

SMALL STEPS ACADEMY

PARENT HANDBOOK



*"Teaching young minds,
preparing young hearts"*



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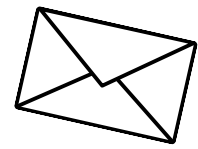
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A HELLO FROM PASTOR JEFF



Greetings in the name of Our Savior – Jesus Christ!

He indeed is Our Savior! And for that reason, the Christians gathered here at this church to identify us with the name Our Savior's Lutheran Church. And it is this congregation of believers that is very excited and supports the early childhood ministry known as Small Steps Academy.



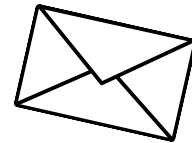
Jesus, during His ministry here on earth, and still today through His living Word, shows the value and importance of children and caring for them. "But Jesus called the children to Him and said, 'Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these'" (Luke 18:16). He cares for them and gives us this admonition for caring for them ... "If anyone causes one of these little ones—those who believe in me—to stumble, it would be better for them to have a large millstone hung around their neck and to be drowned in the depths of the sea" (Matthew 18:6).

We at Our Savior's and Small Steps Academy take the privilege and honor for caring for these little children very seriously. We know that children are a blessing from God and we care for these blessings and are very thankful and appreciative that you have entrusted your little ones to our care during their time here with us.

As the Pastor at Our Savior's, along with my wife Stephanie, we are very excited to get to know all the children that will be a part of Small Steps and their families. We are very happy to be here at Our Savior's and Small Steps and a part of the Port Orange Community. To God be the Glory!

In Christ's Service,
Pastor Jeff & Stephanie Heitsch

A HELLO FROM DIRECTOR EMILY



Welcome, dear families!

We are excited to have you as part of Small Steps Academy! We view all children as unique and special gifts from God. Your child is very important to Jesus—and to us! We feel blessed to offer early care and education in a Christian setting.

Throughout the years many directors gave something unique back to the school and the community while they served. I started my career here in 2006 as a three-year-old teacher. From 2006 until 2020, I continued to teach three-year-olds. I have worked and learned under each of the directors. When the pandemic hit, I became the new director at Small Steps Academy. This school continues to have a special place in my heart.

I am passionate about early childhood education; the way children learn and how I can support my teachers to create top-notch classrooms. Our core staff are a wonderful group of women who support and encourage one another. They are committed to offering your child the best experience at Small Steps.

This handbook is intended to introduce you to Small Steps Academy, our program, goals, and best practices. Our programs are designed to make certain that each child receives the best education and early learning experience possible.

We are looking forward to getting to know you and your child. We continually pray for the Lord Jesus to guide our efforts and help us serve you with a quality care and education that stays with your child for a lifetime!

Blessings,
Emily Foess, Director



WHAT MAKES US DIFFERENT?

**Our mission is to
“grow and go to God’s
people with God’s
Word.”**

Christ Centered Mission-

Small Steps Academy is a ministry arm of Our Savior’s Lutheran Church. As such, we exist to create an outreach opportunity to share the Gospel message with children and families in our community that may not yet know Jesus as their Savior from sin.

Our mission is to “grow and go to God’s people with God’s Word.”

We will work with children to assist them in their spiritual, intellectual, physical, and social-emotional development. We consider ourselves partners with parents in the training and education of their children. Our teaching is done from a Christian perspective that encourages all children with the Word of God (meaning, the Bible – both Old and New Testaments).

We will share basic truths through Bible stories and devotions with your children and how it applies to their daily living. At the simplest level, children will learn the basic truth that Jesus is their best friend and Savior from sin.

Scriptural Basis-

We look to the Lord by studying God’s Word and praying for strength and encouragement in what we do at Small Steps Academy.

·**Matthew 19:14** – Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”

God wants every child born into this world to be His child through faith in Christ.

·**1 Timothy 2:4** – God wants everyone to be saved and to come to the knowledge of the truth.

God has given every child an immortal soul and it is His desire that everyone spend eternity in heaven with Him.

·**2 Timothy 3:14-15** – But as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it, and how from infancy you have known the holy scriptures, which are able to make you wise for salvation through faith in Christ Jesus.

A child can best learn to live their faith when instruction from the Word of God is a part of their daily life through prayer, worship, and devotion.

Discipline Policy

As a Christian program, you can expect us to treat your child with forgiveness, love, and respect. Children will be dealt with in gentle and loving ways by our dedicated teachers and staff. We seek to impart timeless Christian morals, values, and ethics to equip students to face an ever-changing world.

Our goal is to find solutions and to provide the very best environment for your child. Small Steps Academy expects parents to be involved and cooperative in all aspects of discipline.

Positive guidance is used by loving teachers in an enriched environment suited to the child's level of development. The staff wishes to promote desirable, acceptable and satisfying behavior. So, to be clear, discipline is helping the child learn self-control and direction.

Within Small Steps Academy we use the following guidelines to enhance positive behavior:

- Model appropriate behavior for the children.
- Teach the children what to do rather than what not to do.
- Avoid the question "why?" This type of question is detrimental to the child's self-image.
- Create a classroom environment that creates pro-social behavior.
- Understand developmental stages.
- Establish routines and visual schedules to aid the child.
- Provide choices that aid the child in doing the right thing.
- Nourish the roots. Give love with warm eyes and a kind but firm tone of voice.
- Use buffers to stop aggression by stepping in before an inappropriate act begins.
- Teach communication skills.
- Ignore inappropriate behavior when possible.
- Teach children to express their emotions.

If your child has a known or diagnosed behavioral issue, please discuss this with your child's teacher.

Discipline Policy

Whether behavior is appropriate or inappropriate, it occurs for a reason. When children smile, seem to enjoy the activities and are involved, we can be almost positive that their life is filled with contentment, that they have few emotional fears or upheavals and are altogether pleased to be in the world. On the other hand, when we see children who frown, cry, show distress to life's situations and act disturbed with people around them, we can assume that there is a cause or some reason for the discontentment and unhappiness in their lives. With proper home/school cooperation and communication, serious discipline problems will hopefully be minimized.

It is the desire of Small Steps Academy that every child and every situation can be handled in a safe, calm manner before an inappropriate act occurs. At times, a child can become physically violent or verbally abusive. When a child exhibits behavior such as hitting, kicking, pinching, biting, spitting, scratching, or throwing objects, we first look to what is happening in the environment or in the child's life that might prompt such an outburst. Parents are brought into the conversation early on, which is helpful to collectively determine a plan of action.

Time out is probably one of the most misused guidance techniques. Our technique is to redirect the child to sit in a safe place. It is not a fearful or threatening time, but a time for the child to be removed from the group to enable him or her to calm down. After the child has calmed down, the teacher will talk to the child about their feelings.

When a child continues to struggle with any of these behaviors and several other behavior management approaches have been tried, then there is a possibility of giving the child a one-week break or dismissal from the program, at the discretion of the Director.

TOILET TRAINING

Toilet Training

Toileting is an important personal skill that children learn at varying rates. Having the ability to toilet contributes to a person's self-worth, helps children integrate socially in school, is essential to personal independence, and reduces the likelihood of potential abuse. Yet, toileting independently is a complex chain of behaviors for young children. It requires the child's readiness, understanding, participation, communication skills, and motor skills.

