired medications. Even if you know the medication is good but in old packaging, we will not be able to administer the medication.

If your child needs medication but you are not able to provide us with the correct forms and documentation, then you must come and administer the medication to your child until you are able to comply with the proper procedure.

Use of diaper creams, sunscreen, and insect repellent may only be used with written permission from parents/guardians and manufacturer instructions must be followed.

IMPORTANT: Do not put medication in a child's cup or drinks. This is an extreme safety hazard and could be fatal to another child. Despite our best efforts it could be possible for a child to get a hold of a cup that does not belong to them and ingest its contents. Therefore, if we suspect there is medication in a bottle or cup it will be dumped out immediately.

ALLERGIES / CHRONIC MEDICAL CONDITIONS

(DCF Childcare Facility Handbook 2.5.3)

Emergency Care Plans

A. Childcare personnel must have possession of emergency medical consent and contact information for the parent or legal guardian of each child being transported by vehicle or on foot while away from the childcare facility.

B. When transporting children with chronic medical conditions (such as asthma, diabetes or seizures), their emergency care plans and supplies/medication must be in the possession of childcare personnel and inaccessible to the children. A designated childcare personnel in the vehicle or on the field trip must be trained

C. to recognize and respond appropriately to a medical emergency per medication training requirements in section 6.5, I.

D. Each child with an allergy should have a written emergency care plan that includes:

1. Instructions regarding the allergen to which the child is allergic and steps to be taken to avoid that allergen.
2. A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications.
3. Specific symptoms that would indicate the need to administer one or more medications.

E. Based on the child's emergency care plan and prior to caring for the child, childcare personnel should implement measures for preventing exposure to
specific allergen(s) to which the child is allergic and recognizing the symptoms of an allergic reaction.

F. Childcare personnel shall notify parents/guardians immediately of any suspected allergic reactions, as well as the ingestion of or contact with the problem allergen even if a reaction did not occur. Childcare personnel shall contact 911 immediately whenever epinephrine has been administered.

DCF Childcare Facility Handbook 7.2(G)

Any child who has or is at an increased risk for a chronic physical, developmental, behavioral, or emotional condition and requires additional services must have a current emergency care plan prepared by the parent, guardian, or physician included in the child's file and readily accessible for those caring for the child. Childcare personnel caring for child with an emergency care plan must be trained to recognize and respond appropriately to a medical emergency.

INJURIES

Minor injuries will be treated by our staff with soap, water, ice, and band-aids. Should there be a more serious injury you will be contacted immediately and asked to pick them up if necessary. If we cannot reach you, we will utilize the numbers on your emergency contact list, please keep this list updated. In the event of an emergency 911 will be called first and you second.

NAP TIME

For nap time, every child MUST have a fitted crib sheet and blanket for nap time. A second thin blanket may be used in place of a fitted crib sheet. You may also provide a small travel size pillow if you choose but it is not required. Due to limited space in cubbies, we ask that you not allow your child to bring items that are to large, such as full size pillows, pillow pets or full size blankets. **Every Friday all linens must be taken home, washed, and returned with your child on Monday.**

TOYS

Please do not allow your child to bring toys to the center; although, we do allow a small stuffed animal for naptime only. There will be days when your child may bring in items that go along with what we are learning or for designated share days. These days will be announced by your child's teacher. Absolutely no weapons will be allowed on the premises.

DRILLS

We regularly conduct drills to prepare for emergency situations. The drills we conduct include fire drills, inclement weather drills (tornadoes), and lockdown drills. These drills must be conducted at random times and could be during drop off, pick up, or nap time. During drills children may not be signed in or out. If you arrive during a drill, you must wait until the drill is concluded and operations are back to normal before you may enter the facility to drop off or pick up. If you are in the building when a fire drill begins you must exit the building and wait for it to be cleared to re-enter. During fire drills everyone must evacuate, and all classes meet out front of the school, in the center of the circle drive, for roll call. If you are pulling in and you see all the children congregating in the circle, please do not pull around the drive. Please park in one of the spots closest to the road, for their safety.

