



Classical Preparatory Early Academy

Traditional Education. Transformational Learning.



VPK Enrollment Checklist

In order to enroll your scholar in the Early Academy VPK Program for the 2023-24 school year, you will need to bring the following items to the Early Academy front office:

- ___ Application for Enrollment (2 pages)
- ___ Financial Agreement (2 pages)
- ___ Emergency Card
- ___ Signed H1N1/Flu Information Sheet
- ___ Signed Distracted Driver Sheet
- ___ Know Your Child Care Facility Sheet
- ___ Discipline Policy (2 pages)
- ___ Photography Consent Form
- ___ Potty Training Policy
- ___ Permission for food-related activities and special occasion food consumption
- ___ VPK Voucher (apply on the Early Learning Coalition website, please sign on block #17)
- ___ Current Physical
- ___ Current Immunization Record
- ___ Authorization for Medication Form, if applicable
- ___ Original Custody / Legal Papers, if applicable
- ___ Program Fee, applicable only for the 8am-3pm and 7am to 6pm programs - Check or money order made payable to Classical Prep. Payments can also be made on our website under the Early Academy tab in the Admissions section.
- ___ Acknowledgement of online Parent Handbook (please initial here)

Incomplete packets will not be accepted.

**Completed packets can be returned to the front office between the hours of
8:00 a.m. and 5:00 p.m.**

Office Use Only:

Check or Card _____ **Staff:** _____ **Date:** _____



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2023-24 Enrollment Application

Student Information:

Child's Full Name: _____
Last First Middle Nickname

Date of Birth: _____ Sex: _____ Date of Enrollment: _____

Physical Address: _____

Program:

Twos: ☐ 7 a.m. to 6 p.m.

Pre-K3: ☐ 7 a.m. to 6 p.m. ☐ 8 a.m. to 3 p.m.

VPK: ☐ 7 a.m. to 6 p.m. ☐ 8 a.m. to 3 p.m. ☐ 8 a.m. to 11 a.m. ☐ 12 p.m. to 3 p.m.

Family Information: Child Lives With: _____

Mother's Name: _____

Address: _____

Home Phone: _____

Employer: _____

Address: _____

Work Phone: _____

Cell: _____

Father's Name: _____

Address: _____

Home Phone: _____

Employer: _____

Address: _____

Work Phone: _____

Cell: _____

Custody: ☐ Mother ☐ Father ☐ Both ☐ Other

Medical Information:

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____ Address: _____ Phone: _____

Doctor: _____ Address: _____ Phone: _____

Dentist: _____ Address: _____ Phone: _____

Hospital Preference: _____

Please list allergies, special medical or dietary needs, or other areas of concern:



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Contacts:

Child(ren) will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason, the custodial parent or legal guardian cannot be reached:

Name	Address	Work #	Home/Cell #
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Name	Address	Work #	Home/Cell #
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Name	Address	Work #	Home/Cell #
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Name	Address	Work #	Home/Cell #
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Helpful Information About Child:

Section 65C-22.006(2), F.A.C., requires a current physical examination (Form3040) and immunization record (Form680 or 681) within 30 days of enrollment.

Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-28), or

Section 65C-20.11(2) (c) (1), F.A.C., requires that parent(s) receive a copy of the family day care home brochure, "Selecting a Family Day Care Home Provider" (CF/PI 175-28)

Section 65C-22.006(3)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility, or

Section 65C-20.010(6) (c), F.A.C., requires that a written copy of the family day care provider's discipline policy be available for review by the parent(s)

Your Signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate.

Signature of Parent/Guardian

Date



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2023-24 Financial Agreement

Parents enrolling their child(ren) into Classical Prep Early Academy must agree to the following terms as part of enrollment.