What does it mean to be toilet trained? Children who are toilet trained can dress and undress with little or no help. They wear underwear. They are urine and bowel trained. They have had fewer than four accidents in the last month. They wake up dry after most naps. They use the bathroom without a schedule or adult direction and can wipe themselves.

Our early care wing is set up to begin the toilet training process at school.

We know that a child's inability to toilet can be costly, stressful, and tiring to families. Our teachers are trained to help you and your child through the process.

Ideally, children in the preschool wing should be fully toilet trained but we understand that children develop differently. Students who are not fully toilet trained need to be actively toilet training due to classroom set up.

Since accidents may occur, please make sure that your child always has Two or more changes of clothing in their cubby.



Toilet Training Continued

Children in the 1 or 2-year-old classes are not expected to be toilet trained. Parents are responsible for providing diapers for their children. Parents should bring in a pack of diapers to leave at school. You will be notified when the supply is getting low. Children who are working on being toilet trained should be in underwear. We do not recommend pull-up diapers because they are expensive and do not allow a child to feel as messy when accidents do occur. To be considered fully potty trained, the child needs to be accident free for about 30 days. If your child has more than two accidents per day or accidents are a daily occurrence, the teacher will discuss with you a revised plan.

When the transition is made from diapers to underwear, we ask that you send in several sets of clothing for changes the first full week. If after two weeks in underwear and we are experiencing two or more accidents per day, you will need to return to diapers for a little longer.

Toilet Training Transitions

Each program builds upon the previous program. As the child progresses to the next class the giving and receiving teachers meet to learn and discuss each student's progress with toilet training. This way the receiving teacher understands the level of each student and can gear teaching techniques accordingly.





PARENT POLICIES



ENROLLMENT REQUIREMENTS



ENROLLMENT

Forms

In order to maintain an accurate file for your child while they are enrolled at Small Steps Academy we have a paperwork packet with a variety of forms that cover all of the essential information that we need to know. The following is a list of forms that are required upon entry and may be changed or added to at anytime.

1. **Enrollment Form**

- a. Required by DCF (state of Florida). It gives us contact information, authorized pickups and more.

2. **All About my Child Form**

- a. Gives your teacher a comprehensive look at your child's home life and personality. It helps the teacher to bond with your child in the first few weeks.

3. **Health Form**

- a. DCF (state of Florida) requires ALL students to have a NON expired physical and immunization form on file while your child is enrolled here. religious exemption forms are also acceptable.

4. **Permissions Form**

- a. Allows the parent to provide permission for pictures, diaper cream, sunscreen and bug spray

5. **Food Form**

- a. Allows the parent to provide permission for food related activities and to share in detail about any allergies your child might have.

6. **Parent Acknowledgement Form**

- a. Gives permission for your child to attend Small Steps Academy. Acknowledgement of policies and agreement to abide by the parent handbook. Agrees to the inherent risks and germs that may be present in every day life while attending a childcare.

7. **Tuition Form**

- a. Allows the parent to select payment options. Once filled out, give Small Steps permission to charge the families for the care and education of their child based upon the schedule set forth by the parent.

ENROLLMENT REQUIREMENTS



Ages of Care

We accept children from ages 12 months, our one year old program to age 5, our VPK program.

In the summer months, we expand eligibility to the older siblings of students already attending. This will include children aged 5-9 years of age, or up through the summer before 3rd grade. (We find that children 10 and older do better with other camps in the area as they have typically aged out of Small Steps summer care.)

Split Family Enrollment

Only the parent or legal guardian may enroll a child in our program. Proof of custody may be required. In the case of split families, Small Steps requires **BOTH** the biological mother and father to fill out the enrollment form. If it is a hardship to sign the paperwork in person, such as when a parent lives out of the area, Small Steps will send the paperwork for an electronic signature.

Parents will want to note that if a custody agreement has been set forth by the courts, it will need to be placed in the child's file. In the case of custody agreements where one parent has full custody, that parent will sign the enrollment form and determine the authorized pick-up list on behalf of the child.

In the event of a biological parent picking-up, UNLESS there is a court order on file, FL law states that a childcare facility must release a child to their biological parent.

Parents are strongly encouraged to work out an authorized pick-up list on their own time and have it ready for their child's enrollment form. In the event that you cannot reach an agreement on the authorized pick-up list, the list will default solely to the biological parents.

ENROLLMENT

ENROLLMENT REQUIREMENTS



Split Family Enrollment

ENROLLMENT

If a pick-up list needs to be changed mid year, for split families it WILL require two signatures at the time of change.

In the event of an emergency parents are able to email or send a bright wheel message to authorize someone on their behalf. This is in compliance with the DCF rules and regulations that all persons authorized for pick-up must be submitted in writing.

In the event of a split family, an emergency pick-up authorization will fall to the parent that was designated as the pick-up person for that day. So for example, If mom is picking up and cannot make it, she has the permission to send someone on her behalf. If dad is the designated pick-up person for that day he has the permission to send someone on his behalf. Keep in mind, this is a one time permission for that time only. If either parent wants to add them or allow them for multiple days, the child's file will need to be revised and two signatures will be required.

In the event of an emergency It would be impractical for Small Steps to try and gain permission from both parties in a short amount of time. So we ask that parents speak about this matter and come to an understanding that the other parent sent someone due to extenuating circumstances and only out of necessity. We ask that each parent respect the last minute decision of the other parent.

Small Steps recognizes the difficulties and emotions that can come along with split families. We understand that you are navigating a new family dynamic. We are here for the same goal: Keeping your child healthy, safe and happy. We will do our best to be mindful of your situation and treat it with the utmost care and respect. We in turn ask that you as parents do the same. Split families will want to be sure that they are respectful while on campus and solve all disagreements outside of the school. We will do our best to accomodate the wishes of each parent, but in certain situations compromise may need to happen.

ENROLLMENT REQUIREMENTS



ENROLLMENT

Authorized pick ups

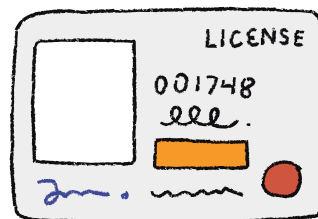
We all know that life gets busy and things happen during the week that can require a parent need a last minute pick-up of their child. If you are needing to authorize a pick-up person that is NOT on your child's list, FL law requires you to notify the childcare center in writing.

In this situation, parents are permitted to send a bright wheel message or an email to the director. This will authorize the pick-up person, one time only. Parents will then want to add the emergency pick-up to their child's enrollment form. Please request your child's enrollment form at the front desk. Once added, the one time written permission is no longer necessary.

Please also note that when someone is coming to pick-up your child for the first time, they will be required to show a picture I.D.

Anyone that is picking up your child, must be 18 years of age or older. This allows us to be certain that they have a full license without restrictions. Per FL law, between the ages of 16-18 a driver can be without passenger privileges. Keep this in mind when filling out the pick-up section of the enrollment form.

If the adult does not have proper I.D. or the school has cause for reasonable suspicion, the parent will be called immediately to verify pickup. These regulations are in place for your child's safety.