ADULT CONDUCT

All visitors to the center (parents, family members, friends, etc.) must remember that there are always little ears listening. Please do not discuss adverse topics inside the center; other parents may not appreciate the thing their children can learn from your conversations. If you have matters that you need to discuss with your child's teacher, or the director, then please do so in a private setting where other children will not hear. If you have a problem with a member of our staff or another parent at the center, please see the director to aid in resolving conflicts. UNDER NO CIRCUMSTANCES WILL ANY PROFANITY BE TOLERATED ON THE PREMISES OF THE CENTER. We will not
tolerate parents arguing among themselves or with staff members while on the premises. If we do have a problem with a parent or other visitor, they will be asked to leave. If there is a second occurrence the child will be dismissed from our program and the adult will not be allowed back on the premises. No disrespect will be tolerated.

No Smoking is Permitted on the Premises, this includes the parking lot.

HOLIDAYS

New Year's Day- CLOSED
Martin Luther King Day- CLOSED
President's Day- CLOSED
Memorial Day- CLOSED
4th of July- CLOSED
Labor Day- CLOSED
Thanksgiving Day- CLOSED
Friday after Thanksgiving- CLOSED
Christmas Eve- CLOSE AT 12:30 pm
Christmas Day- CLOSED
Day after Christmas-CLOSED
New Years Eve- CLOSED

- Each year, when Marion County public schools let out for the end of the school year, we will be CLOSED for the FIRST WEEK OF SUMMER BREAK.
- Each year we will be CLOSED for the WEEK OF CHRISTMAS.

These two weeks will be vacation weeks, and no tuition is due. However, these are the only times when tuition must not be paid.
In the event Triumphant Tots will be closed on any day other than stated you will be notified in writing two weeks prior to that day. It is very important that you check the whiteboard and Class Dojo for pertinent information and closing dates. We do not want you to show up to drop off your child and we are closed.

INCLEMENT WEATHER

In the event of extreme weather/hurricanes we may have to close early or be closed for the safety of children and staff. We will do our best to keep everyone updated with the most accurate information about closures through Class Dojo. However, due to the unpredictable nature of storms, we might make the decision to close based on the available information at the time, and the storm could shift direction or stall out and require a second closure day. Please understand that these storms are natural phenomena and a part of living in Florida and we have zero control over outcomes. Our job is to make decisions based on the information provided to protect everyone in our care. We will always make our best efforts to be open the day after a storm. However, in the event of extreme damage to the facility, lack of power, or multiple staff unable to come in, we may be unable to open immediately. Always be sure to check Class Dojo before bringing your child to the school on the morning after a major storm. There are no discounts or refunds for storm closures.

WEEKLY TUITION

* See attached Fee Schedule
All fees are per week and are due the Friday before; all fees MUST be paid prior to service no later than Monday at 5:30pm. On Tuesday morning all unpaid accounts will automatically be charged a late fee of $ 20.00 per child. All fees are due on time, regardless of custody or parental agreements. If tuition has still not been paid by Wednesday morning, you may be asked to make other childcare arrangements until payment (including all late fees) is received. Tuition is due weekly, whether your child is in attendance or not. Due to the adult to child ratio that is required by law, and the limited number of spots in each classroom payment secures your child's spot in their classroom. The two vacation weeks mentioned in the previous section are the only weeks that tuition is not due.

PAYMENTS

Acceptable forms of payment include Cash, Checks, Money Orders, and Apple Cash. These are the ONLY forms of payment accepted at this time. Any returned checks will incur a $35 returned check fee and the balance of the check, including $35 fee, must be paid with Cash, Money Order, or Apple Cash. After two returned checks, all future payments must be made in Cash, Money Order, or Apple Cash, no checks will be accepted for payments. Each child has an account in our system and all payments made are credited to their account. If, due to custody or court agreements, you need a payor notated on the payment you must say so at the time payment is made. We do not divide up accounts, and payments are due each week regardless of custody agreement. Payment statements will have all payments listed, if payors are notated, that will show as a memo on the payments.