2023-24 Program	Hours	Monthly Tuition Rate*	Program Fee**	Please initial program selection
Twos (EA academic calendar)	7:00 am - 6:00 pm	\$830.00	\$150.00	
Twos (+holiday care)***	7:00 am - 6:00 pm	\$910.00	\$150.00	
PreK3 (EA academic calendar)	7:00 am - 6:00 pm	\$750.00	\$175.00	
PreK3 (+holiday care)***	7:00 am - 6:00 pm	\$825.00	\$175.00	
PreK3 (EA academic calendar)	8:00 am - 3:00 pm	\$555.00	\$175.00	
PreK3 (+holiday care)***	8:00 am - 3:00 pm	\$630.00	\$175.00	
VPK (EA academic calendar)	7:00 am - 6:00 pm	\$740.00	\$225.00	
VPK (+holiday care)***	7:00 am - 6:00 pm	\$815.00	\$225.00	
VPK (EA academic calendar)	8:00 am - 3:00 pm	\$545.00	\$225.00	
VPK (+holiday care)***	8:00 am - 3:00 pm	\$620.00	\$225.00	
FREE AM VPK	8:00 am - 11:00 am	Free 540 hour program with voucher	\$0	
FREE PM VPK	12:00 pm - 3:00 pm	Free 540 hour program with voucher	\$0	

***Tuition Rates:** Tuition can be paid annually or on a monthly basis and is established by calculating expenses associated with ensuring each child thrives in his/her learning environment with a content-rich curriculum. A 2.9% transaction fee will be added to monthly tuition if paid using a debit or credit card.

****Program Fee:** A non-refundable and non-transferrable annual program fee is due at the time of registration.

***** Holiday Care:** Offered from 7:00am-6:00pm. Please refer to the Holiday Care calendar for days care will be available.

A sibling discount of 5% will be applied to the oldest child enrolled OR receive a discounted rate of 5% off the total yearly rate if annual tuition is paid in full before June 1, 2023.

Teacher/Child Ratios: Below are the suggested ratios from the Department of Children and Families. Early Academy meets or exceeds these recommendations

Age	Teacher	Children
2 years	1	11
3 years	1	15
4 years	1	20
VPK (instructional hours only)	1	11

For Office Use Only:	
Program:	Monthly Tuition Rate:



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- **FREE VPK:** This program is free of charge and 100% covered by a VPK Voucher from the state of Florida. Your child's VPK Voucher **must** be turned in at the time of registration. Should you not turn in the voucher, the full cost of tuition, \$270 monthly, will be the responsibility of the parent/legal guardian. It is your sole responsibility to obtain a VPK Voucher from the state of Florida, Pasco County. If you do not supply a voucher to Classical Prep Early Academy, you will take full responsibility for the tuition payment of \$270 per month that the voucher covers. Please initial here to state that you understand these terms and conditions.
- **VPK:** The State of Florida's VPK Program allows for three absences per month. After the third absence in any given month, the parent/legal guardian is responsible to pay the VPK's daily for each day his/her child misses for the remainder of the month, unless the absence is due to an emergency or illness. Upon the child's return to school, a doctor's note must be provided. Upon enrolling, you will be required to set up a Brightwheel account to be charged should there be an outstanding balance on the last day of the month. Payments must be received through Brightwheel by the 5th of the following month otherwise your child will not be able to return until the balance is paid in full.
- **PROGRAM FEE:** A NON-REFUNDABLE and NON-TRANSFERRABLE Program Fee, is required to secure your child's spot for the 2023-24 school year. If you choose to un-enroll your child, at any time during the school year this fee shall be forfeit. Please initial here to state that you understand these terms and conditions.

Twos Program Fee - \$150.00 ● Pre-K 3 Program Fee - \$175.00 ● VPK Full-Time (7-6 or 8-3) Program Fee - \$225.00

