



Florida Southern College
Early Childhood Learning Lab
Handbook
2024-2025 School Year



Welcome to the Florida Southern College Early Childhood Learning Lab!

The mission of the Florida

Background

The Early Childhood Learning Lab at Florida Southern College was originally located in Edge Hall, the former School of Education Building for over 50 years. It relocated to the Carol Jenkins Barnett Center for Early Childhood Learning and Health in the summer of 2020. The primary focus of the Lab School was to provide an **interactive** learning approach for college students to apply and achieve hands-on experiences to help them develop professionally. Over the years, the program has served children and families from the community and college while creating an onsite interdisciplinary model for work-study students.

Work-Study Students are part-time assistant teachers who are pursuing degrees in child-related fields at Florida Southern College. They are an essential asset to our program and work side-by-side with our lead teachers.

State Licensing

The program is licensed by the State of Florida through the Department of Children and Families. Unannounced inspections of the Center are conducted by the Department of Children and Families to ensure all state standards, policies and procedures are met. A copy of the current license is on display in the lobby area of the early learning center.

Attendance Policy

The program begins at 9AM. To ensure that your child does not miss any activities or instruction, regular on-time attendance is needed. Please drop your child off by 9AM. This allows us time to check your child in and prepare him/her for the day. Regular daily attendance will help make sure that your child has the skills he/she needs to be successful when starting kindergarten. We understand that emergencies happen and on occasion children are late or need

4. To support your child's growth please plan to arrive on time to help your child settle into a consistent routine.

Afternoon Pick-Up

Our policy/procedures are in place to ensure that your child arrives and leaves school safely and that we maintain compliance with the Department of Children and Families (DCF) for the state of Florida. If you arrive outside of the standard pick-up time, please ring the doorbell to the right of the main door and a staff member will assist you.

1. Please sign your child in using the log and note the time. Your child has a page that is updated monthly.
- 2.

Billing

OPTION 1 (3 DAYS A WEEK) Prices are per week

Half days: 9 am – 12 pm \$65.00

Full days: 9 am – 3:30 pm \$95.00

Before Care: 7:30 am – 9:00 am \$30.00

After Care: 3:30 pm – 5:30 pm \$30.00

Before & After Care: \$50.00

OPTION 2 (5 DAYS A WEEK) Prices are per week

Half days: 9 am – 12 pm \$85.00

Full days: 9 am – 3:30 pm \$150.00

Before Care: 7:30 am – 9:00 am \$40.00

After Care: 3:30 pm – 5:15 pm \$40.00

Before & After Care: \$70.00

*** There is a one-time registration fee of \$50.00***

Charges are billed monthly based on your child's schedule. Any schedule changes must be

Communication and Partnerships

Partnerships

learning environment that is safe, predictable, and supportive where the limits and expectations are clear and consistent.

- o Diarrhea or vomiting. Must be clear for 24 hours before returning to school.
- o Communicable diseases: mouth sores, rashes, scabies, lice, ringworm, pinworm, etc. Must be cleared by the doctor.
- o Chicken Pox, until 6 days after onset of rash or until all lesions have dried and crusted. Must have a doctor's note to return.
- o Rubella, until 7 days after the rash appears. Must have a doctor's note to return.

Please notify the center immediately if your child has a communicable disease. If your child becomes ill while in our care, we will notify you at once. Your child will be isolated in the Director's office while waiting for you to pick up your child in a timely manner (within 1 hour of notification). The parents/legal guardians will be contacted to pick up the child as soon as possible. A child must remain out of the Center until they are free from symptoms for 24 hours unless a doctor's note is provided.

Accident/Incident Notification

- o All accidents and incidents or unusual occurrences that are threatening to the health, safety, or welfare of a child that occur while the child is in care must be documented on the same day they occur.

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x The Director may immediately withdraw a child at any time they exhibit a