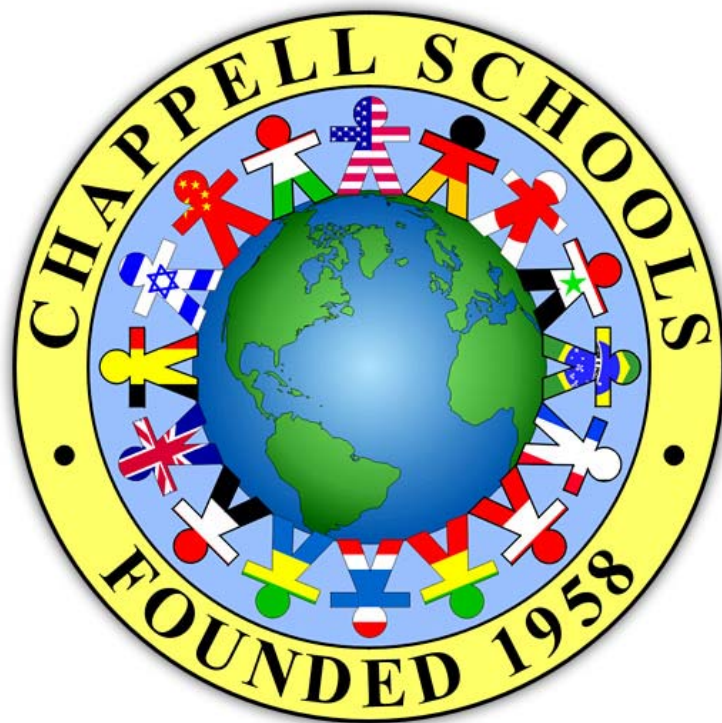


# *Chappell Child Development Center*



*Parent Handbook*

## **Table of Contents**

To Our Parents .....	1
Chappell Locations .....	2
Chappell History .....	3
Chappell Mission Statement .....	4
Chappell Credo .....	5
Chappell Philosophy .....	6
Rights of the Young Child .....	7
Chappell Curricular Philosophy.....	8
Early Childhood Program Goals .....	11
Communication.....	12
Child Guidance / Discipline/ Student Dismissal Policy .....	13
Programs and Services.....	14
Memberships / Accreditation's / Former Board Member.....	15
Achievements, Honors, Awards .....	16
Nutrition Program.....	17
Maintaining Staff Skills .....	18
Employee Training and Staff Development .....	19
Employee Evaluations .....	20
Licensure and Regulations.....	20
Matriculation.....	21
Medication Policy .....	21
Illness/Accident .....	22
Guidelines for Excluding Children from the Center.....	23
Biting .....	25
Individuals Authorized to Pick up .....	26
Changes in Custody .....	26
Security and Safety .....	27
Safety and Emergency .....	27
Fire Evacuations and Tornado Drills .....	27
Protection from Electrical Storms.....	28
Guidelines for Natural Disasters and Civil Defense Emergencies .....	28
Center Closure Due to Dangerous Weather.....	28
Ways in Which We May Be of Help to You .....	29
Parent Involvement Opportunities .....	29
Parent Responsibility .....	30
Resolution of Parental Concerns.....	31
.....	
.....	

---

## **To Our Parents**

Chappell is honored to present this Parent Handbook to you. Indeed, honored, that you have chosen Chappell as your childcare provider, thereby entrusting your most precious possession(s) to our care. The purpose of this publication is to provide you with concise information relative to aspects of our philosophy, programmatic procedures and developmental care. It is our ultimate goal to provide your child(ren) the highest level of developmental care possible, as well as, provide you, the parent, the highest comfort level possible.

We encourage you to offer any comments, ideas or suggestions at any time which you feel would improve our program.

## Chappell Locations

### Chappell Deerwood

**Director: Sherrie Boger**

8400 Baycenter Road  
Jacksonville, Florida 32256  
(904) 739-1279 Fax: (904) 739-3588  
sherrie@chappellschools.com

### Chappell Riverplace

**Director: Julie Wright**

1301 Riverplace Boulevard  
Jacksonville, Florida 32256  
(904) 399-1009 Fax: (904) 399-3161  
juliewright@chappellschools.com

### Chappell FCCJ North

**Director: Nat Carter**

4501 Capper Road  
Jacksonville, Florida 32215  
(904) 713-6010 Fax: (904) 713-6012  
nat@chappellschools.com

### Chappell Riverside

**Director: Melinda Johnson**

484 Riverside Avenue  
Jacksonville, Florida 32202  
(904) 598-8888 Fax: (904) 355-9503  
melinda@chappellschools.com

### Chappell FCCJ Kent

**Director: Joeann Primous**

3939 Roosevelt Boulevard  
Jacksonville, Florida 32205  
(904) 381-3445 Fax (904)381-3499  
joeann@chappellschools.com

### Chappell Ina Thompson

**Director: Angela Mitchell**

2924 Apalachee Parkway  
Tallahassee, Florida 32301  
(850) 617-3480 Fax: (850) 413-8539  
angelamitchell@chappellschools.com

### Chappell FCCJ South

**Director: Colleen Sheridan**

11901 Beach Boulevard  
Jacksonville, Florida 32246  
(904) 646-2225 Fax: (904) 646-2230  
colleen@chappellschools.com

### The Don Brewer Early Learning Center *by* Chappell

**Director: Susan Hunter**

1095A Philip Randolph Boulevard  
Jacksonville, Florida 32202  
(904) 630-1268 Fax: (904) 630-2062  
susanhunter@chappellschools.com

### Chappell FCCJ Downtown

**Director: Lori Fields**

101 West State Street  
Jacksonville, Florida 32208  
(904) 632-3122 Fax: (904) 633-5944  
lori@chappellschools.com

## Chappell History

The Chappell School was founded in 1958 by LaDauskie Harward Chappell as a kindergarten. The Chappell School expanded from infant care through Grade 9. The maximum number of students served on the flagship campus was 700 (seven hundred) in the early 1970s. During the years in which grades were in place, accreditation by The Southern Association of Colleges and Schools was acquired and maintained.

Upon the death of Mrs. Chappell in 1979, her daughter, Katheryne Chappell Drennon, became President and Chief Executive Officer of the corporation. She devoted all efforts to the creation and maintenance of state-of-the-art child development centers which included well planned expansion focusing on the acquisition of management contracts and existing centers as well as the design and construction of new centers. One of these child development centers has received national acclaim; Chappell Deerwood, built in 1984 was the first privately owned, free standing, non-subsidized child development center in an Office Park setting in the United States.

Katheryne Chappell Drennon was commissioned by the Washington, D.C. based National Association of Industrial Office Parks to write Child Care in Business Parks: A Guide for Developers in 1988.

Chappell was awarded its first corporate contract; an exclusive Provider Contract from a Johnson & Johnson Company, Vistakon, in 1987. In 1990, Chappell was awarded a Provider Contract from two AT&T corporations, Universal Card Services Corp. and American Transtech. Chappell has received numerous major grants from these and other Fortune 500 companies, including Blue Cross/Blue Shield and I.B.M. Other corporate partnerships include The United States government, F.A.A.; State of Florida Department of Motor Vehicles and Highway Safety; State of Florida Department of Education; National Football League, Jacksonville Jaguars; Homeside Lending; Citibank; America Online; Jacksonville Chamber of Commerce and Gate Petroleum

Chappell received its first N.A.E.Y.C. accreditation for the Federal Aviation Administration in Hilliard, Florida and opened the first in-house child development center, Chappell Riverplace, in 1996 in Jacksonville in the Riverplace Tower under the auspices of Gate, Inc.

In 2000, Katheryne Chappell Drennon was appointed Chairman of the Board and her daughter, Lynne Byrd Harris, was appointed President and Chief Executive Officer thus creating a third generational continuum.

## Chappell Mission Statement

**Our mission is to facilitate the provision of superlative child development, enhanced programs and top tier service to our children and parents, embraced by total commitment to appropriateness, integrity, professionalism and excellence.**

## **Chappell Credo**

Our first responsibility is to the children whom we serve.  
Our awareness of the needs of the individual child must exemplify  
our support of the rights of children.

We must afford each child equal respect  
thereby developing positive and rewarding attitudes toward self and others.  
To enable our children to develop his or her full potential  
we must provide a foundation of consistent instruction  
and enhanced resources balanced with sensitivity.

We must enlighten our children through successful experiences  
which perpetuate self-esteem, self-expression, self-direction and self-reliance.

We must constantly strive to improve all our endeavors  
to better guide the development of the TOTAL child.

We are responsible to our parents.

We must partner with parents  
to provide a duality in the nurturing of children.

We must help our parents balance their employment responsibilities and family  
responsibilities by providing a secure, wholesome, healthy environment for children,  
thus relieving the stress and worry which accompanies daily separation.

Communicating with our parents must be an essential element of our responsibility.  
We must commit to an "open door policy" to enable parents to observe and/or share each  
step that reflects a milestone in their children's developmental process.

We must share the responsibility for the development of the child with the parent(s).