- **MONTHLY TUITION:** Tuition can be paid annually or on a monthly basis. Monthly tuition is paid the months of July-April if enrolled prior to July 31st. This breakdown of the annual tuition is in 10 equal monthly payments. For any child enrolled after July 31st, tuition will be paid monthly from the month the child starts through May that school year. Should you un-enroll at any time you forfeit that month's tuition. The amount of days your child is in school in any given month has no bearing on your monthly tuition payment plan. Please initial here to state that you understand these terms and conditions.
- **PAYMENTS:** All tuition is due on the 1st of each month starting July 1st and considered late if not paid by the 5th of the month. Accounts will be charged a late fee of \$50.00 if not paid by the 5th or if payment is declined at the time it is charged. We will only accept payments through our automated billing system with a checking account or debit/credit card (no cash or checks will be accepted). A 2.9% transaction fee will be added to tuition if paid by a debit or credit card. Your child will be unable to attend school if there is unpaid tuition. Please initial here to state that you understand these terms and conditions.
- **PROGRAM CHANGE AND WITHDRAWALS:** Parents are required to give the front office a two-week written notice if they choose to un-enroll their child(ren) from Classical Prep Early Academy. Parents must also give a two-week written notice for any request to change their child(ren)'s program/classroom. Requests will only be granted if space allows due to student and teacher ratios and classroom capacity. Any tuition adjustments will be made the following month. No refunds will be given once tuition for the month is paid. If you un-enroll your child(ren) after tuition is paid for the month, it will not be refunded. You will be notified either way once programming is reviewed. Please initial here to state that you understand these terms and conditions.
- **LATE POLICY:** Classical Prep Early Academy closes promptly at 6:00 p.m. If you arrive after 6:05 p.m. or after your child(ren)'s program hours, a \$1 per minute charge will be added to your account. Upon arrival, you will be asked to sign an Early/Late Fee Form that states the time you picked your child(ren) up. Please initial here to state you understand these terms and conditions.

I agree to pay tuition in a timely manner. I understand the Early Academy's tuition is based on a 10-month school year. I also understand that if I choose to pay the full tuition in one payment prior to June 1, 2023, a 5% discount will be given on the tuition portion of fees.

I acknowledge that I have read and understand the above listed policies and agree to adhere to the policies as stated:

Student Name and DOB: _____ Date: _____

Parent Signature: _____ Print Name: _____



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Classical Prep Early Academy 2023-24 Emergency Card

Student _____ DOB _____ Program _____

Primary Phone in case of Emergency _____

Home Address _____

Parent/Guardian _____ Parent/Guardian _____

Cell Phone _____ Cell Phone _____

Email Address _____ Email Address _____

Employed by _____ Employed by _____

Work Phone _____ Work Phone _____

Person(s) who will care for the child in case the Parent/Guardian cannot be reached; these individuals may sign my child out (photo I.D. required):

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

First and last and last names of siblings attending Classical Preparatory:

Person(s) who MAY NOT legally contact or remove my child from school (provide legal documentation)

List all health problems and/or allergies (food, medication, insects etc.) even if previously reported.

Physician Name _____

Dentist Name _____

Phone _____

Phone _____

PARENTAL CONSENT In case of an accident or serious illness, I want to be contacted by the school. If the school is unable to reach me, I hereby authorize the school to take whatever actions are necessary to provide care and treatment for my child, and exchange medical Information with the provider as necessary to support the continuity of care for my child. I agree to pay all expenses incurred by the handling of this emergency care. In case of an accident or illness where immediate treatment of my child is not indicated, but where he/she is unable to remain at school, I request that one of the persons indicated above be contacted and requested to care for my child until I can be reached.

Parent's Signature _____

Date _____

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit
www.myflorida.com/childcare or contact your
local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



INFLUENZA VIRUS

"The Flu"
A Guide
for Parents

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...