PROGRAM ATTENDANCE



School Year Schedule

Small Steps Academy is run as a “year round childcare facility”. This means that our Academy is operational all year excluding certain Holidays and training days. This means that a child starts in August and attends for a year (through July). The months of June through August are considered Summer Session.

Our first official day of the new “school year” will match up with the Monday in August that Volusia County Schools start. The week prior to that Monday is our Teacher work week, our Academy is closed for maintenance and meetings. Our staff works very hard each year during this time to ready the school for another year.

Our last Official day of the “school year” usually happens the end of May on a Friday. The following Monday our Academy begins “Summer Session”.

All students are considered year round **EXCEPT** for VPK only students whose funding ends in May. A VPK only student is a child that comes for the VPK program during their state funded learning hours of 8:30am-11:30am.

If a parent does not wish to have their child attend for the summer, their options will depend on how the child is enrolled.

If the child is full time a parent chooses to pull them out completely, they will be required to pay a full time placeholder rate until August.

If the child is part time and the parent wants to pull them out completely , they will be required to pay a part time placeholder rate until August. The placeholder rate for all programs is \$50.00 less than the part time rate.

PROGRAM ATTENDANCE



Days & Hours of Operation

Small Steps Academy is open weekdays only, Monday-Friday, 7 am to 5:30 pm. Please consult our school year calendar for observed holidays and other days closed.

Classroom Start Times

We ask that families be respectful to teachers by ensuring their children arrive before the classroom instructional times posted below. Something as simple as opening the classroom door is disruptive and robs the attention of children away from their teacher who has already launched the day's learning activities. Late arrivals due to an appointment are allowed and parents should bring a doctor's note with them. Late arrivals due to extenuating circumstances require a phone call or Brightwheel message from the parent. We kindly ask that parents do not take advantage of this and plan for extra time in their morning routine.

Thank you for observing the "arrive no later than"
Classrooms Instructional Time begins **NO LATER** than



Small Steps Academy
drop off: 8:30am
FOR ALL PROGRAMS



Sign in and Out Sheets

Parents are required to sign every child in and out each day using your full name – no initials. If you have more than one child, an individual signature for each child is required. Sign in/out sheets are in your child's classroom.

Signature



Tardiness & Absences



No Child can arrive later than their program's lunch time

APPOINTMENTS- When your child has an appointment please use the brightwheel app to mark a late arrival and be sure that your child's teacher is aware. Please drop off the doctor's note, or other notes to the front desk upon arrival.

LATE ARRIVALS- From time to time, we understand that life can get in the way of arriving on time. Should this happen, please send a brightwheel message to your child's teacher making them aware of the late arrival. Keep in mind that excessive late arrivals disrupt the learning of your child and the other students in the class.

VACATIONS- or days off, be sure to communicate ahead of time to your child's teacher using the brightwheel app. This helps us plan for staffing needs and provides your child with the best experience possible.

1 WEEK FREE CREDIT- 1 free week credit per school year to be used for a full vacation week, or a week that the child is NOT attending. The free week request form is located at the front desk, please fill it out and return to Ms. Carrie. Forms must be received AT LEAST two weeks prior to the free week request dates. If your family has monthly billing set up, keep this in mind and be sure to turn your form in during the prior month, so your monthly bill can be adjusted on time.

For families with VPK children, see VPK Attendance Policy.

Arrival



Safety Measures

Safety is a priority at Small Steps. Parents must accompany their child(ren) into Small Steps Academy every morning.

Children will not be permitted in the building alone. If your child arrives at the front door ahead of you, the receptionist will wait to unlock the door until you have caught up with your child.

Children should be taken directly to their respective classroom and physically handed off to a teacher in the classroom.

It is our responsibility to take over the care of your child once you have signed your child in.

Parents should not bring children in the doors before 7 am, as teachers are still arriving, need to clock in and have a short preparation time in the classroom before greeting families.



Departure

Safety Measures

Parents must accompany their child(ren) out of Small Steps Academy every day. Children will not be permitted to leave the building alone.

It is your responsibility to take over the care of your child once you have signed your child out. It is the parent's responsibility to get their child(ren) to the vehicle in a safe manner.

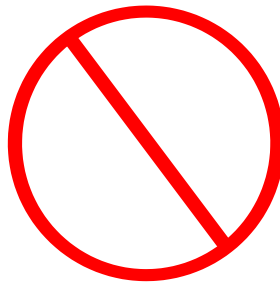
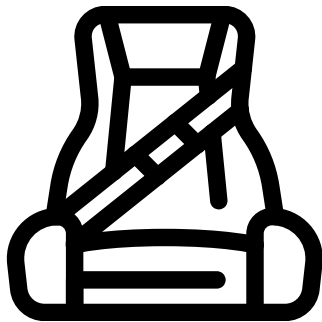
Car Seat Safety.

NO CHILD will be released to any adult seemingly under the influence or incapacitated in any way.

NO CHILD will knowingly be released to a family lacking a harnessed car seat or booster seat.

Florida law states:

Children five years old or younger must be secured in a federally approved child restraint system.
Children three years old and younger must use a separate car seat or the vehicle's built-in car seat.



Authorized pick ups

All children must be picked up by an adult approved by the parent(s) and the center.

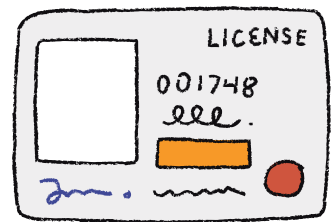
If you are sending someone in your place in order to have your child picked up on time- please let the front desk know during your phone call.

Keep in mind that the authorization to pick up **MUST** be in writing. Written permission can be a brigtwheel message or email. Keep in mind this a one time authorization.

If your emergency pick-up person is not on the enrollment form in your child's file, the written permission serves as temporary authorization, for that time only. If they are picking the child up more than once, please ask for your child's file and add them to the authorized pick-up list.

In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to the pick-up. Please do not wait until the last minute to message, as it may take time for the message to go through. This prevents the person from having to wait in the lobby for permission.

If the adult does not have proper I.D. or the school has cause for reasonable suspicion, the parent will be called immediately to verify pickup. These regulations are in place for your child's safety. Please ask to speak with the director, if you have any questions or extenuating circumstances.



Late Pick Up

Small Steps Academy closes at **5:30 pm** sharp. Parents are asked to be mindful of how long it takes to sign your child/children out, collect their things and speak with the teacher.



In the case that a parent is running late and may not make it by 5:30pm, please CALL the front office and notify them that you are running late. 386-756-7569 The sooner you can call it in, the better.

Families arriving after close of business are given a warning the first time and after that are charged \$20 for pick-up after 5:30 pm. For each minute after 5:35 an additional dollar will be charged. While this fee may seem excessive, please realize that this requires two staff members to stay.

We understand that traffic can cause you to be late picking up your child, so please leave with plenty of time to accommodate delays. Only the School Board can choose to waive late fees.



Weather Closures

During inclement weather events, please stay tuned to public broadcasting reports. Small Steps Academy will follow the lead of Volusia County Public Schools regarding weather-related closings.



Fire Alarm and Other Drills



Small Steps Academy conducts monthly drills for fire and emergency preparedness for situations such as inclement weather (tornadoes) or a necessary lock down of the facility due to an outside threat. Parents are always welcomed to participate in these drills. If you happen to be present during a drill, you will be expected to assist by following the lead and directions of staff.