We are responsible to our teachers and staff;  
the men and women with whom we work each day.  
There must be an equal opportunity for employment,  
development and advancement for those qualified.  
We must facilitate a competent and enlightened staff which is well trained,  
motivated, and devoted to the nurturing of children.  
The staff, through its teaching techniques and behavioral proclivities,  
must teach by being a role model.  
The management must provide dedicated leadership in its highest form  
evidenced by implicit actions both just and ethical.

We are responsible to the community in which we live and work  
and to the world community as well.

We must be good citizens, support those less fortunate than we  
and bear our fair share of fiscal responsibility.

We must encourage civic and national pride,  
support moral issues and promote human rights.

We must maintain in good and respectful order  
the property and space we are privileged to use.

We must always protect the environment and natural resources.

Our final responsibility is to leave the world a better place.

## **Chappell Philosophy**

Our primary goal is to assist parents with the development of the TOTAL child; physically, emotionally, socially and cognitively. Our process of development is centralized in a safe, secure and stimulating environment where nurturing, learning, exploring, and enrichment are integral components. This developmental process:

- Provides individualized attention;
- Allows individualized scheduling and adherence to each child's personal needs;
- Offers cognitive, recreational and cultural activities which are varied - both planned and spontaneous;
- Encourages creativity and exploration;
- Perpetuates progressive self-concept, self-esteem, self-expression, self-direction and self-reliance;
- Offers a wide range of experiences to aid in the age-appropriate development of gross and fine motor skills, language skills and communications skills;
- Affords developmental continuity;
- Includes enrichment resources, enrichment staff and enrichment experiences.

## **Rights of the Young Child**

Chappell endorses the rights of young children and upholds the belief that each child is an individual with varying individual needs, interests and abilities and is, therefore, entitled to respect equal to that of any adult. Through teaching techniques and most importantly by example, each child has the right to be given opportunities to develop positive and rewarding attitudes towards self and others; with emphasis being constantly placed on individual, social and cultural diversity.

Within our program each child is provided the opportunity to develop to his or her full potential through experiences which encourage success. It is our feeling that success builds success and that each step in the child's developmental/educational process is a milestone.

We firmly support the philosophy that it is the right of each child to:

- Expect a safe, suitable and caring environment which is conducive to learning and which enhances individual development through rewarding and appropriate experiences
- Freely express his or her ideas and feelings through drama, dance and movement, art, construction, music and language in keeping with acceptable and desirable forms of behavior
- Encounter experiences provided under guidance which assists them in developing qualities of self-esteem, leadership and creativity
- Develop relationships of mutual trust and respect with adults and peers, understand perspectives and diversities of other people, and negotiate and apply rules of group living
- Develop independence through making choices as they relate to activities, materials and interaction which demonstrate respect for self and others.

## **Chappell Curricular Philosophy**

Chappell Child Development Center's curriculum provides each child with active experiences which are extended through language and non-verbal representation. The curriculum represents continuous learning opportunities using a multi-sensory developmental approach in which all activities are appropriate to the development of the TOTAL child. On staff is a full-time Curriculum Coordinator whose responsibilities include coordinating all aspects of the curriculum and to train staff members.

The concepts and skills listed in the *Developmental Plans* were designed in a consistent manner which will meet each child's developmental needs and interests for his/her first five years. Only developmentally appropriate materials, equipment and activities are used to project these concepts and skills.

Our curriculum reflects the developmental approach to teaching which supports the idea that children learn best when they are actively involved in the learning process. Children must first learn at the concrete level in order for concepts to be internalized. Emphasis is on simple beginnings in the form of hands-on activities; manipulating, creating, building, exploring, actively doing! Ideas and concepts which are on the abstract level will follow quite easily for the child who has first explored concrete experiences. Activities are presented in a fun and interesting manner which invite the children to actively involve themselves in learning and to experience success! Our methods reflect an age-appropriate and natural style which result in greater opportunities for success, as well as developing positive attitudes towards the overall and continual learning process.

### **KEY EXPERIENCES IN ACTIVE LEARNING:**

- Exploring actively with all the senses
- Discovering relations through direct experience
- Manipulating, transforming and combining materials
- Choosing materials, activities, purposes
- Acquiring skills with tools and equipment
- Using the large muscles
- Taking care of one's own needs.

### **KEY EXPERIENCES IN USING LANGUAGE**

- Talking with others about personally meaningful experiences
- Describing objects, events and relations
- Expressing feelings in words
- Having one's own spoken language written down by an adult and read back
- Having fun with language: rhyming, making up stories, and listening to poems and stories.

## **Chappell Curricular Philosophy** (continued)

### KEY EXPERIENCES IN REPRESENTING EXPERIENCES AND IDEAS

- Recognizing objects by sound, touch, taste, and smell
- Imitating actions
- Relating pictures, photographs, and models to real places and things
- Role playing and pretending
- Making models out of clay and blocks, etc.
- Drawing and painting.

### KEY EXPERIENCES IN DEVELOPING LOGICAL REASONING

#### Classification

- Investigating and labeling the attributes of things
- Noticing and describing how things are the same and how they are different
- Sorting and matching
- Using and describing something in several different ways
- Describing what characteristics something does NOT possess or what class it does NOT belong to.
- Holding more than one attribute in mind at a time (Example: Can you find something that is red and made of wood?)
- Distinguishing between "some" and "all".

#### Seriation

- Comparing: Which one is bigger/smaller, heavier/lighter, rougher/smooth, louder/softer, harder/softer, longer/shorter, taller/shorter, wider/narrower, sharper/duller, darker/lighter, etc.
- Arranging several things in order along some dimension and describing the relations (the longest one, the shortest one, etc.).

#### Number Concepts

- Comparing number and amount: more/less, same amount; more/fewer, same number
- Comparing the number of items in two sets by matching them in one-to one correspondence (Example: are there as many cookies as there are children?)
- Enumerating (counting) objects, as well as counting by rote.

## **Chappell Curricular Philosophy** (continued)

### KEY EXPERIENCES IN UNDERSTANDING TIME AND SPACE

#### Spatial Relations

- Fitting things together and taking them apart
- Rearranging a set of objects or one object in space (folding, twisting, stretching, stacking, tying) and observing the spatial transformations
- Observing things and places from different spatial viewpoints
- Experiencing and describing the positions of things in relation to each other (e.g., in the middle, on the side of; on, off, on top of, over, above)
- Experiencing and describing the direction of movement of things and people (to, from, into, out of, toward, away from)
- Experiencing and describing relative distances among things and locations (close, near, far, next to, apart, together)
- Experiencing and representing one's own body: how it is structured, what various body parts can do
- Learning to locate things in the classroom, school, and neighborhood
- Interpreting representations of spatial relations in drawings and pictures
- Distinguishing and describing shapes.

#### Time

- Planning and completing what one has planned
- Describing and representing past events
- Anticipating future events verbally and by making appropriate preparations
- Starting and stopping an action on signal
- Noticing, describing, and representing the order of events
- Experiencing and describing different rates of movement
- Using conventional time units when talking about past and future events (morning, yesterday, hour, etc.)
- Comparing time periods (short, long; new, old; young, old; a little while, a long time)
- Observing that clocks and calendars are used to mark the passage of time
- Observing seasonal changes.

## Early Childhood Program Goals

Each of Chappell's individual early childhood programs establishes its own goals for children as the result of a consensual process. Those goals address all domains - emotional, social, cognitive, and physical - and attend to the development of desirable attitudes and dispositions, skills and processes, knowledge and understanding of all children, including children with special needs. (revised 2006)

Our teachers assist children to:

- Develop a positive self-concept and attitude toward learning, self-control, and a sense of belonging
- Develop curiosity about the world, confidence as a learner, creativity and imagination, and personal initiative
- Develop relationships of mutual trust and respect with adults and peers, understand perspectives of other people, and negotiate and apply rules of group living
- Respect social, individual and cultural diversity
- Know about the community and social roles
- Use language to communicate effectively and to facilitate thinking and learning
- Become literate individuals who gain satisfaction as well as information from reading and writing
- Represent ideas and feelings through pretend play, drama, dance and movement, music, art and construction
- Think critically, reason, and solve problems
- Construct understanding of relationships among objects, people, and events such as classifying, ordering, number, space, and time
- Construct knowledge of the physical world, manipulate objects for desired effects, and understand cause and effect relationships
- Acquire knowledge of and appreciation for the fine arts, humanities, and sciences
- Become competent in management of their bodies and acquire basic physical skills, both gross motor and fine motor
- Gain knowledge about the care of their bodies and maintain a desirable level of health and fitness.
- \* Recognize human differences and promote attitudes from interaction with children with special needs. (revised 2006)

## Ways We Communicate With Parents

Chappell realizes the ultimate importance of communication. Therefore, in order to facilitate and maximize this very important aspect of our philosophy, the following methods of communication are utilized:

- Parent Information Packet
- Parent Handbook
- Parent Satisfaction Surveys
- Monthly Newsletters
- Monthly Curriculum Corner
- Posted Monthly Calendars, by class (including Infants and Toddlers)
- Parent/Teacher Conferences as needed
- Daily Reports for Infants
- Daily Reports for Toddlers
- Daily Reports for Twos
- Individual Program Plans for Special Needs children. (revised 2006)
- Progress Reports bi-annually for K3 and K4 (January and May/June)
- Parent Bulletin Boards located in classrooms and other strategic locations
- Daily Schedule of Activities posted in classrooms
- Written reports of accidental incident or injury
- Telephone call for more serious incidents or accidents
- Parental permission to administer medication via Medication Form
- Health Records
- Seasonal Menus
- Matriculation Days for infant through K2; matriculation based on individual development
- Matriculation Days for K3 and K4 (Annual matriculation)
- Orientation Days
- Informal Notes from Teachers to Parents
- Informal Notes from Director to Parents
- Holiday Programs
- Holiday / End of school year programs
- Suggestions are always welcomed.