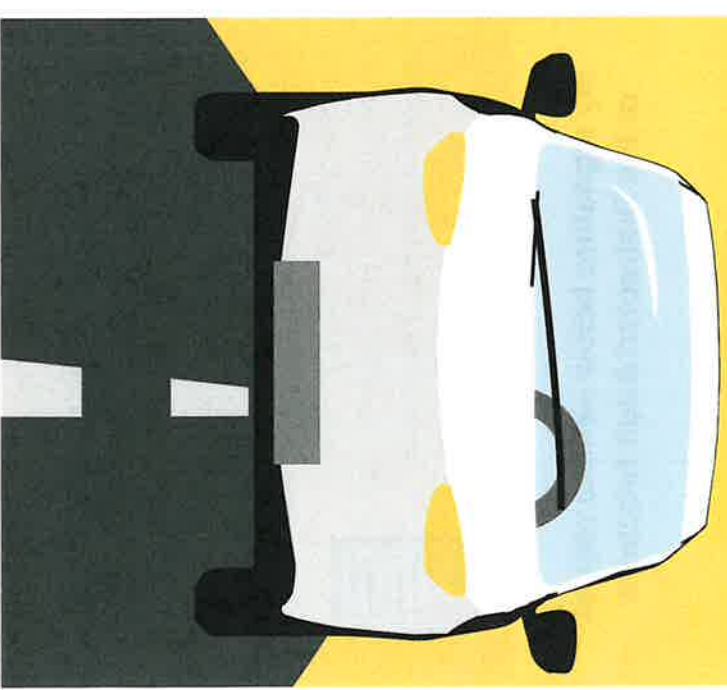


Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare
CF/PI 175-12, May 2018

When life happens...Don't be a
**DISTRACTED
ADULT**





FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



⚠️ PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session,

a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

Child's Name:

Date:

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.

Parent's Role

A parent's role in quality child care is vital:

- ☐ Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- ☐ Know the facility's policies and procedures.
- ☐ Communicate directly with caregivers.
- ☐ Visit and observe the facility.
- ☐ Participate in special activities, meetings, and conferences.
- ☐ Talk to your child about their daily experiences in child care.
- ☐ Arrange alternate care for their child when they are sick.
- ☐ Familiarize yourself with the child care standards used to license the child care facility.



More information and free resources:

MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: _____

License Issued on ____/____/____

License Expires on ____/____/____

For more information regarding the compliance history of this child care provider, please visit:

MyFLFamilies.com/childcare



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.,



Know Your Child Care Facility

MyFLFamilies.com/ChildCare

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- ☐ Valid license posted for parents to see.
- ☐ All staff appropriately screened.
- ☐ Maintain appropriate transportation vehicles (if transportation is provided).
- ☐ Provide parents with written disciplinary practices used by the facility.
- ☐ Provide access to the facility during normal hours of operation.
- ☐ Maintain minimum staff-to-child ratios:

Age of Child	Child:Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- ☐ Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- ☐ Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

- ☐ 40-hour introductory child care training.
- ☐ 10-hour in-service training annually.
- ☐ 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- ☐ Director Credential for all facility directors.

Food and Nutrition

- ☐ Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- ☐ Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

- ☐ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ☐ Provide space that is clean and free of litter and other hazards.
- ☐ Maintain sufficient lighting and inside temperatures.
- ☐ Equipped with age and developmentally appropriate toys.
- ☐ Provide appropriate bathroom facilities and other furnishings.
- ☐ Provide isolation area for children who become ill.
- ☐ Practice proper hand washing, toileting, and diapering activities.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

- ☐ Are children initiated and teacher facilitated.
- ☐ Include social interchanges with all children.
- ☐ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- ☐ Include exercise and coordination development.
- ☐ Include free play and organized activities.
- ☐ Include opportunities for all children to read, be creative, explore, and problem-solve.

Quality Caregivers

- ☐ Are friendly and eager to care for children.
- ☐ Accept family cultural and ethnic differences.
- ☐ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ☐ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ☐ Help children manage their behavior in a positive, constructive, and non-threatening manner.
- ☐ Allow children to play alone or in small groups.
- ☐ Are attentive to and interact with the children.
- ☐ Provide stimulating, interesting, and educational activities.
- ☐ Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- ☐ Communicate with parents.

Quality Environments

- ☐ Are clean, safe, inviting, comfortable, child-friendly.
- ☐ Provide easy access to age-appropriate toys.
- ☐ Display children's activities and creations.
- ☐ Provide a safe and secure environment that fosters the growing independence of all children.





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Discipline Policy

At Classical Preparatory Early Academy, children are guided and directed in a positive, gentle manner. There will be no severe, humiliating, or frightening disciplinary action taken with children. When dealing with a disruptive child, a teacher will always try to talk to and redirect that child. When a child is exhibiting harmful behavior, they may be asked to sit next to the teacher or by him/herself until he/she has gained control. Discipline will not be associated with food, rest, toileting, or active play time. Under no circumstances will there be any form of physical punishment. Upon rejoining the group, the teacher will discuss with the child his/her behavior, why it is unacceptable, and a positive way to resolve the situation. These instances will be seen as teachable moments to encourage and help the development of social/emotional skills.