No Smoking Campus

By Florida law, Small Steps Academy adheres to a no smoking requirement campus-wide. This is no smoking or vaping of any kind along with no disposal of cigarette butts anywhere on the property.



Parking Lot Safety



Please use extreme caution throughout our parking lot. We ask that you drive no more than 5mph. Please refrain from distracting activities, such as talking on your cell phone while driving through the lot.

DO NOT leave a child unattended inside a vehicle, as this is against state law whether the vehicle is running or not. You are also not permitted to leave a car running when no one is in it. Please adhere to these laws, as we are required to contact police, if any of these laws are not followed.



Personal Belongings



Your child should wear simple and comfortable clothing suitable for the weather and messy play. Girls must wear shorts or leggings under dresses.

ALL personal belongings must be labeled with the child's first and last name prior to being brought into school.

This includes:

Lunch boxes, water bottles, food containers, sippy cups, backpacks, extra set of clothes, etc.

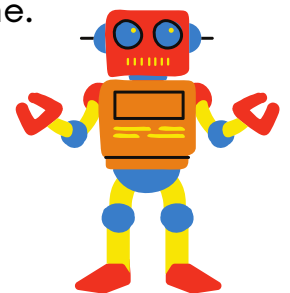
We recommend any product like Mabel's Labels (mabelslabels.com) for waterproof, dishwasher safe and durable labels that are cute and stay put when laundered! If using Mabel's Labels, be sure to link every order to Small Steps Academy, and our school will receive a portion of your purchase.

Toys

Children are required to leave personal toys at home.

This is necessary to eliminate disputes and avoid disappointment when toys are broken or lost.

The only exception to this is a teacher-planned show-and-tell experience.



Children may bring a comfort item for rest time. Be sure it is clearly labeled with the child's first and last name.



If your one year old uses a pacifier, it also must be labeled with their first and last names. Clip on straps for pacifiers are not permitted. Children will only have the pacifier during nap time to encourage proper development of language skills.

LUNCH AND SNACKS

Hydration

Hydration: All children must bring their own water bottle to school each day. It MUST be labeled with the child's first and last name, as this is a licensing requirement. Teachers will refill the bottles when needed.

Parents should take them home daily to wash and refill.

It is important to always send WATER ONLY in their cup or water bottle. If a parent wishes to send a juice box for

lunch or snack that is fine. Please do not put juice or other beverages in their cup or water bottle. Teachers use their water bottle to keep them hydrated on the playground. No soda of any kind is allowed in Preschool.



Children in the 1-year-old program are required to use sippy cups. No bottles please. Pursuant to DCF regulations, children are not permitted to lay down while drinking from a bottle or sippy cup.

Healthy Eating

Parents are encouraged to provide their child with healthy snacks and food. Some suggestions may be: raisins, muffins, cottage cheese, cookies, fruits, protein, cheese, granola or fruit bars, yogurt, hard-cooked eggs, whole grain bread, peanut butter crackers, low-sugar cereals, or trail mix. Try to keep treats, and processed foods to a minimum, do not send candy to school for your child.



DCF- State Regulations

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, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes or sticks and any food that is of similar shape and size of the trachea or windpipe. Food for infants must be cut into pieces 1/4 inch or smaller, food for toddlers must be cut into pieces 1/2 inch or smaller to prevent choking. This applies to all food, even food provided by parents/guardians. Hotdogs must be cut lengthwise, not kept whole or in circles which can causing choking. The grapes must be cut up as well.



**We require that each lunch box
contains an ice pack
PER DCF regulations**



LUNCH AND SNACKS

Lunch & Snack Time

Our facility is not equipped to include food preparation, which means we do not have the capacity to heat or reheat any food items in a microwave. Many parents use a thermos to keep things hot or cold. Children generally don't mind eating nuggets or mac n cheese when it is lukewarm.

If your child attends all day, he or she will need to bring 2-3 snacks for morning and afternoon depending on their age and how much they eat. All full time children require a lunch. Please pack a drink for your child as well. If you pack snacks that keep such as whole grain crackers or a snack mix it will keep for the next day.

If your child runs out of food or is about to run out of food while in our care, you will be contacted to immediately bring food or pick up your child for the day. Our teachers do keep an extra snack or two in their classrooms in case of emergency. However, they cannot supply food on a daily basis.



The importance of Meal Times

Snack and meal times are important opportunities for preschool age children to learn and develop in a variety of areas, including social skills, vocabulary, math concepts, science concepts, and cultural awareness. By taking advantage of these times, parents and caregivers can help set the foundation for a lifetime of learning and growth.

The children are learning to say a blessing before each meal, to eat independently, interact with their peers in conversation, and use proper table manners.

Lutheran Common Table Prayer:

Come Lord Jesus, Be our guest. Let these gifts to use be blessed. Oh Give thanks unto the Lord for He is good and His Mercy endures forever.

Amen



Allergies

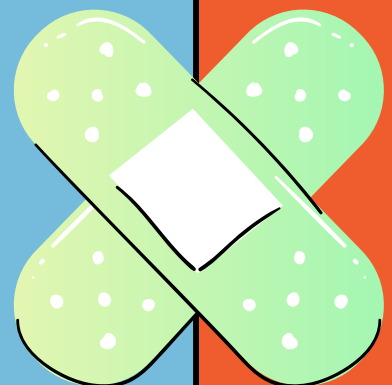
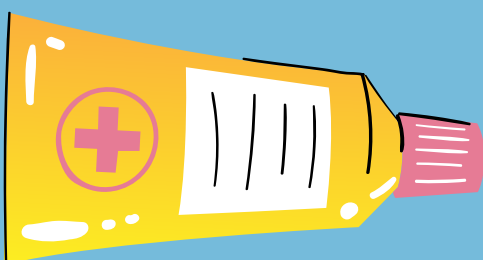
If your child has any food-related allergies, be sure to indicate specific allergies on the enrollment form, as well as discussing them with your child's teacher. If your child has a severe allergy we recommend filling out a FARE allergy form or an AMERICAN PEDIATRICS allergy form. Along with the form we will place the child's photo, so that all staff are aware of the allergy.

If a child has a severe allergy requiring a peanut/nut free classroom, parents will be given a letter at the beginning of the school year and will be asked to be mindful and to diligently check their child's lunchbox each morning. The family of the child with the allergy is extremely grateful to each and every family that helps out. When you check your own child's lunchbox, you are helping to protect the life of someone else's. With our kids being so little it is very hard to avoid accidents when the food is brought into the classroom. So the sacrifice you make for the year, has lasting benefits for the health and safety of the allergy child!





HEALTH AND SAFETY



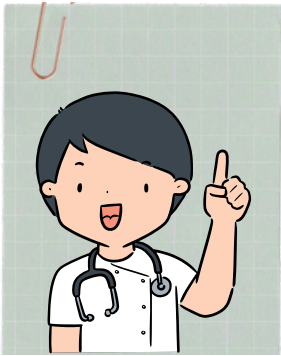
State Health Regulations

State law requires each child's immunization record and physical health exam form to be on file as part of each student's record.

NO CHILD MAY ATTEND PRESCHOOL WITHOUT HAVING THESE RECORDS ON FILE WITHIN DAYS OF ENROLLMENT.