## Discipline / Child Guidance

The Chappell Child Development Centers view discipline as a teaching/learning process of positive reinforcement techniques, which leads children toward more responsibility for themselves as they develop independence and more mature behavior. A safe and suitable environment, interesting and challenging activities, established routines for transitions, clearly defined rules and a sensitive and well-trained staff promote a consistent atmosphere for children's acceptable behavior.

We understand a child's behaving in a disruptive manner, e.g., hitting, kicking, biting, throwing things, defying, or running away. We further understand that a child's disruptive behavior may be caused by any of the following conditions:

anger	fear	jealousy
boredom	grief	loneliness
confusion	hunger	need for toileting
curiosity	hyperactivity	over stimulation
embarrassment	illness	shyness
fatigue	insecurity	sleepiness

Children may also be experimenting with disruptive or negative behavior because the need to "*fight controls*" is normal at certain stages of development.

We support the following disciplinary action:

- Redirection of Behavior
- Isolation from Group
- Parental Notification
- Parental Conferences

We do not support any type of physical force or abusive language in disciplining children. In accordance with DCF regulations, discipline will not be severe, humiliating, or frightening nor will it be associated with food, rest or toileting.

Chappell retains a STUDENT/PARENT DISMISSAL POLICY.

If all aforementioned positive efforts fail, dismissal will result. The most common causes for dismissal are:

- Threatening bodily harm to another
- Injuring another
- Using rude, vulgar or obscene language
- Using abusive language
- Demonstrating dangerous behavior.

## **Programs and Services**

### **Drug Free Workplace**

### **Smoke Free Environment**

### **Developmental Space**

consists of extensive classrooms which are divided into multiple centers for age appropriate groupings, thereby providing versatility of developmental play and learning experiences.

### **"Open-Door" Policy**

Welcomes parents to observe any developmental area at any time.

### **In-service and Staff Training Programs**

are held regularly.

### **Flex-Time**

for teachers can be arranged.

### **Parental Counseling**

by Directors and qualified staff members is a much-used service.

### **Year-to-Date Audit for Payments and Charges**

are available for tax purposes at any time.

### **"Fine Dining"**

is typified by periodic lunches which are served in a manner delineating the highest form of dramatic play. Proper table setting, social graces, decorum and exquisite manners (example: boys seating girls) are all part of this program.

### **"Teddy-Bear Tea"**

is typified by high tea served with all the accoutrements at the child's level. Teddy bears, parents, and grandparents are cordially invited.

### **Enrichment Resources**

A variety of enrichment activities are included in our curriculum; such as: cultural experiences, music, art, computer science and movement.

## **Memberships/Accreditations/Former Board Member**

- National Association of the Education of Young Children
- National Child Care Association
- National Private Schools Association Group
- \* Private Schools Accreditation Alliance
- \* Florida Association of Children Under Six
- Florida Association for Child Care Management
- National Association for Child Care Management
- \* North Florida Association of the Young Child
- Association for Childhood Educational International
- Florida Association for Supervision and Curricular Development
- Southern Early Childhood Association
- Jacksonville Chamber of Commerce – Cornerstone
- \*\* Mayor’s Commission the Status of Women
- \*\* Fine Arts Forum
- Cummer Gallery of Art
- Cummer Gallery of Art Council
- \*\* Gator Bowl Association
- \*\* Jacksonville Symphony Association
- Jacksonville Art Museum Guild
- \*\* American Cancer Society
- \*\* American Lung Association
- Metropolitan Museum of Art
- Jacksonville Museum of Arts and Sciences
- The National Museum of Women in the Arts
- National Association of Female Executives
- National Federation of Independent Business
- Jacksonville Women’s Network
- Jax Pride, a Coalition for Visual Enhancement
- League of Women Voters
- Hubbard House
- Cultural Council of Greater Jacksonville

\*Accreditations \*\*Former Board Member

## **Chappell** Achievements, Honors, Awards

Featured: *Wall Street Journal*; Article - "Toddling Trend, Child Care Near the Office" - Oct. 1986.  
*National Industrial and Office Park Industry Development* - Magazine Cover May/June 1988  
Numerous Newspaper and Magazine Articles

- Katheryne Chappell Drennon wrote CHILD CARE IN BUSINESS PARKS: A GUIDE FOR DEVELOPERS; she was commissioned to write this book in 1988 by NAIOP (National Association of Industrial Office Parks) which is based in Washington, D.C.
- Katheryne Chappell Drennon founded the first privately owned child development center in an office park setting in the United States.
- Katheryne Chappell Drennon has spoken at conferences and seminars, regarding child care, in major cities throughout the United States.
- Chappell at Riverplace is the first **in-house** child development center in Jacksonville, Florida, opened 1996.
- Chappell is the largest woman-owned business ranked by number of full time employees in the area (Jacksonville Business Journal), 1996.
- Chappell has been awarded grants from four (4) fortune 50 companies in recognition of the highest quality developmental programs.
- Chappell was recipient of Fast 50 Award (one of Jacksonville's 50 fastest growing companies - award by Jacksonville Business Journal), 1996 and 1997.
- Chappell was named to the 1997 Florida 100 list by the University of Florida's Graduate School of Business Administration.
- Chappell - Deerwood nominated for the Architectural Design Award sponsored by Jacksonville Chamber of Commerce and Arts Assembly, 1986.
- Chappell has positioned itself in the third generational continuum.
- Chappell Schools, Inc. is the tenth largest women-owned business in the state of Florida; 2004.

Chappell Schools, Inc. is the 37<sup>th</sup> largest childcare business in the nation; 2005.

## **Nutrition Program**

Meals and snacks are provided in compliance with recognized national, state and local nutritional standards. We closely adhere to state as well as the United States Department of Agriculture's requirements for meal patterns. Each individual responsible for food preparation must have successfully completed the Environmental Health Food Services Management Training Course.

Our facilities, meal plans and the Nutrition Technicians' credentials, which are assessed quarterly by our licensing agency, far exceed standard requirements.

Food for all infants under twelve months is provided by parents. Infants will be fed on demand unless parents provide written instructions. Prepared infant formula will be refrigerated and clearly labeled with the child's first and last names. Chappell provides whole or 2% milk and food for children who are ready for table food. Menus are posted on the Parent Bulletin Boards and are available upon request.

Children are encouraged to use proper table manners. Children are encouraged to assist with the serving of food when applicable.

## **Special Diet**

If a child requires special foods due to a medical problem, a letter from a doctor must be on file; if the school menu does not meet your child's dietary needs, food may be supplied from home. An Alternate Nutrition Plan form must be on file for all food brought from home.

## **Maintaining Staff Skills**

The primary purpose of each staff member at Chappell is to provide the highest quality care for each child and to make parents feel comfortable while their child is at our center. The Chappell staff provides a warm, supportive environment where each child's physical, social, emotional and cognitive development is fostered. All staff members adhere to the policies set forth by Chappell, which include, but are not limited to, local licensing agency Child Care Standards. These standards promote a safe, child-oriented space where each child can explore, discover and create. Each child's self-confidence is fostered, self-reliance is encouraged and self-esteem is emphasized.

Staff members are active in our state and local professional early childhood associations. All Directors are members of and are active in the National Association for the Education of Young Children and members of state and private local associations.

All staff members are experienced caregivers. All participate in a continuous program of in-service education and studies for professional advancement in order to remain alert to the ever-changing needs of today's families and to the findings of current research.

All staff members take part in regular training programs and professional developmental programs. We required all staff to complete the forty ( 40) hour DCF class and the five (5) hour Early Literacy Online class within the first year of employment. Each year thereafter, all employees are required to complete a total of twenty-four (24) in-service training hours. These programs include monthly planning meetings, workshops and seminars, in-service sessions, the study of resource materials and course work. (revised 2006)

## Employee Training and Staff Development

Each employee must complete the State required Child Care Training Courses and must maintain the required in-service Child Care Training Courses per calendar year. Modules include:

State and Local Rules and Regulations which Govern Child Care  
Health, Safety and Nutrition  
Identifying and Reporting Child Abuse and Neglect  
Child Growth and Development

- CPR
- Health and Safety
- Nutrition
- Working with Parents
- Child Development
- Behavior Management
- Child Abuse Prevention
- First Aid
- Children with Special Needs
- Child Transportation and Safety
- Design and Use of Child-Oriented Space
- Community, Health and Social Service Resources
- Program Curriculum and Activities for Children

Employee Packet - contains the following information, which is reviewed with one or more of the following: Director, Assistant Director, Program Coordinator, Curriculum Coordinator, Executive Director.