UN-ENROLLMENT

All children in attendance at Triumphant Tots are enrolled when the original forms are filled out and the child begins attending school here. In the event you wish to un-enroll your child you must fill out an un-enrollment form and give two weeks' notice at that time. This form will be signed and dated by management and yourself. Tuition will be billed for two weeks after the un-enrollment form is completed. If two weeks' notice is not given, you may not be eligible for re-enrollment. All belongings left at the center will be discarded one week after your child's last day. **No money paid to Triumphant Tots will be refunded if you decide to un-enroll your child from our program.**

SCREENINGS/OBSERVATIONS

Your child will be observed daily in the classroom environment. Screening will take place at intervals throughout the year. These tools will help us determine what your child has mastered or may need help in.

SPECIAL FOOD ACTIVITIES

According to state law the parent or legal guardian must sign a form giving permission for every child in care to participate in "special food activities". Special food activities may include classroom holiday parties, birthday celebrations, crafts or activities involving foods, etc. If your child has food allergies, please be sure to list them on the application for enrollment. If you choose not to allow your child to participate in these types of activities, they will not be removed from their class while they occur. However, they will not be allowed to eat any special food brought in for the activity.

Additional fees:

Meals - $10.00
Pack of Diapers - $20.00
Package of Wipes - $10.00
Late Payment Fee- $20.00 per child
Returned Check Fee- $35.00

Diapers and wipes will not be sold individually. It is your responsibility to check the class dojo, and daily reports, to keep up with the things they need for each day. It is our job to educate and care for your child. Without their basic needs being met we are not able to do our job. Children will not be allowed back to school until fees are paid!!

ACADEMIC SCHOLARS

Academic Scholars is a new program for 3 and 4 year olds. The hours of care provided are from 7:30am to 2:30pm on public school days only and will follow the Marion County Public School calendar for half days, teacher workdays, holidays, and breaks. Annual registration and curriculum fees are paid upon enrollment. Tuition is due regardless of attendance or absence. No tuition is due for Thanksgiving, Winter, Spring, and Summer breaks, and care is not provided.

WEEKLY TUITION

0 – 12 months	$290.00
1-year-old (12-24 months)	$250.00
2-year-old (2-3 years)	$220.00
3-year-old (3-4 years)	$220.00
4-year-old (4-5 years)	$220.00
VPK wraparound care	$160.00
Before Care only	$85.00
After Care only	$140.00
8am-12pm only Ages 2-5 If space is available.	$195.00
Academic Scholar Ages 3-4 School year only program	$200.00
Registration Fee (non-refundable) (Due upon re-enrollment also)	$50.00
Curriculum Fee	$100.00 (1& 2's) annually $150.00(3 & 4's) annually

*Curriculum fees are non-refundable and are due by September 30th each year.

ELC Parent Fees (weekly)

0 – 12 months	FT parent fee + $59.25
1-year-old	FT parent fee + $41.00
2-year-old	FT parent fee + $42.00
3-year-old	FT parent fee + $80.00
4-year-old	FT parent fee + $85.00
5-year-old (prior to Kindergarten)	FT parent fee + $85.00
Registration Fee (Due upon re-enrollment also)	$50.00 (non-refundable)
Curriculum Fee	$100.00 (1& 2's) annually $150.00(3&4's) annually

*Curriculum fees are non-refundable and are due by September 30th each year.

Initials_____

1425 NE 63rd St
Ocala, FL 34479

Triumphant Tots Preschool

352-351-2470

Parent Handbook

In the event of a fire or natural disaster where the building is not safe for children and the weather is not safe for them to be outside all children will be transported as quickly as possible to Spirit of Love Childcare, 4628 West Anthony Road 34475, parents will be notified, and all parents will need to meet us there to pick up their children.