If there is a medical reason for not completing immunizations, we must have a signed statement from your doctor.

If there is a religious reason for not having immunizations, we must have a notarized religious exemption form on file. The cooperation of the home with the school is a necessary part of maintaining good health standards.



**Whenever your child goes to the doctor
be sure to DOUBLE CHECK the
expiration dates on your child's
physical and or immunization!**

Daily Health Checks

Having a safe and healthy learning environment is a priority at Small Steps Academy for both the children and teachers. We require that all children have direct contact with a teacher or staff person upon arrival for early detection of any apparent illness, communicable disease, or unusual condition, or behavior which may adversely affect the child or group.

If any of these things are determined, the child must go home immediately. Happiness is contagious, but so are colds and the flu. Please do not mask symptoms in your child by giving fever reducers before coming to school. Parents can stave off disease by making sure your child gets enough rest. Sleep deprivation lowers the immune system's ability to fight off infection. A good diet and exercise also help ward off disease.

The extent of our day-to-day first aid is strictly limited to taking temperatures, applying ice, and band aids.

Medical Emergencies

Should a medical emergency occur, we will first contact 911 then the parents. Please remember to keep your contact information up to date. If the situation warrants transportation to the nearest hospital, preschool director, another school representative or the pastor will follow the ambulance to meet parents at the emergency room.

Accident/Incident Reports

Safety is a priority at Small Steps Academy, yet there are times when children experience bumps, scrapes, and other minor accidents or behavior problems. If the accident/incident requires "more than a hug and a kiss," our teachers will complete a report for you detailing what happened and the nature of the injuries.

If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and the original filed in the student's record. We ask that you sign the copy provided to you and return at the front desk office to confirm that you were notified of your child's injury. This system is aimed at ensuring communication at all levels.

If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child, as state regulations do not permit us to divulge such information. We frequently get asked "Did the teacher notify the parents of the other child?" Our teachers are instructed to inform the parents of the other child in keeping with our discipline policy.

Mandated Reporters

Parents should be aware that the State of Florida requires all teachers and other professionals interfacing with children to be on the lookout for and report to Florida's hotline all suspected cases of abuse to a child. Our role is not to investigate, but simply report. Failing to make a report has dire penalties and consequences for us, as individuals. Therefore, we advise our parents to daily make staff aware of any lingering bruising or other visible injuries to your child to minimize suspicion of possible child abuse or endangerment. Thank you for understanding.

Sick Policy



When a child becomes sick, our policy is to isolate the child away from the classroom. Usually, this means placing the child under supervision with support staff. The parent will be called for immediate pick-up and be required to sign a form with procedures for returning to school. We ask parents to inform your child's teacher or the front desk at drop off, if your child received medicine in the morning prior to coming to school.

Staying Home from School per the CDC website:

Staying home when sick can lower the risk of spreading infections. Under routine circumstances, some illness spread among school communities is expected. In general, children with improving symptoms should be able to participate in school.

If a child's needs while sick with an infectious illness would interfere with school staff's ability to teach and care for other students, the child should stay home. Schools must balance the risk of infectious disease spread with educational, social, and mental health needs of children when determining when students should stay home.

Schools, parents, and caregivers often do not know what specific illness a child may have; rather, children present with symptoms. If someone has the following symptoms, they should stay home because their illness could affect their ability to participate in school and there is concern that they might spread an infection to staff and students.



Whenever your child goes to the doctor due to illness, provide the front desk with a doctor's note stating that they are cleared to return to school.

Sick Policy



ILLNESS POLICY

Symptoms or situations that indicate parent pick-up is necessary:

- With reportable illness or condition that the health department determines to be contagious and a physician determines has not had enough treatment to reduce the health risk to others
- With chicken pox until the child is no longer infectious or until the lesions are crusted over
- Who has vomited
- Who has had diarrhea
 - Diarrhea would 2+ episodes in a day
- Who has contagious conjunctivitis or pus draining from the eye
- Who has a bacterial infection such as streptococcal infection or impetigo
- Who has unexplained lethargy
- Who has lice, ringworm, or scabies that is untreated and contagious to others
- Who has a 100.4-degree Fahrenheit or higher temperature of undiagnosed origin before fever reducing medication is given
- Who has an undiagnosed rash or a rash attributable to a contagious illness or condition
 - Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage.
- Who has significant respiratory distress
- Who is not able to participate in the child's program activities with reasonable comfort
- Who requires more care than the program staff can provide without compromising the health and safety of other children in the program.
 - Respiratory virus symptoms that are worsening or not improving and not better explained by another cause such as seasonal allergies.
 - HFM requires a minimum of 3-5 days.



Whenever your child goes to the doctor due to illness, provide the front desk with a doctor's note stating that they are cleared to return to school.



When to return to work or school for illnesses :

When a person can return to school depends on the nature of the illness. In general, a child returning to school should be well enough to participate in school (e.g., can adequately manage improving cough and congestion on own, not overly fatigued), and care of the returning child should not interfere with the school staff's ability to teach or care for other students. Students and staff returning to school following an illness may still be contagious, but are likely to be less contagious as symptoms improve, depending on factors like duration and severity of illness. Parents and caregivers should consult their child's health care providers with specific questions about their child's condition or recovery.

For the general symptoms described below, the child can return to the school setting when:

- The child is symptom free and well enough to participate in daily activities.
- The child has not had a fever (and is not using fever-reducing medicine) for at least 24 hours. So this means that a child sent home on a Monday, may return on Wednesday for example.
- Fever with a new rash has been evaluated by a healthcare provider and fever has resolved.
- Uncovered skin sores are crusting, and the child is under treatment from a provider.
- Vomiting has resolved and the child can hold down food / liquids.
- Diarrhea has improved, the child is no longer having accidents. Bloody diarrhea should be evaluated by a healthcare provider prior to return.
- Respiratory virus symptoms are getting better overall for at least 24 hours. Students and staff returning after a respiratory illness can consider additional actions to reduce spread.

For more significant illnesses such as strep throat, hand foot and mouth, the flu etc. Ask a healthcare provider how long your child should stay home. In general more significant illnesses require more time to recover. Submit a doctor's note upon return.

Parents of children at Small Steps Academy may require us to dispense medication for a variety of reasons.

We prefer that parents give medications at home rather than at school.

If the child requires medication, parents should complete the "Medication Permission Slip" indicating the dates to start and stop the treatment and provide the medication to the front desk.

To prevent any errors, all dispensation of medications will be conducted at the front desk. All medications, or ointments must be in its original bottle or packaging, with the child's first and last name clearly visible.

As an absolute rule, we do not **initiate** giving medication to young children.

If your child requires an inhaler, epi-pen, diabetic medication, or anti-seizure medication, discuss this with your child's teacher **AND** complete the "Medication Permission Slip" listing the dosage and times to administer each medication.

Instructions should be clearly printed on the medication as provided by the doctor's prescription or by the pharmaceutical company.

Any medication that has expired will not be sent home but will be purged.

Small Steps Academy reserves the right not to give medicines, if the dosage is questionable or not according to the label.

Parents can be assured that Small Steps has annual first aid and CPR training offered to all of its Staff.