Job Description	Teacher/Caregiver Self-Evaluation
Staff Handbook	Developmental Plan
Parent Handbook	Discipline Policy
Child Abuse Information	
Chappell Brochures	

Curriculum/Staff Meetings are held monthly to discuss units of exploration and to exchange ideas, as well as to provide opportunities for in-service training relating to child care/child development issues. Staff are required to maintain In-service hours. Many of which are now offered on-line for the staff.

Professional Development is encouraged through local licensing agencies, local college and university classes, workshops and seminars. These opportunities are posted monthly on the professional bulletin board.

## **Employee Evaluations**

Bi-Annual Employee Evaluations are based on performance, attitude, classroom environment, curriculum activities and communication skills via on-going informal visits to classroom, as well as formal scheduled observations which are conducted by the Director and/or Assistant Director and/or Program Coordinator and/or Curriculum Coordinator and/or Executive Director.(revised 2006)

Lesson Plans are accessible to parents of 2, 3 and 4 year olds.

## **Licensure and Regulations**

The Chappell Child Development Centers are issued a license by the county/state to operate a child care center. The rules and regulations which govern the center are filed in the administration office. In accordance with the State and agency regulations, each child registered at the Chappell Child Development Center must at the time of entrance, provide the center with any state required Student Health Forms.

The Chappell Child Development Centers have the responsibility for the prevention, identification, and reporting of child abuse and neglect (sexual, physical, emotional). Under Florida Law, cases of possible child abuse and neglect are reported immediately to the Department of Children and Families. The abuse hotline is 1-800-96-ABUSE.

## **Matriculation**

Developmental groupings are generally formed by the matriculation process. In order to adhere to kindergarten entry date requirements, the age groupings are based on the child's age as of the first day of each September.

## **Medication Policy**

Prescription medication brought to the center by the parent or guardian must be in the original container with the name of the physician, child and medication directions written on the label.

A written authorization signed by a parent or guardian shall accompany any type of medication stating the time and amount of dosage and the name of the medication to be given the child. The center shall record the name of the child, medication, date, time, method, and amount of dosage given. The record shall be initialed by the adult who gave the medication on the Authorization for Medication Form.

## **Illness / Accident**

By state regulations, Chappell is not permitted to admit any child who is ill with a contagious or communicable disease. If, in the opinion of our staff, a child arrives and is ill, the staff member can refuse to admit the child. If a child becomes ill during the day, the child will be isolated and the parent will be notified. The parent must arrange for the immediate pick-up of the child.

Any child with a temperature above 100 degrees is considered ill. A child sent home may not return for 24 hours and is fever free without the assistance of Tylenol, Motrin, etc. Temperatures will be taken under the arm or in the ear using the appropriate thermometer.

If your child is at home with a communicable illness other than a routine cold, please notify the office so that other children can be observed for corresponding symptoms.

Please inform the office if your child develops any new allergies.

In the event of an accident, a parent is notified. In addition, a responsible staff member is required to complete an Accident Report describing the accident as well as the treatment rendered.

## **Alternate Meal Plan**

Requests for special diets must be in writing. Parents are permitted to provide for special diets (see Nutrition Program).

Outside play is an integral part of a healthy day. If your child is well enough to come to Chappell, he/she is well enough to play outside. Please do not ask that your child be kept inside, as this could negatively impact student/teacher ratios. We strongly suggest that parents have pre-arranged plans for alternate child care when children are sick.

## Guidelines for Excluding from Child Development Center

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the child care setting until 1) a physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at the center or 2) the symptoms have subsided.

For the mildly ill child, exclusion should be based on where there are adequate facilities and staff available to meet the needs of both the ill child and other children in the group.

<b>FEVER</b>	<u>Auxiliary</u> or <u>oral</u> temperature: 100 degrees F. or higher; especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash. Any child with a temperature above 100 degrees is considered ill. A child sent home may not return for 24 hours and is fever free without the assistance of Tylenol, Motrin, etc.
<b>RESPIRATORY</b>	Difficult or rapid breathing or severe coughing:
<b>SYMPTOMS</b>	- child makes high pitched croupy or whooping sound after he coughs. - child unable to lie comfortably due to continuous cough.
<b>DIARRHEA</b>	An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain, or vomiting.
<b>VOMITING</b>	Two or more episodes of vomiting within the previous 24 hours.
<b>EYE/NOSE DRAINAGE</b>	Thick mucus or pus draining from the eye or nose.
<b>SORE THROAT</b>	Sore throat, especially when fever or swollen glands in the neck are present
<b>SKIN PROBLEMS</b>	Rash-Skin rashes undiagnosed or contagious Infected sores-sores with crusty yellow or green drainage which cannot be covered by clothing or bandages.
<b>ITCHING APPEARANCE/ BEHAVIOR</b>	Persistent itching (or scratching) of body or scalp. Child looks or acts differently: unusually tired or pale, lacking appetite, confused, irritable, difficult to awaken.
<b>UNUSUAL COLOR</b>	Eyes or skin-yellow (jaundice) Stool-gray or white Urine-dark, tea colored These symptoms can be found in hepatitis and should be evaluated by a physician.

### **Specific disease exclusion guidelines**

<b>AIDS</b>	Exclude infected child if he/she exhibits biting behavior, is not in control of his/her body fluids, or has open skin sores which can not be covered
<b>Chicken pox</b>	Until all the blisters have dried into scabs; about 6 days after rash onset
<b>Conjunctivitis</b> (Pink eye)	Bacterial-until 24 hours after treatment begins. Viral-until a letter from physician is provided to verify that the child does not have bacterial conjunctivitis. In both situations, the child should be well enough to participate in normal daily activities
<b>Cytomegalovirus</b>	No exclusion necessary
<b>Diarrhea</b> (Infectious)	Generally, until stool returns to normal form. Each specific disease situation needs to be evaluated on an individual basis
<b>Fifth Disease</b>	No exclusion necessary
<b>Giardiasis</b>	For those with Diarrhea only: Until the child has started treatment and diarrhea is no longer present
<b>Hand, Foot, Mouth</b>	Until fever is gone and child is well enough to participate in normal daily activities (Sores may still be present)
<b>Hepatitis B</b>	No exclusion necessary unless infected child exhibits biting behavior, or has open sores that cannot be covered
<b>Impetigo</b>	Until sores are healed or can be covered with bandages, or until child has been treated with antibiotics for at least a full 24 hours
<b>Lice (head)</b>	Until first treatment is completed and no live lice are seen
<b>Measles</b>	Until 4 days after the rash appears
<b>Mumps</b>	Until swelling subsides, usually 5 days but may be as long as 9 days after swelling begins
<b>Oral Herpes</b> (Cold sores)	No exclusion necessary
<b>Pertussis</b> (Whooping Cough)	Until 5 to 7 days after antibiotic treatment begins
<b>Pinworms</b>	Until after treatment has been started
<b>Respiratory Illness</b> (Febrile)	Until a child is without fever for 24 hours and is well enough to participate in normal daily activities
<b>Ringworm</b>	Scalp: Until 24 hours after treatment begins Body: Until after treatment begins
<b>Roseola</b>	No exclusion necessary
<b>Rubella</b> (German measles)	Until 5 days after rash appears
<b>Scabies</b>	Until at least a full 24 hours after treatment begins and child is without fever for 24 hours
<b>Yeast infection</b> (Thrush)	No exclusion necessary, unless there is an unusual number of infants infected

Inadequately Immunized Children: If a case of measles, mumps, rubella, pertussis, polio or diphtheria occurs in the child care setting, children who are inadequately or incompletely immunized will be excluded for the communicable period of the disease. This exclusion is necessary because these children may become infected and contribute to further disease spread. This exclusion also applies to children who have not been immunized for religious reasons.

## **Biting**

Child development research indicates that at least fifty percent of all children enrolled in child care centers will be bitten. Of all the behavioral problems that parents and teachers of a preschool child might encounter, biting probably invokes the strongest feelings. Biting is very serious and is unacceptable. Chappell will strive to minimize biting accidents. However, if your child is bitten, we will do our best to comfort your child and care for his or her needs immediately.

An **INFANT** may bite if his/her gums hurt, and to bite down hard on something gives relief. Whether the object is inanimate or alive is not part of his concern. **TODDLERS AND TWOS** express their desire to make contact as quickly with a push, shove, slap, squeeze or bite as they do with a pat or a kiss. They are not able to distinguish between what is loving and what hurts. When a **FOUR OR FIVE YEAR OLD** child bites it is even more important to look for the cause. This is the manifestation of a deeper problem.