If a child's behavior causes serious harm to self/others or is repeatedly disruptive of the classroom environment, the following steps will be taken:

Step One: Parents will be contacted to attend a conference with the teacher and/or Director to inform them of the child's behavior and will be encouraged to work with the school staff in finding a solution. Interventions for home and school will be discussed.

Step Two: A parent conference will be called and a probationary period will begin. During this time, a written behavior plan will be developed with input from the teacher, parents, and the Director. We will use all resources available to resolve the problem. Any major incidents or behaviors that result in harm to self/others that occur during this time period will result in the parent being asked to withdraw the child from the school immediately.

Step Three: If the teacher and/or director documents satisfactory improvement, the child will continue in the class. On rare occasions, a child does not respond to interventions and has needs that we cannot meet. At this time, the parent will be asked to make other arrangements for their child.

Electronic Devices and other Prohibited Items

Ipods or other portable music players, video cameras, phones, electronic games, laser pointers, skateboards, roller blades, and other toys that are not part of the academic or extra-curricular program are prohibited on campus. Students may be disciplined, and such items will be confiscated and returned only to the parents upon their request.

Photography and Public Internet Postings

1. The name and crest of Classical Preparatory School are the property of the school and may be used only for official school business. Any Classical Prep student who, without written permission from the Director, posts the crest or logo of Classical Prep on the Internet or in any



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other public forum for purposes of identifying themselves or other students is subject to school disciplinary action.

2. All personal photography is banned on campus unless permission for it has been obtained, in writing or oral, from the Director. No photos taken on campus, whether authorized or not, may be posted on the internet or in any other public forum without written or oral permission from the Director. No photos of minors may be publicly displayed without the consent of the parents. Any Classical Prep student found to be in violation of these rules is subject to school disciplinary action.

3. Any public display or posting by a Classical Prep student, on the internet or in any other public forum, of derogatory, offensive, or harassing speech directed against another student, teacher, or other member of the school community is in violation of the standards of Classical Preparatory School and is subject to school disciplinary action.

Policy on Harassment, Intimidation, or Bullying of Students

Classical Preparatory School prohibits acts of harassment, intimidation or bullying of students. "Harassment, intimidation or bullying" means any gesture or written, verbal or physical act toward a student that takes place on school property or at a school-sponsored activity and that:

(a) Harms the student or damages the student's property, or threatens personal harm or damage to his property;

or (b) Insults, demeans or intimidates the student or a group of students in such a way as to substantially interfere with the student or students' educational or social activities at school or cause a substantial disruption of the orderly operation of the school.

The Director is the first person responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Director. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Verbal reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Director will determine whether an alleged act constitutes a violation of this policy. In so doing, the Director shall conduct a prompt and thorough investigation of the alleged incident.

I have received a copy of the discipline policy that included expulsion policies and procedures.

Signature

Date



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Photography Consent Form

As the parent of a child at Classical Preparatory Early Academy, I agree to the following: I understand that my child may be photographed at Classical Preparatory School during normal school hours, field trips, or activities. I understand that these photographs may be used in promoting child care services, either in print or on the Internet.

Parent/Guardian Name:		Relationship To Child:	
Child Name:			
Address:			
City:	State:	Zip:	
I give permission for my child to be photographed, or their images recorded for print or electronic use in promoting our child care services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation.			
Parent/Guardian Signature:		Date:	



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Potty-Training Policy

In order for any child to attend Classical Preparatory Early Academy in our PreK-3 and VPK programs, it is a prerequisite that the child is fully "potty-trained" and able to use the restroom independently.

A potty-trained child is a child that can do the following:

1. Tell the teacher they have to go potty BEFORE they have to go.
2. Pull down their underwear and pants and get them back up without assistance.
3. Wipe themselves after using the toilet.
4. Wash and dry hands.
5. Postpone going if they must wait for someone who is in the bathroom or if outside.

Our PreK-3 and VPK classrooms are not equipped for diaper/pull-ups changing. The teachers do not potty-train the children. However, we do understand that accidents happen.

Our policy regarding assurance of being potty-trained includes monitoring the number of consecutive days your child has one or more accidents. If your child has one or more accidents within three consecutive days, a phone conference with the teacher and/or director will be required, at which time a plan for potty-training will be developed.