Return this page along with the completed application and other signed forms.

By signing below, you agree;

- That you have read the Triumphant Tots Parent Handbook.
- You have received a copy of our Fee Schedule.
- You have received our Food and Nutrition Policies
- You have received the Influenza Virus Guide to Parents brochure
- You have received the Distracted Adult brochure
- You agree to all the stipulations listed above
- You give permission for Triumphant Tots to conduct screenings and observations on your children.

_____

Parent Name Signature Date

_____

Parent Name Signature Date

_____

Email address

_____ _____

Child's Name Date

_____ _____

Child's Name Date

_____ _____

Child's Name Date

_____ _____

Child's Name Date

I release my child's photo to Be used on Triumphant Tots Facebook, brochures, or advertising. (Initial one)

_____ _____

YES NO

I give permission for my child to participate in special food activities (initial one)

_____ _____

YES NO

_____

Owner or Director Name Signature Date

Revised: October 2026

Initials_____

Handbook At-A-Glance

- Do not open the front door for ANYONE. The doors are locked for your child's safety. Only a staff member may grant entrance to the building!
- Children are not permitted to ring the doorbell. Adults only.
- Drop off must be by 9am.
- We close at 5:30pm. The late fee is $25 for the first 5 minutes $2/minute thereafter.
- Class Dojo is the app we use for communication, and every parent should be signed up.
- If your child will be absent, please notify us by call, text, Class Dojo, or FB message. Failure to notify us will result in a $1 fee.
- Anyone picking up your child must be on the pickup list and have a government issued ID with them.
- Lunches need to be healthy, well-balanced choices (protein, fruit/vegetable, dairy, grain, etc.). We can heat food in the microwave.
- Food must be fully prepared. We are not licensed to "cook" anything. This includes macaroni cups, uncooked oatmeal, Ramen noodles, etc.
- Meals should include everything your child will need. We do not supply bowls, plates, forks, spoons, etc.
- Payments are due each week regardless of attendance or parental agreement/custody issues.
- Accepted forms of payment are Checks, Cash, Money Order, or Apple Cash ONLY.
- We are closed for one week in summer and one week at Christmas. These are vacation weeks and weekly fees are not due. The exact dates will be released annually on the school calendar.
- If your child is sick and you are called, you have 1 hour to pick them up.
- If your child is picked up due to illness, your child may not return for 24 hours AFTER the symptoms have stopped (without medication).
- Medications may only be administered according to the Florida Administrative Code. See medication policy above.
- ONLY legal guardians may fill out medication forms.
- Linens must be taken home and washed every week.
- All issues, requests, or grievances should be brought to management.
- Please allow 48 hours for requests for forms, printouts, account information, etc. and please submit them in writing or email info@triumphanttots.com.
- Office hours are 8am – 4pm.
- Un-enrollment requires a 2-week written notice.
- All fees are non-refundable.
- No smoking anywhere on the property.

Infant Care Policies and Procedures

Days: Monday – Friday
Hours: 7:30am – 5:00pm
Registration: $50.00
Weekly Tuition: $280.00

Due to the sensitive nature of caring for infants, there are additional rules and laws that we must follow to ensure their health and safety. These rules are in addition to the parent handbook and are non-negotiable. Each Child's safety is our **number one** priority! They are as follows.

____ No shoes are allowed in the classroom. If you choose to enter the classroom when dropping off/picking up, you must remove your shoes. If the teachers choose to wear shoes in the classroom, they must be new and only worn while inside the classroom. They will be required to remove their shoes before leaving the room.

____ **Arrival Requirement for Infants;** Infants must be awake upon arrival. This allows staff to complete a brief wellness observation at drop-off and confirm that the child is alert and well before entering care. If a child appears to be lethargic or isn't alert, we are not able to provide care, and families will need to make alternate arrangements.