Teachers and directors will work with the parents of a biter to solve the problem. However, if the biting is excessive, breaks the skin, does not decrease within a reasonable amount of time, or occupies an undue amount of staff time, the chronic biter may be asked to temporarily dis-enroll until the biting diminishes.

The 1993 United States Public Health Service Surgeon General's (Antonia Coello Novello, M.D., M.P.H.) Report to the American Public on HIV Infection and AIDS printed by the Centers for Disease Control states that there are no reported cases of HIV transmission from saliva, human bites, or attending school with HIV - infected persons. If your child is bitten, you may want to contact your physician to determine whether the nature of the bite requires medical attention.

**NOTE:**

It is standard policy not to divulge the name of biter to biter's parent.

## **Individuals Authorized to Pick up Child**

### **Changes in Custody**

Chappell can release a child only to the parents or legal guardian(s) of the child or to individuals authorized to pick up the child whom the parent/guardian has designated on the enrollment form. Staff members may require any person who arrives to pick up a child to show identification. Authorized persons must identify themselves to receptionist or administrative staff members.

Any person authorized to pick up a child must be at least sixteen (16) years of age.

If only one parent has custody of the child and the other is not authorized to pick up the child, the parent must instruct Chappell of this fact and must provide the Director with a certified copy of the Court Order confirming that one parent does not have visitation rights.

If there is any change in the legal custody of the child while the child is enrolled, the parent must immediately notify Chappell and must provide the Director with a certified copy of the Court Order confirming the change in custody.

If an unauthorized person arrives to pick up a child, the staff will notify the parent immediately.

Occasionally, a parent or other authorized person may arrive at Chappell who appears to be under the influence of drugs/alcohol; in order to protect the children from any potential danger, it is the policy of Chappell to take all reasonable steps to avoid releasing a child to a person who appears to be in the aforementioned condition.

## **Security and Safety**

Utmost attention is devoted to the all-important areas of security and safety. Major security and safety features include exterior fences at contiguous public areas; panic bars on doors leading to unsecured areas; extensive fire alarm system; smoke detectors, fire extinguishers; additional security systems for extended hours and Parent Sign-In / Sign-Out Log.

## **Safety and Emergency**

Each Chappell center has a minimum of three individuals who have Red Cross Training and Certification in First Aid and CPR. At least one of these employees is present at all times during the Centers' operating hours.

## **Fire Evacuation**

Chappell Child Development Centers hold monthly fire drills. These drills are timed and logged as required by the state-licensing agency. The entire staff of Chappell Child Development Centers is instructed to assist in the evacuation of all the children. The children are led to the nearest appropriate building exit and then to a designated safe area outside the building. (Building evacuation routes as well as primary and secondary exits are identified on a diagram in each classroom.) Staff members are assigned the responsibility of taking along with them the first-aid kit, emergency cards, and attendance records assuring that all the children are safe and accounted for. The infant and toddler staff have the additional responsibility of taking along the supply/activity bags which contain diapering supplies and toys in case of an extended stay out of the building. Staff members are also instructed to close off the fire area by closing all windows and doors behind them as they evacuate.

Further reviewed information:

- Fire alarm pull station locations
- Fire extinguisher locations
- Fire extinguisher instructions
- Fire alarm controls
- Circuit breaker locations

## **Tornado Drills**

In areas where tornadoes are prevalent Chappell Child Development Centers hold monthly tornado drills during the summer months (April through September). The entire staff of Chappell Child Development Centers is instructed to assist in the evacuation of the children to the shelter area. The children are led to the evacuation area and then made as comfortable as possible until the emergency is over. Staff members are assigned the responsibility of taking along with them the first aid kit, emergency cards, and attendance records to ensure that all the children are safe and accounted for. The infant and toddler staff have the additional responsibility of taking along the supply/activity bags which contain diapering supplies and toys in case of an extended stay in the shelter area. All staff members review the tornado drill routine and safety procedures annually.

### **Protection from Electrical Storms**

The following protective action shall be taken by faculty and students in the event of a storm in the vicinity causing cloud to ground lightning that is generally associated with thunderstorm activity.

#### **School Grounds**

Get out of open areas and into an enclosed building as quickly as possible upon the approach of the storm.

DO NOT seek shelter under isolated trees or close to wire fences, playground equipment, or shelters located in exposed locations.

#### **School Buildings**

Stay indoors and do not venture outside unless absolutely necessary. Do not use the telephone during the storm - lightning may strike telephone lines outside.

### **Guidelines for Natural Disasters and Civil Defense Emergencies**

We provide for monitoring of radio and TV broadcasts when/where available and for "warnings" and "all clear" information. National weather radio is the government system for broadcasting all emergency signals.

First aid supplies are kept current and we insure that staff is knowledgeable of their location.

All persons are instructed to place themselves in a protected position covering their heads and faces with their hands and arms; staying away from the direct path of wind, which propels broken window glass and other injurious objects.

### **Hurricanes**

In areas where hurricanes are prevalent Chappell provides monitoring of television and radio broadcasts. Mandates are issued by the Mayors office and/or weather stations to which we readily respond.

### **Center Closure Due to Dangerous Weather**

Our center will be closed when traveling endangers the lives of our children, parents and staff. The decision to close the center due to extreme weather conditions will be determined by the Corporate office. Chappell most often follows the decision of the Public school system.

## **Ways in Which We May Be of Help to You**

When you enroll your child in Chappell, we assume the responsibility of giving you assistance with special needs relative to your child's overall adjustment, growth, and development.

Conferences relative to your child's progress will be arranged upon request.

Parent education programs, in addition to those we ordinarily offer, will be set up on any pertinent topic at the request of three or more parents.

Counseling by Directors and qualified staff members is a much-used service.

Computerized year-to-date audit for Payments and Charges are available for tax purposes at any time.

## **Parent Involvement Opportunities**

The Chappell Child Development Centers encourage and provide a variety of opportunities in which parents may be involved with their child's daily activities. Listed below are some of the ways of participating:

- Assisting with classroom activities
- Special visits to classes by parents who have a hobby, occupation or experience to share
- Assisting in fund-raising activities
- Assisting in planning and attending field trips
- Planning parties or other social events
- Birthdays - you are invited to plan a birthday party for your child with your child's teacher and attend the party if your schedule permits. Celebrations are planned for either A.M. or P.M. snack time. Chappell will provide the drink and paper goods by request
- Parent Support Group
- Public Relations activities
- Recruitment of future students

## Parent Responsibility

It is vital to the success of our developmental program for you as a parent to take an interest in your child's daily activities. We encourage you to consistently talk to your child about these activities. Please feel free to ask us any questions about any aspect of our program.

Parents are strongly encouraged to read carefully all newsletters, activity calendars, curriculum calendars, Handbooks, supplemental notes, Parent Board Reviews and any other written materials which we distribute.

It is important that:

Children are NOT left in cars, especially while motors are running

Children are escorted to respective classrooms

Parents notify a teacher before removing a child from the building

OR playground.

Upon entering Chappell the following forms must be completed:

- Registration Form
- Medical Health Form
- Certificate of Immunization
- Enrollment agreement

Each parent is expected to notify the office of any changes in addresses, phone numbers (home or work) or physician names and addresses.

Parents are welcome to visit any area at any time, however, for security purposes and for administrative information, parents are required to notify the appropriate staff member of arrival and departure.

Parents are required to sign their child(ren) in and out each day of attendance.

## **Resolution of Parental Concerns**

Parents are encouraged to keep an open communication channel with their child's teacher and director. Should a parent have any concerns, it is recommended that the parent discuss that concern with his/her child's teacher immediately. If it is inappropriate to discuss the concern with the teacher (for instance: the concern is about the teacher) then contact the director. If the concern cannot be resolved at this level, then Anja Schroeder, the Executive Director, should be contacted. At this final level, the concern will be acknowledged, discussed and appropriate action will be agreed upon.