No medication should be brought in a lunch, diaper bag, or back pack, including over-the-counter medication!





FINANCIAL MATTERS



FINANCIAL MATTERS



Enrollment Fees

Enrollment requires a non-refundable registration fee due at the time of enrollment. Families with two or more children may enroll at a reduced rate. This fee helps defray administrative costs associated with paperwork processing and computer time to set up your family's attendance and billing. New student registration fees are charged within 3 months of a child's 1st day. Current students who are continuing on, are charged their returning registration fee during the month of February. If a parent wishes to request a refund due to unusual circumstances, the School Board would be notified and make the decision. Families returning to our school after withdrawal from the program are required to pay the enrollment fee again.

Tuition and rates

Tuition and rates are published yearly in February for the coming school year. Small Steps raises their rates annually based on inflation and the cost of providing your child with a high quality early childhood education. Small Steps is a 501c3 non profit and remains committed to this by only charging what it costs to run our childcare facility.



Tuition Dollars

We do not accept subsidized childcare dollars for our one year old program through our 3 year old Preschool program. This includes school readiness. Our families are fully responsible for paying all tuition and fees out-of-pocket. Any exceptions to this policy, such as an employer or military sponsored childcare, must be approved by the Director and School Board. As tuition payments are made throughout the school year, please note any remaining tuition payments may not be carried over into a new school year.

Our rates for tuition already incorporate holidays or other days when the center is closed. Absences for sick or vacation time beyond the one free vacation week will not result in a fee reduction.

Tuition Payments



Tuition is not based on attendance. Families agree to pay for the slot their child will have in our program. Tuition is charged for the slot claimed regardless of your child's attendance pattern.

Here's Why:

- **Reserved Spot:** Even when your child is not present, your payment ensures their spot is reserved in the daycare. Each spot is a portion of their expected income, crucial for operational stability.
- **Fixed Operating Costs:** Childcare centers have fixed operating costs such as rent, utilities, staff salaries, and insurance. These costs remain constant regardless of whether a child is present. Your fees contribute to these ongoing expenses, ensuring the daycare can continue providing quality care.
- **Staffing and Resource Planning:** Childcare centers plan their staffing and resources based on enrolled children, not daily attendance. Your fees support this planning, ensuring adequate staffing and resources for all children.

Changes in Tuition

- Our rates are based on year- round childcare, which begins in August when Volusia County begins and ends in July before the teacher in-service week. Weekly rates are charged through the summer at the same rate as the school year. Your child (ren) will start their new rate when moving up to the next program which happens in August, when we begin our new school year.
- If this arrangement changes due to a child(ren) being withdrawn from our school, parents are required to give two weeks written notice. A form must be filled out. Parents WILL be charged if two weeks notice is not given. Extenuating circumstances are handled by the School Board.
- If a parent needs to change their child's attendance pattern, a change of program form must be filled out. If parent is need of an extended absence, they must meet with the enrollment coordinator.

Billing

Because tuition is a recurring cost that only changes when children change programs or advance to another age group, parents should be fully aware that they will be charged based on how they fill out their financial forms. There are 3 options for Billing:

- Parents may elect to pay on a weekly basis, every Friday in advance of care. The bill posts Friday morning and is due by Monday.
- Parents may elect to pay bi-weekly charged every other Friday in advance of care. The bill posts every other Friday morning and is due every other Monday.
- Parents may elect to pay monthly and in that case, tuition will be billed 3 days before the 1st of the month and due by the 6th. Parents that select monthly billing will receive a statement on the 1st of every month. This bill will be calculated using the number of Mondays in the month. Because some months have 5 Mondays in the month, your tuition payment will vary at times. Tuition is due by the 3rd business day of the month and in advance of the service provided.

Tuition is always billed in advance of care. Families have three business days (including the Friday the invoice is sent) to pay on time.

Vacation Week

Parents wishing to use their Vacation Week for a tuition break must submit the Vacation Week Form to Enrollment a full two weeks prior to the week it is being applied to. Your free week must be used during a week your child is not in attendance. Forms are available at the front desk.

Tuition Collection

Small Steps Academy collects tuition payments using our Preschool app, brightwheel. Parents are required to use autopay in the brightwheel app. Cash payments will no longer be accepted. If you require a different payment method, please speak directly with the Director or Enrollment, or if you have any other questions.

Non Tuition Weeks

Weekly fees remain the same throughout the year with the following exceptions:

- 1) No tuition is due the week we close in the fall for in-service training prior to the week the new school year starts,
- 2) The annual vacation week at the parent's request and
- 3) Christmas break.

VPK

Students who are eligible for VPK services are not charged any tuition for VPK services, families are charged for after care tuition only. So this means the hours of 8:30am- 11:30am are FREE for all VPK students. Parents whose child comes outside of these hours will pay according to the schedule they have set up with enrollment.

Bank Charges/Fees

If Small Steps Academy is notified by its bank that your payment failed or was returned (insufficient funds, account closure, ACH-rejected, etc.), you will incur a charge for returned checks plus the unpaid payment amount.

The full amount due must be received within five business days to avoid further action. Families usually know about banking problems earlier than we do, so we encourage you to alert us as soon as possible.

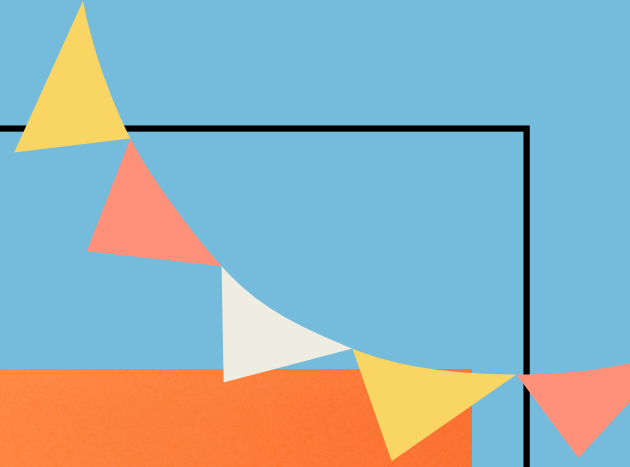
Families that have a payment submission issue, such as a failed payment, must resolve that issue within three business days in order for their child to continue at Small Steps. Academy. Any exceptions are at the discretion of the School Board.

Late Tuition

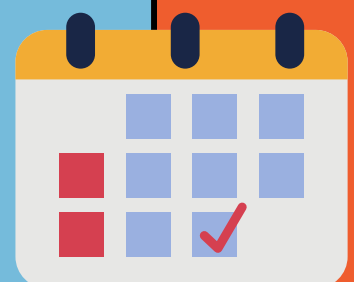
If a parent fails to pay tuition on time, a reminder will be sent the first time. If tuition is more than two weeks behind a written notice will be given. If tuition is not paid for 2 or more weeks, the child(ren) will be unable to attend until tuition is paid in full. If a parent is paying monthly all tuition must be paid each month in order for your child to continue.

Tuition Refunds

All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges, including the two weeks' notice of withdrawal. We do not issue refunds. In the event you have a balance after your child's last day, all applicable fees including the two weeks' notice requirement will be subtracted from any balance prior to a final refund being issued. Checks for this are cut monthly and will be mailed according to our monthly bill payment schedule.