____ **All** items must be labeled with child's first and last name.

____ Infants will be held for bottle feedings until they are developmentally ready to sit in a highchair with good head control. Children will not be left in highchairs outside of feeding times. Propping bottles or the use of automatic feeding devices is prohibited unless medically prescribed with the appropriate documentation provided.

____ All formula, breastmilk, cereal, and other foods will be provided by the families and must be labeled with the child's first and last name. It is the responsibility of the families to ensure the children have enough to feed them throughout the hours in care. In the event they run out, you will be contacted to bring more or pick up.

____ Any expired food items (including formula) cannot be fed to children and will be discarded.

____ Prepared bottles must be placed in the refrigerator immediately and used within 24 hours.

____ Previously opened baby food jars will not be accepted.

____ After each feeding, any leftover formula, breast milk or baby food **must** be disposed of within one hour. A warmed bottle cannot be returned to the refrigerator. Reheating bottles, by childcare personnel, is prohibited by law.

____ All food and formula must be prepared according to package directions. If your child requires special food preparation, we must have a written order from their pediatrician to do so.

____ Due to extreme risk of choking, solid foods, including cereal, may not be given in bottles or with infant feeders to children with normal feeding habits unless authorized by a physician.

____ Solid foods may not be fed to an infant under 4 months of age unless directed by a physician. Solid foods must be of a safe consistency and must be developmentally appropriate for the age and developmental ability of the infant.

____ We will **NOT** distribute medication to children under one year of age, no exception.

____ Absolutely NO medication or hazardous substances should be in a child's school bag or belongings. If any is found, it will be disposed of.

____ Each child needs to have a small bag designated for bringing their supplies to and from school. Due to limited space, we do not have storage area for large diaper bags.

____ Each child should expect to use a minimum of 45 diapers per week. This is an estimate based on a diaper change per hour at nine hours per day and five days a week. The number of actual diapers used will vary based on each child's needs.

____ Absolutely NO items are allowed in cribs with children under one year. This includes blankets, stuffed animals, pacifier clips, pillows, etc.

____ For warmth and comfort children may wear sleep sacks that fit according to manufacturer's recommendations, do not restrict the infant's arms, and will not slide up around the infant's face.

____ The only item allowed in cribs is a fitted sheet, which we will provide to ensure proper fit.

____ All children will be placed in cribs on their backs. Propping up (using a wedge or pillow) is prohibited without a doctor's order on file and the proper medical devices provided. Swaddling is prohibited unless authorized, in writing, by the pediatrician. Documentation must include the child's name, date of birth, description of sleep position required, instructions for the use of any equipment needed, and length of time the authorization is valid.

____ Side and stomach sleep is prohibited. Once children can roll over, they will be placed on their back, they may then roll to however they are comfortable.

____ No jewelry is allowed. This includes "teething" jewelry, amber necklaces, etc.

____ Infants will have adequate time and space to engage in activities that promote development of movement skills; tummy time, crawling, turning over, sitting, etc.

____ Infant seats (swings, bouncers, etc.) will only be used for short periods of time, no more than 15-to-30-minute intervals per child and no more than two times per day that the child is in care. If child falls asleep, they will be moved to their crib immediately.

____ If a child is sick, you will be contacted to pick them up. Once contacted, you will have **one hour** to pick them up and may not return until they have been symptom free, without medication, for 24 hours.

____ Parents **must** respond to all calls and messages from the school, even if they are not in attendance.

____ Car Seats are not allowed in the classroom. If you need to leave their seat for someone else to pick up, you may leave it along the wall in the front hall near the doors. Children's name should be clearly visible on the seat. We are not responsible for someone taking the wrong car seat.

____ If your child will not be in attendance, you are required to let us know. If your child is absent without notification, we will contact you to ensure their safety. If we cannot reach you, we will contact **every** person on the emergency contact list until we reach someone. In the event we are unable to reach anyone, we will contact law enforcement for a wellness check.