# CHAPPELL SCHOOLS

DEERWOOD CENTER



8400 BAYCENTER ROAD  
JACKSONVILLE, FL 32256  
TELEPHONE: (904) 739-1279  
FACSIMILE: (904) 739-3588

## CHILD CARE RATES & POLICIES Effective August 24, 2009

<b>Tuition</b>	\$ 155.00	Per Week K-4 Classes (Non-VPK)
	\$ 155.00	Per Week K-3 Classes
	\$ 165.00	Per Week K-2 and K-2½ Classes
	\$ 175.00	Per Week Toddler Classes through Pre-2 Classes
	\$ 200.00	Per Week Infants to 12 months
<b>Public School</b>	\$ 70.00	Per Week Before and After Public School
	\$ 65.00	Per Week After Public School
<b>Holiday and Summer Camp</b>	\$ 40.00	Registration Fee – Summer Camp only
	\$ 120.00	Per Week (Includes Field Trips)
	\$ 30.00	Per Day (Holiday Camp only)
<b>Miscellaneous</b>	\$ 75.00	Registration Fee and Re-registration Fee. Student accident insurance included
	\$ 65.00	Registration Fee for siblings. Student accident insurance included
	\$ 5.00	Late Pick-up fee to 6:35 PM; \$10.00 every 10 minute period thereafter per child
	\$ 40.00	Late Payment Fee / after Friday closing
	\$ 50.00	Returned Check charge
	\$ 50.00	Materials Fee (K2, K3, K4 & VPK Wrap)

### CENTER INFORMATION:

- Hours are 6:30 a.m. - 6:30 p.m. Monday through Friday.
- Make checks payable to: Chappell Deerwood.
- Registration and Re-registration fees are non-refundable. Fees include student accident insurance.
- Fees are due each Thursday for the following week's tuition. Late payment fee of \$40.00 (per child) will be imposed after Friday closing.
- Full time preschool children receive **2 vacation weeks** per school year at **half** price or one week free. Vacation weeks must be taken Monday-Friday. Child(ren) must be absent all week. Unused vacations do not carry over from year to year. Contingent upon fulfilling three months of enrollment and account being paid in full. **Two weeks prior written notice required.**
- Public school children may take vacation when school is not in session. All other weeks are payable.
- Any additional absences due to Holidays, Vacations, Illnesses and Closures due to extreme weather are payable.
- One week written notice prior to withdrawal is required.
- 5% discount for oldest full time sibling. Discounts may not be combined nor can they be used in conjunction with a subsidy program.
- We gladly accept payment by check, money order or MasterCard/Visa. No cash accepted.
- Center is Closed New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas. Center closes at 3:00 p.m. on Christmas Eve and New Year's Eve. These holidays are payable. Weekend holidays are observed on Mondays or Fridays.
- Conferences are encouraged; these may be arranged through the Director.
- Toys brought from home are NOT permitted, unless designated by the teacher for show-n-tell. Naptime cuddly toys are welcomed as long as the child understands that they are for naptime only.
- Chappell is not responsible for broken/lost toys or any personal belongings.
- Chappell is not responsible for soiled or torn clothing.
- Refer a friend, neighbor, or co-worker for childcare and receive a free week of tuition. Some restrictions apply.
- Current Health Forms are mandatory upon enrollment.
- Children enrolled in a Chappell center may appear in photographs and/or other public relations efforts from time to time, without the use of names.
- Medication is dispensed with Medical form only.

### CLASSROOM SUPPLIES TO BE PROVIDED BY PARENTS:

#### INFANTS AND TODDLERS:

Change of Clothing Labeled	Bibs
Disposable Diapers	Kleenex
Bottles Labeled (Infants)	Crib Sheets
Wash Cloths	Baby Food (if applicable)
Baby Wipes	Training cup (Toddlers)

#### AGES 2 AND OLDER:

Change of Clothing Labeled  
Apron or shirt for art projects  
Kleenex  
Blanket / Pillow /Mat Sheet (crib size)  
Baby wipes & Wash Cloths  
**Where applicable:**  
Disposable training pants

**THE DON BREWER  
EARLY LEARNING  
CENTER BY CHAPPELL**



1095-1 A. PHILIP RANDOLPH BLVD  
JACKSONVILLE, FL 32206  
TELEPHONE: (904) 630-1268  
FACSIMILE: (904) 630-2062

**CHILD CARE RATES & POLICIES**

*Effective August 24, 2009*

<b>Tuition</b>	\$ 136.00	Per Week K-4 Classes (Non-VPK)
	\$ 75.00	Per Week VPK Wrap (See VPK sheet for details)
	\$ 136.00	Per Week K-3 Classes
	\$ 146.00	Per Week K-2 and K-2½ Classes
	\$ 156.00	Per Week Toddler Classes through Pre-2 Classes
	\$ 166.00	Per Week Infants to 12 months
<b>Holiday and Summer Camp</b>	\$ 40.00	Registration Fee – Summer Camp only
	\$ 120.00	Per Week (Includes Field Trips)
	\$ 30.00	Per Day (Holiday Camp only)
<b>Miscellaneous</b>	\$ 60.00	Registration Fee and Re-registration Fee. Student accident insurance included
	\$ 55.00	Registration Fee for siblings. Student accident insurance included
	\$ 20.00	Registration Fee for subsidy children
	\$ 5.00	Late Pick-up fee to 6:35 PM; \$10.00 every 10 minute period thereafter per child
	\$ 40.00	Late Payment Fee / after Friday closing
	\$ 50.00	Returned Check charge

**CENTER INFORMATION:**

- Hours are 6:30 a.m. - 6:30 p.m. Monday through Friday.
- Make checks payable to: Chappell Schools
- Registration and Re-registration fees are non-refundable. Fees include student accident insurance.
- Fees are due each Thursday for the following week's tuition. Late payment fee of \$40.00 (per child) will be imposed after Friday closing.
- Full time preschool children receive **2 vacation weeks** per school year at **half** price or one week free. Vacation weeks must be taken Monday-Friday. Child(ren) must be absent all week. Unused vacations do not carry over from year to year. Contingent upon fulfilling three months of enrollment and account being paid in full. **Two weeks prior written notice required.**
- Any additional absences due to Holidays, Vacations, Illnesses and Closures due to extreme weather are payable.
- One week written notice prior to withdrawal is required.
- 5% discount for oldest full time sibling. Discounts may not be combined nor can they be used in conjunction with a subsidy program.
- We gladly accept payment by MasterCard/Visa, check or money order. Cash is not accepted.
- Center is Closed New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas. Center closes at 3:00 p.m. on Christmas Eve and New Year's Eve. These holidays are payable. Weekend holidays are observed on Mondays or Fridays.
- Conferences are encouraged; these may be arranged through the Director.
- Toys brought from home are NOT permitted, unless designated by the teacher for show-n-tell. Naptime cuddly toys are welcomed as long as the child understands that they are for naptime only.
- Chappell is not responsible for broken/lost toys or any personal belongings.
- Chappell is not responsible for soiled or torn clothing.
- Refer a friend, neighbor, or co-worker for childcare and receive a free week of tuition. Some restrictions apply.
- Current Health Forms are mandatory upon enrollment.
- Medication is dispensed with Medical form only.
- Children enrolled in a Chappell center may appear in photographs and/or other public relations efforts from time to time, without the use of names.

**CLASSROOM SUPPLIES TO BE PROVIDED BY PARENTS:**

INFANTS AND TODDLERS:

Change of Clothing Labeled	Bibs
Disposable Diapers	Kleenex
Bottles Labeled (Infants)	Crib Sheets
Wash Cloths	Baby Food (if applicable)
Baby Wipes	Training cup (Toddlers)

AGES 2 AND OLDER:

Change of Clothing Labeled  
Apron or shirt for art projects  
Kleenex  
Blanket / Pillow /Mat Sheet (crib size)  
Baby wipes & Wash Cloths  
**Where applicable:**  
Disposable training pants

# CHAPPELL SCHOOLS

Florida State College  
at Jacksonville

**SOUTH CAMPUS**  
11901 BEACH BOULEVARD  
JACKSONVILLE, FLORIDA 32246  
TELEPHONE: (904) 646-2225  
FACSIMILE: (904) 646-2230

**KENT CAMPUS**  
3939 ROOSEVELT BOULEVARD  
JACKSONVILLE, FLORIDA 32205  
TELEPHONE: (904) 381-3445  
FACSIMILE: (904) 381-3499



**NORTH CAMPUS**  
4501 CAPPER ROAD  
JACKSONVILLE, FLORIDA 32215  
TELEPHONE: (904) 713-6010  
FACSIMILE: (904) 713-6012

**DOWNTOWN CAMPUS**  
101 WEST STATE STREET  
JACKSONVILLE, FLORIDA 32202  
TELEPHONE: (904) 632-3122  
FACSIMILE: (904) 633-5944

## RATES & POLICIES - PUBLIC

*Effective August 31, 2009*

<b>Tuition - Full Time</b>	\$ 115.00 Per Week - K3 and K4 (Non-VPK)
(21 or more hours per week)	\$ 125.00 Per Week - K2P
	\$ 140.00 Per Week - Toddlers
	\$ 85.00 Per Week - VPK Wrap Around Service (2009-2010)
	\$ 11.00 Per Day Upcharge (Non-VPK days)

---

<b>Tuition - Part Time</b>	
<b>Scheduled 2 weeks in advance</b>	\$ 7.00 Per Hour - K2 through K4
(20 hours or less per week)	
<b>Drop In Unscheduled</b>	\$ 9.00 Per Hour - K2 through K-4
<b>Miscellaneous</b>	\$ 60.00 Registration and Re-registration Fee. Student accident insurance included.
	\$ 50.00 Registration Fee for siblings
	\$ 10.00 Late Pick-up Fee per child per 10 minute period after closing
	\$ 40.00 Late Payment Fee- after Friday closing
	\$ 50.00 Returned Check Charge

### HOURS:

South Campus:	6:45 a.m. - 6:00 p.m.	North Campus:	6:00 a.m. - 6:00 p.m.
Downtown Campus:	7:30 a.m. - 6:00 p.m.	Kent Campus:	7:30 a.m. - 5:30 p.m.