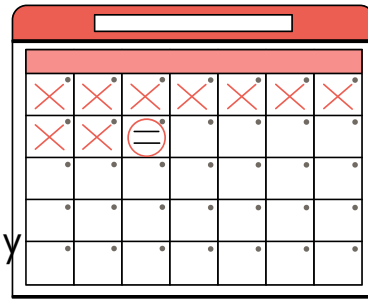
SCHOOL & EVENTS



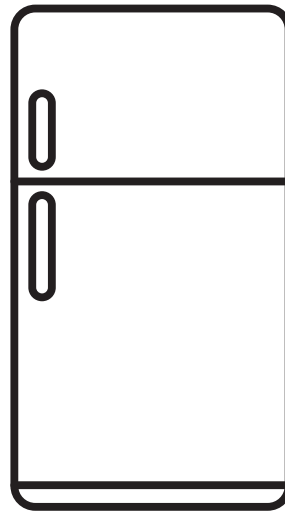
SCHOOL CALENDAR

School Calendar of Activities

Our academy publishes a new school calendar of activities each fall that clearly notes all holidays and other planned occasions including school closures. You will note that our calendar lists the Volusia County Public School calendar closings in order to help parents with older siblings.



Whenever possible, Small Steps aims to provide continuous care with a year-round schedule. It is also our desire that parents with children in the Volusia County School system are not over-burdened with scheduling issues between schools. Please use the yearly calendar as your guide for knowing when alternate care will need to be provided.



In addition to school closures the yearly calendar also includes all of our fun event and dress up days. This is handed out at the beginning of the school year for your refrigerator.



Save the Date

Please use the yearly calendar should you want to volunteer in the classroom or be present at school wide events. Small Steps is extremely thankful to have families that are involved in their child's preschool experience. We hope you have just as much fun as your kiddos!



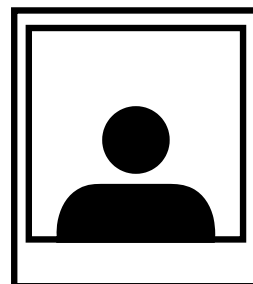
Photographs and Videos



Teachers love to share and capture the magical moments in the classroom. Throughout the day they may snap pictures of your child learning or doing something cute. These pictures will be sent via Brightwheel or a school email. This keeps the pictures confidential and private.

Parents fill out a photography and video permissions form upon enrollment. This is your opportunity to specify if the teachers can use your child's photo in a bulletin board or display around the classroom. From time to time arts and crafts projects include photographs. For example they may do a cute craft that has a class photo in front of the fire truck on fire safety day.

Throughout the school year Small Steps holds special events. Classrooms have additional fun activities they plan for their students. Parents are able to volunteer for these events. During such events parents love to be able to take pictures and capture the moment. We require that parents **DO NOT** directly take pictures of other children without obtaining permission from their parent or guardian.

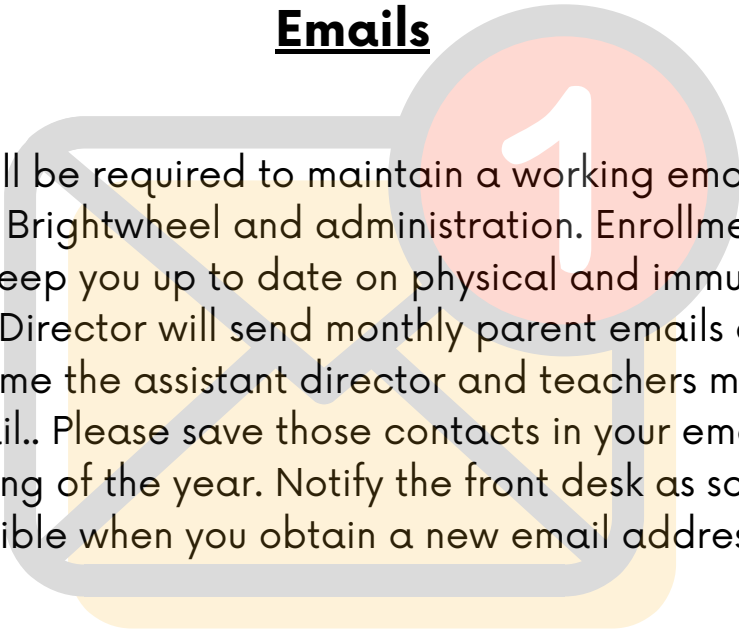


Lobby Slideshow



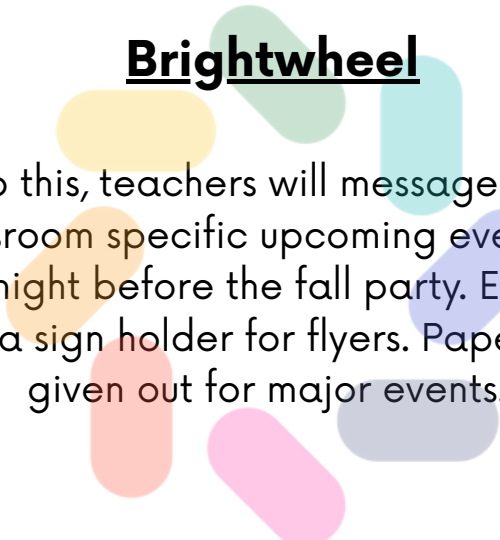
In addition to the yearly calendar Small Steps posts a monthly calendar in the early care wing. The TV in the lobby is used for slide shows on upcoming events. Also note that school closures are posted on the front doors a week ahead.

Emails



Parents will be required to maintain a working email on file for both Brightwheel and administration. Enrollment will email to keep you up to date on physical and immunization forms. The Director will send monthly parent emails and from time to time the assistant director and teachers may also utilize email.. Please save those contacts in your email at the beginning of the year. Notify the front desk as soon as possible when you obtain a new email address.

Brightwheel



In addition to this, teachers will message on Brightwheel about classroom specific upcoming events, such as a reminder the night before the fall party. Each classroom is equipped with a sign holder for flyers. Paper copies are also given out for major events.

Church Singing



Families will be able to experience the joy of seeing children showcase what they have learned through music a few times during the school year during a Sunday Family Chapel time. The singing dates for 3 and 4 year old children are listed on the school calendar for the entire year. Please plan to make it possible for your child to sing during these special events.



Birthdays are special occasions that we want to celebrate with your child.



Sometimes, they can be complicated with so many different students. If you would like to celebrate your child's birthday at school, please arrange this ahead of time with your child's teacher. They will assist with the daily schedule, allergies, and other things you may want to know when planning your party.

Parents are welcomed to send store bought cookies or other special snacks. Please contact your child's teacher ahead of time to arrange this.



If you wish to provide invitations to a private party after school hours, we ask they not be distributed in the classroom unless every child receives an invitation.

Chapel Time

Small Steps Academy is passionate about teaching children to call on the name of the Lord in times of trouble and in giving Jesus all worship, praise, and thanks for being our Savior from sin. As an outpouring of that passion, we hold a weekly chapel time for children in addition to their classroom Bible lessons.

Going into the sanctuary gives children an opportunity to be with the Pastor, pray, sing songs to Jesus, and hear Bible truths tailored to them.