If the accidents continue, five or more accidents within a week, another conference will be required at which time it may be decided that the child be required to take a temporary leave (five- ten days), so that potty-training can be the primary focus at home. The final decision will be made by the director. At any point, if the director feels the child cannot use the restroom independently, he/she can require that the child remain at home until he/she is potty-trained.

I, parent/guardian of _____, understand that Classical Preparatory Early Academy requires all children who attend the PreK-3 and VPK programs to be able to use the school bathrooms independently.

I also understand that if my child is not potty-trained upon starting Classical Preparatory Early Academy that my child, _____, may be required to take a temporary leave to focus on potty-training at home.

By signing below I am stating I have read the terms and conditions of the potty-training policy for Classical Preparatory Early Academy and I agree.

Signature

Print/Relationship

Date



Classical Preparatory Early Academy

Traditional Education. Transformational Learning.



Permission for Food-related Activities & Special Occasion Food Consumption

Pursuant to 65c-22.005(1)(c)2., F.A.C., licensed child care facilities must obtain written permission from parents/guardians regarding a child's participation in food-related activities. These activities include such things as: classroom cooking projects, gardening, school wide celebrations and birthdays.

I _____ give/decline permission for my child, _____,
(Parent/Guardian) (circle one) (child's name)

to participate in food-related activities and special occasions wherein food is consumed.

Please provide the following information:

_____ My child DOES NOT have a food allergy or dietary restriction. He/She may participate in activities.

_____ My child DOES NOT have a food allergy or dietary restriction. He/She **may not** participate in activities.

_____ My child DOES have a food allergy or dietary restriction. He/She may participate in activities, but may not eat or handle the following items:

_____ My child DOES have a food allergy or dietary restriction. He/She **may not** participate in activities.

I understand that it is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect during the term of my child's enrollment.

Parent or Guardian signature

Date



VPK Program at Early Academy

2023-24 School Supply List

- | | |
|--|--|
| <input type="checkbox"/> Early Academy Scholar Uniform | <input type="checkbox"/> 12 Yellow-Barrel Dixon Ticonderoga's #2 Pencils (pre-sharpened preferred) |
| <input type="checkbox"/> 1 Backpack- no licensed characters (labeled with child's first and last name) | <input type="checkbox"/> 2 boxes of thick Crayola Washable Markers (classic colors- 10 pack) |
| <input type="checkbox"/> 1 water bottle (labeled with child's first and last name) | <input type="checkbox"/> 1 pack Crayola Colored Pencils (12 count, classic colors) |
| <input type="checkbox"/> 1 extra change of clothes in uniform colors (include socks, shoes, and underwear; labeled with child's name in a gallon Ziploc bag) | <input type="checkbox"/> A favorite board book to add to our classroom's library |
| <input type="checkbox"/> 1 blue folder (plastic, 2-pocket, 3-prongs) | <input type="checkbox"/> 1 pair of children's blunt tip scissors |
| <input type="checkbox"/> 2 primary composition journals with picture space | <input type="checkbox"/> 1 white, 1-inch binder with clear-sleeve cover |
| <input type="checkbox"/> 2 boxes of Crayola Crayons (24 count) | <input type="checkbox"/> 1 package (50 count) page protectors for binder |
| <input type="checkbox"/> 1 plastic plain blue pencil box (labeled with child's first and last name) | <input type="checkbox"/> 1 box of Crayola Washable Project Paint (10 count) |

Scholars in the 7am-6pm and 8am-3pm programs:

- ☐ 1 crib sheet and **small** blanket (labeled with child's first and last name)
- ☐ 1 insulated lunch box with ice packs (labeled with child's first and last name)

Boys bring the following for our class:	Girls bring the following for our class:
<ul style="list-style-type: none"><input type="checkbox"/> 4-pack of thick Expo markers (any color)<input type="checkbox"/> 1 box of quart Ziploc bags<input type="checkbox"/> 4 Elmers glue sticks	<ul style="list-style-type: none"><input type="checkbox"/> 4-pack of thin Expo markers (any color)<input type="checkbox"/> 1 box of gallon Ziploc bags (zipper close)<input type="checkbox"/> 1 package of 100 white, lined index cards (3x5 inch)