### SCHEDULING INFORMATION:

- Schedule and make payment for your child's attendance (at least) 2 weeks in advance. If your child attends fewer hours than scheduled, your account will still be billed for scheduled hours. Also, if your child attends more than scheduled hours, your account will be billed at the unscheduled hourly rate for the excess hours.
- For scheduled users, a late payment charge is due if payment is not made two weeks in advance.

### CENTER INFORMATION:

- Make checks payable to Chappell Schools (South, North, Kent or Downtown Campus).
- Registration and re-registration fees are non-refundable. Fees include student accident insurance.
- Full time payments are due each Thursday for the following week's tuition. Late payment fee of \$40 will be imposed after Friday closing.
- Any absences due to holidays, vacations, illnesses, and closures due to extreme weather are payable.
- Full time preschool children receive **2 vacation weeks** per school year (August 1, 2009–August 1, 2010) at **half** price or one week free. Vacation weeks must be taken Monday-Friday. Child(ren) must be absent all week. Unused vacations do not carry over from year to year. Contingent upon fulfilling three months of enrollment and account being paid in full. **Two weeks prior written notice required.**
- We gladly accept payment by Master Card/Visa, check or money order.
- Current Health forms are mandatory upon enrollment.
- Center is Closed New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas, and other select days the college is closed. These holidays are payable. Weekend holidays are observed on Mondays or Fridays.
- Conferences are encouraged; these may be arranged through the Director.
- Refer a friend, neighbor, or co-worker for childcare and receive a free week of tuition. Some restrictions apply. See office for details.
- Toddler children must be independently walking and weaned from the bottle.
- Toys brought from home are NOT permitted, unless designated by the teacher for Show-n-tell. Naptime cuddly toys are welcomed as long as the child understands that they are for naptime only. Chappell is not responsible for broken/lost toys or personal belongings.
- Children enrolled in a Chappell center may appear in photographs and/or other public relations efforts from time to time, without the use of names.

### PARENT BRINGS:

#### Toddlers & K2:

Change of Clothing (Labeled)  
Disposable Diapers  
Baby Wipes  
Lunch (South & Kent Campus)

Baby Food (if applicable)  
Bibs & Sippy Cup (Labeled)  
Wash Cloth & Kleenex  
Blanket & Sheet (Labeled)

#### K3 - K4:

Change of Clothing (Labeled)  
Wash Cloth & Kleenex  
Lunch (South & Kent Campus)  
Blanket & Sheet (Labeled)

# CHAPPELL SCHOOLS

Florida State College  
at Jacksonville

**SOUTH CAMPUS**  
11901 BEACH BOULEVARD  
JACKSONVILLE, FLORIDA 32246  
TELEPHONE: (904) 646-2225  
FACSIMILE: (904) 646-2230

**KENT CAMPUS**  
3939 ROOSEVELT BOULEVARD  
JACKSONVILLE, FLORIDA 32205  
TELEPHONE: (904) 381-3445  
FACSIMILE: (904) 381-3499



**NORTH CAMPUS**  
4501 CAPPER ROAD  
JACKSONVILLE, FLORIDA 32215  
TELEPHONE: (904) 713-6010  
FACSIMILE: (904) 713-6012

**DOWNTOWN CAMPUS**  
101 WEST STATE STREET  
JACKSONVILLE, FLORIDA 32202  
TELEPHONE: (904) 632-3122  
FACSIMILE: (904) 633-5944

## RATES & POLICIES - STUDENT

Effective August 31, 2009

<b>Tuition - Full Time</b> (21 or more hours per week)	\$ 110.00 Per Week - K3 and K4 (Non-VPK)
	\$ 120.00 Per Week - K2P
	\$ 135.00 Per Week - Toddlers
	\$ 65.00 Per Week - VPK Wrap Around Service (2009-2010)
	\$ 11.00 Per Day Upcharge (Non-VPK days)
<b>Tuition - Part Time</b>	\$ 5.50 Per Hour - K2 through K4
<b>Scheduled 2 weeks in advance</b> (20 hours or less per week)	\$ 7.50 Per Hour - Toddlers (10 hours per week for students on scholarship)
<b>Drop In Unscheduled</b>	\$ 7.50 Per Hour - K2 through K-4
	\$ 9.00 Per Hour - Toddlers (FCCJ Students <i>only</i> )
<b>Miscellaneous</b>	\$ 60.00 Registration and Re-registration Fee. Student accident insurance included.
	\$ 50.00 Registration Fee for siblings
	\$ 10.00 Late Pick-up Fee per child per 10 minute period after closing
	\$ 40.00 Late Payment Fee- after Friday closing
	\$ 50.00 Returned Check Charge

### HOURS:

South Campus:	6:45 a.m. - 6:00 p.m.	North Campus:	6:00 a.m. - 6:00 p.m.
Downtown Campus:	7:30 a.m. - 6:00 p.m.	Kent Campus:	7:30 a.m. - 5:30 p.m.

### SCHEDULING INFORMATION:

- Schedule and make payment for your child's attendance (at least) 2 weeks in advance. If your child attends fewer hours than scheduled, your account will still be billed for scheduled hours. Also, if your child attends more than scheduled hours, your account will be billed at the unscheduled hourly rate for the excess hours.
- For scheduled users, a late payment charge is due if payment is not made two weeks in advance.

### CENTER INFORMATION:

- Make checks payable to Chappell Schools (South, North, Kent or Downtown Campus).
- Registration and re-registration fees are non-refundable. Fees include student accident insurance.
- Full time payments are due each Thursday for the following week's tuition. Late payment fee of \$40 will be imposed after Friday closing.
- Any absences due to holidays, vacations, illnesses, and closures due to extreme weather are payable.
- We gladly accept payment by Master Card/Visa, check or money order.
- Current Health forms are mandatory upon enrollment.
- Center is Closed New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas, and other select days the college is closed. These holidays are payable. Weekend holidays are observed on Mondays or Fridays.
- Conferences are encouraged; these may be arranged through the Director.
- Refer a friend, neighbor, or co-worker for childcare and receive a free week of tuition. Some restrictions apply. See office for details.
- Toddler children must be independently walking and weaned from the bottle.
- Toys brought from home are NOT permitted, unless designated by the teacher for Show-n-tell. Naptime cuddly toys are welcomed as long as the child understands that they are for naptime only. Chappell is not responsible for broken/lost toys or personal belongings.
- Children enrolled in a Chappell center may appear in photographs and/or other public relations efforts from time to time, without the use of names.

### PARENT BRINGS:

#### Toddlers & K2:

Change of Clothing (Labeled)  
Disposable Diapers  
Baby Wipes  
Lunch (South & Kent Campus)

Baby Food (if applicable)  
Bibs & Sippy Cup (Labeled)  
Wash Cloth & Kleenex  
Blanket & Sheet (Labeled)

#### K3 - K4:

Change of Clothing (Labeled)  
Wash Cloth & Kleenex  
Lunch (South & Kent Campus)  
Blanket & Sheet (Labeled)

# CHAPPELL

CHILD DEVELOPMENT CENTERS  
INA THOMPSON CENTER



2924 APALACHEE PARKWAY  
TALLAHASSEE, FL 32301  
TELEPHONE: (850) 617-3480  
FACSIMILE: (850) 413-8539

## CHILD CARE RATES & POLICIES

Effective August 24, 2009

### RATES: Tuition must be payroll deducted.

- \$ 560.00 Per month - Infants
- \$ 530.00 Per month - Toddlers
- \$ 507.00 Per month - K2
- \$ 500.00 Per month – K3 and K4
- \$ 375.00 Per month – VPK Wrap Around Services
- \$ 115.00 Per week – Public school holidays (K3 and K4)
- \$ 30.00 Daily - Public School Holidays (K3 and K4)
- \$ 5.00 Late Pick-up Fee applied per 5 minutes per child
- \$ 30.00 Late Payment Fee
- \$ 35.00 Returned Check Charge
- \$ 40.00 Registration Fee (Includes Student Accident Insurance)

### CENTER INFORMATION:

- Hours are 6:45 a.m. - 5:45 p.m.
- Center is Closed New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and the Day After, and Christmas. Weekend holidays are observed on Mondays & Fridays.
- VPK will not be in session on the days the center is closed. Please see VPK calendar for details, including all non-instructional VPK school days.
- Any absences due to holidays, vacations, illnesses or closures due to extreme weather are payable.
- Tuition must be payroll deducted in advance. Until automatic payroll deduction takes effect, tuition for the entire month is due by the 3<sup>rd</sup> working day of the month. Payment may be in the form of check or money order and must include a \$10.00 payment surcharge. Cash is not accepted.
- Conferences are encouraged; these may be arranged through the Director.
- Toys brought from home are NOT permitted, unless designated by the teacher for Show-n-tell. Naptime cuddly toys are welcomed as long as the child understands that they are for naptime only. Chappell is not responsible for broken/lost toys.
- **VPK Wrap Around Service** includes the portion of the day VPK is not in session as well as the days VPK is not in session. See VPK calendar for details.