Chapel Time is scheduled every Wednesday. Check with your child's teacher for exact times, as Pastor Jeff warmly invites all parents to attend, too.

Every Sunday morning at 11:00am Pastor invites all family to attend a special church service for families. It is a special family chapel service geared towards little ones. The kids sing songs, answers questions and get to wiggle!





CLASSROOM COMMUNICATION



Communication with Teachers

Teachers enjoy talking to parents and family members to share information about your child's progress. This may happen daily in an informal way via brightwheel or a quick conversation. When taking the opportunity to talk briefly, please remember that teachers are also responsible for the safety of children during school hours. This requires close and constant supervision. We appreciate you keeping that in mind when trying to communicate with your child's teacher during drop-off and pick-up times, as that may not be a good time for extended conversations. If your conversation requires additional time, you are always welcome to call ahead and coordinate a few extra minutes with your child's teacher. You can also message via brightwheel and our teachers will be more than happy to set aside a few extra minutes for you as soon as they are able.

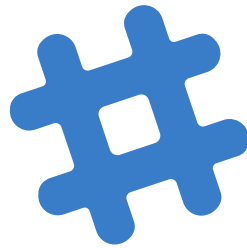


Parent Conferences

Our director and teachers enjoy meeting with individual families by parent request or teacher suggestion at any time during the school year for children in our 1 and 2-year old classes. Parent conferences for Preschool and VPK children are scheduled in the fall and spring. We encourage any parent to call and set up a conference anytime you feel one is needed. For our Early Care Wing, we do not automatically hold a formal conference as most children are still growing and developing rapidly during this time. Teachers find it more effective to communicate more frequently. Additionally we focus more on growth and development during this time.

Personal Information

While we do not encourage our teachers to exchange personal information, like cell phone numbers. We do, however, encourage our teachers to build a relationship with our families in a professional manner. When your child has graduated your teacher's class feel free to reach out for their contact information at that time. You can also make appointments through the school to meet with your child's teacher at any time when they are not in charge of children. You may also send a brightwheel message.



Keep in mind that in today's society, connecting through social media platforms is very common. If you are going to connect with your child's teacher online, keep in mind that at Small Steps they are first and foremost teachers but on social media they are first an individual person.

Small Steps respects the rights of employees to engage in online activity on social media sites, personal web sites and blogs during non-work time as a medium of self expression and social communication. However, employees understand that their actions captured via images, posts, or comments can reflect on Small Steps Academy. We ask all of our teachers to be mindful that being on social media reflects on their job and their character.

The Bible reminds us that we should seek to Glorify God through everything we do, including social media.

"So, whether you eat or drink, or whatever you do, do it all to the glory of God." 1 Corinthians 10:31



Open Door Policy & Volunteering



Small Steps Academy welcomes parents on campus and invites them to visit their child's classroom to observe classroom learning activities. This open-door policy allows parents and guardians to enter the classroom at any time unannounced.

We prefer asking parents to wait until about the 4th week of school before volunteering. This gives the children time to settle into classroom routines.

If you would like to help on a party day, help with a special project, or volunteer in your child's classroom, arrange this with your child's teacher ahead of time and always sign in at the front desk to receive a visitor's badge.

While we are committed to having an open-door policy and embrace our parent volunteers, we also have a commitment to the safety of all children as our first concern. Florida law is very specific about background screening and how it applies to volunteers or others visiting our classrooms. For this reason and because we cannot attest to the background of anyone that has not gone through our national database screening process, we cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill the background screening and training requirements established by DCF for child care program volunteers.

Additionally, we ask that our volunteers avoid exposing children to any known or unknown communicable disease or other health concerns. We also ask that while in a volunteer capacity you refrain from taking direct pictures of other children.



Parent Code of Conduct



Our Academy is committed to ensuring that children feel happy, safe and secure, and have the maximum opportunity to learn. As members of the Small Steps Family parents and caregivers are required to conduct themselves in a safe and responsible manner that recognizes and respects the rights of others and the expertise, experience and qualifications of staff.

The Parent Code of Conduct Policy provides statements which serve as a reminder to all members of the Small Steps Family of their commitment to an excellent school experience.

This policy requires that everyone:

- Recognize that the education of each child is the joint responsibility of the caregiver and administration.
- Demonstrate that both caregivers and the Academy work cooperatively in the best interest of the child.
- Treat administration, staff, and others employed by Small Steps Academy, in a professional and respectful manner.
- Exhibit a good example for students in their conduct, language and behavior while on campus or at Academy sponsored activities.
- Refrain from negative gossip or unsubstantiated criticism that disparages the reputation of the Academy or its employees.
- Ensure that children attend school regularly and are dropped off and picked up on time.
- When visiting or volunteering at the Academy observe all rules of the school, including checking in at the lobby desk.
- All families and visitors are kindly asked to dress in a conservative, christian manner that reflects our family friendly campus and it's atmosphere.
- All caregivers and visitors, as well as all staff of the Academy, deserve to be treated with respect.
- Respect the Christian environment set forth by Small Steps Academy in their manner of dress so as to keep a conservative and family friendly environment

State Licensing

As a faith-based early learning program that also pursues high quality care and education, Small Steps Academy has chosen to participate in Florida's child care licensing rather than take the option of being designated as "religious-exempt." We understand the importance of being accountable to a higher authority: Florida's Department of Children and Families. We are dedicated to maintaining strict compliance with child care licensing standards as one means of ensuring a quality environment for your children. Our state requirements cover standards for background screening, staff qualifications, facility, playground, health and safety regulations, and child/staff ratios. Our aim is to consistently meet and exceed those standards.

Questions or Concerns

Parents are encouraged to speak up whenever questions or concerns may arise. We value transparency and want to resolve all issues. For school matters, the following progression of actions is suggested when you have concerns:

1. Speak to your child's teacher(s) first to get clarification.
2. If a situation rises to a higher level of concern, do not hesitate to contact or meet with the director to have your concerns addressed.
3. As a last resort, in the rare event your issue is not fully resolved, you are invited to write an email describing the situation to our church's school board at board@smallstepsfl.org.

Additions/Changes

Small Steps Academy posts this handbook on our website at www.smallstepsfl.org. We reserve the right to edit or amend this document at any time. Parents will be notified of changes or additions to policies in this handbook at the time new or changed policies are made effective.





Now you're ready to start...

First Day of School

A transition into any new environment can be challenging and cause anxiety for both the child and adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and respond with sensitivity to their feelings. Separation anxiety is common. Your child may cry, and resist being left at school in the beginning. After several days, drop-off becomes easier, especially if you establish a reassuring and consistent routine.

After you walk your child into class, greet your teachers, and sign the attendance record each day, we suggest that you simply give your child a hug, remind him or her that you will return later – and then leave. Prolonging your departure could cause more anxiety for your child.

We encourage parents to send a message via brightwheel any time during the day to see how their child is adjusting. If needed, our director is happy to offer additional suggestions for a smooth and enjoyable transition into the school environment for your child and family. Coffee is available in the lobby if you would like to take a moment before you head out the door for the first time.

Welcome to the Small Steps

Family

CONTACT US

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fax: 386-767-7277

www.smallstepsfl.org

learn@smallstepsfl.org

DCF License #C07V00195