### CLASSROOM SUPPLIES TO BE PROVIDED BY PARENTS:

#### Infants through age 2:

Change of Clothing	Training cup (Toddlers)
Disposable Diapers	Baby Wipes
Baby Food if applicable	Kleenex
Wash Cloths (2)	Crib Sheets (2)
Bib (large plastic)	Towel
Bottles Labeled (Infants)	Mat Sheet (crib size)

#### Age 3:

Change of Clothing
Kleenex
Towel
Wash Cloth
Mat Sheet (crib size)

#### Ages 4 and 5:

Change of Clothing (kept in book bag)
Kleenex
Mat Sheet (crib size)
Book Bag
Towel
Wash Cloth

# CHAPPELL PREMIER CENTERS

RIVERPLACE



1301 RIVERPLACE BOULEVARD  
RIVERPLACE TOWER, SUITE C12  
JACKSONVILLE, FL 32207  
TELEPHONE: (904) 399-1009  
FACSIMILE: (904) 399-3161

## CHILD CARE RATES & POLICIES Effective August 24, 2009

<b>Tuition</b>	\$	155.00	Per Week K-4 Classes (Non-VPK)
	\$	155.00	Per Week K-3 Classes
	\$	165.00	Per Week K-2 and K-2½ Classes
	\$	175.00	Per Week Toddler Classes through Pre-2 Classes
	\$	200.00	Per Week Infants to 12 months
	\$	105.00	Per Week VPK Wrap Around
	\$	15.00	Per Day upcharge (on non-VPK days – maximum 2 days per week)
	\$	155.00	Per Week VPK (3 days or more of non-VPK)
	\$	30.00	Per Day non-VPK days (VPK Only children. Registration fees apply)
	\$	120.00	Per Week Summer/Holiday Camp (\$30 Daily)
<b>Miscellaneous</b>	\$	75.00	Registration fee and Re-Registration fee. Student accident insurance included
	\$	65.00	Registration fee for siblings. Student accident insurance included
	\$	50.00	Materials Fee (K2, K3, K4 & VPK Wrap)
	\$	40.00	Late Payment Fee (assessed after closing on Fridays)
	\$	50.00	Returned Check charge (late payment fees will also be assessed for returned checks)
	\$	5.00	Late Pick-Up fee to 6:35 PM; \$10.00 every 10 minute period thereafter per child
	\$	10.00	Per Week Breakfast (enrollment in Breakfast Plan required)
\$	150.00	VPK Change of Status Fee (2 weeks notice required)	

### CENTER INFORMATION:

- Hours are 7:00 a.m. - 6:30 p.m. Monday through Friday.
- Make checks payable to: Chappell Riverplace.
- Registration and Re-registration fees are non-refundable. Fees include student accident insurance.
- Fees are due each Thursday for the following week's tuition. Late payment fee of \$40.00 (per child) will be imposed after Friday closing.
- A child may be in attendance up to 10 hours per day. Any exceptions must be approved in advance, and additional fees will be imposed.
- Full time preschool children receive **2 vacation weeks** per school year at **half** price or one week free. (August 1, 2009 – August 1, 2010). Vacation weeks must be taken Monday-Friday. Child(ren) must be absent all week. Unused vacations do not carry over from year to year. Contingent upon fulfilling three months of enrollment and account being paid in full. **Two weeks prior written notice required.**
- Any additional absences due to holidays, vacations, illnesses, and closures due to extreme weather are payable.
- One week written notice prior to withdrawal is required.
- 5% discount for oldest full time sibling. Discounts may not be combined nor can they be used in conjunction with a subsidy program.
- We gladly accept payment by MasterCard/Visa, check or money order.
- All Chappell programs are closed and payable on the following days: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Center closes at 3:00 p.m. on Christmas Eve and New Year's Eve. Weekend holidays are observed on Mondays or Fridays.
- Conferences are encouraged; these may be arranged through the Director.
- Toys brought from home are NOT permitted, unless designated by the teacher for show-n-tell. Naptime cuddly toys are welcomed as long as the child understands that they are for naptime only.
- Chappell is not responsible for broken/lost toys or any personal belongings.
- Chappell is not responsible for soiled or torn clothing.
- Refer a friend, neighbor, or co-worker for childcare and receive a free week of tuition. Some restrictions apply.
- Current Health Forms are mandatory upon enrollment.
- Medication is dispensed with Medical form only.
- Children enrolled in a Chappell center may appear in photographs and/or other public relations efforts from time to time, without the use of names.

### CLASSROOM SUPPLIES TO BE PROVIDED BY PARENTS:

#### INFANTS AND TODDLERS

Change of clothing (labeled)	Bibs
Disposable Diapers	Facial Tissue
Baby Wipes	Crib Sheets
Bottles - Infants (labeled)	Baby Food (if applicable)
Training Cup - Toddlers (labeled)	

#### K2 AND OLDER

Change of clothing (labeled)
Apron or shirt for art projects
Blanket / Pillow / Mat Sheet (crib size)
Baby Wipes
Facial Tissue
Disposable Training Pants (where applicable)

# CHAPPELL PREMIER CENTERS

RIVERSIDE



484 Riverside Avenue  
Jacksonville, FL 32207  
Telephone: (904) 598-8888  
Facsimile: (904) 355-9503

## CHILD CARE RATES & POLICIES Effective August 24, 2009

<b>Tuition</b>	\$ 175.00	Per Week K 4 Classes
	\$ 175.00	Per Week K 3 Classes
	\$ 185.00	Per Week K 2 and K 2½ Classes
	\$ 195.00	Per Week Toddler Classes through Pre 2 Classes
	\$ 220.00	Per Week Infants to 12 months
	\$ 105.00	Per Week VPK Wrap Around
	\$ 15.00	Per Day upcharge (Non VPK days - maximum 2 days per week)
	\$ 175.00	Per Week VPK (3 days or more of non-VPK)
	\$ 30.00	Per Day non-VPK days (VPK ONLY children. Registration Fees apply)

---

<b>Miscellaneous</b>	\$ 100.00	Registration fee and Re-Registration fee.
	\$ 90.00	Registration fee for siblings.
	\$ 40.00	Late Payment Fee / after Friday closing
	\$ 50.00	Returned Check charge
	\$ 5.00	Late Pick-Up fee per child 6:00-6:05 PM; \$10.00 every 10 minute period thereafter
	\$ 50.00	Materials fee (due academic school year for K2, K3, K4 and VPK Wrap)
	\$ 150.00	Change of Status Fee (Change from VPK Wrao Around to VPK Only)

### CENTER INFORMATION:

- Hours are 7:00 a.m. - 6:00 p.m. Monday through Friday.
- Make checks payable to: Chappell Riverside.
- Registration and Re-registration fees are non-refundable. Fees include student accident insurance.
- Tuition is due each Thursday for the following week. Late payment fee of \$40.00 (per child) will be imposed after Friday closing.
- Attendance maximum is 10 hours per day, \$5.00 per hour surcharge.
- **2 vacation weeks** per school year at **half** price or one week free. Vacation weeks must be taken Monday-Friday. Child(ren) must be absent all week. Unused vacations do not carry over from year to year. Vacations contingent upon fulfilling three months of enrollment and account being paid in full. **Two weeks prior written notice required.** Any additional absences due to holidays, vacations, illnesses, and closures due to extreme weather are payable.
- One week written notice prior to withdrawal is required.
- 5% discount for oldest full time sibling. Discounts may not be combined nor can they be used in conjunction with any subsidy programs.
- MasterCard/Visa, check or money order are accepted.
- Center is Closed New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day. Center closes at 3:00 p.m. on Christmas Eve and New Year's Eve. These holidays are payable. Weekend holidays are observed on Mondays or Fridays.
- Conferences are encouraged; these may be arranged via the Director.
- Toys brought from home are not permitted, unless designated by the teacher for show-n-tell. Naptime cuddly toys are welcomed.
- Chappell is not responsible for broken/lost toys/personal belongings, soiled or torn clothing.
- Current health forms are mandatory upon enrollment.
- Medication is dispensed with Medical form only.
- Children enrolled in a Chappell center may appear in photographs and/or other public relations efforts from time to time, without the use of names.

### CLASSROOM SUPPLIES TO BE PROVIDED BY PARENTS:

#### INFANTS AND TODDLERS

Change of Clothing Labeled	Bibs
Disposable Diapers	Kleenex
Bottles Labeled (Infants)	Crib Sheets
Baby Wipes	Baby Food (if applicable)
Training Cup (Toddlers)	

#### AGE 2 AND OLDER

Change of Clothing Labeled
Smock or Shirt for Art Projects
Disposable Training Pants(if applicable)
Blanket / Pillow /Mat Sheet (crib size)
Kleenex
Baby Wipes



I acknowledge that the Chappell Child Development Center Parent Handbook is available to me for print on the school's website [www.chappellschools.com](http://www.chappellschools.com) and will adhere to the policies as stated.

---

Parent Signature

---

Date

---

Director Signature

---

Date