

THANK YOU

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TIME OF WONDER
SCHOOL



MORE THAN A PRESCHOOL

PARENTS' HANDBOOK

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Vacation

Only full- time students are eligible for Vacation. After twelve(12) months, parents receive one (1 week of vacation. Vacation periods are from your enrollment date. It does not roll over. Your child cannot attend Time of Wonder during that week. We require a two weeks notice. **School-Age is part-time, they are not eligible.**

Tuition

A second child discount is \$10.00 of the lowest tuition amount of the two children.

A security deposit, equal to one-week tuition, is due upon registration. If you give us a 2 weeks notice of intent to withdraw, your security deposit will cover the last week of tuition, only if the child has been enrolled for 90 consecutive days. Any amount left over is non-refundable.

Tuition is due every Monday. No later than 5:30pm. Personal checks are not accepted. Payment must be made by cash, money order or ACH. There is a \$40.00 charge for each returned payment.

Parents agree to pay full tuition amount for any child absences, inclusive illness, and when the center must close for causes beyond its control, bad weather included.

Refunds are not given for absences, holiday break schedule on the school calendar, bad weather included.

Hours of Operation

Monday- Friday:7:00am-6:00pm

Nursery(Infants): 7:00am-5:30pm

Cut off time:9:30am(All children should be here by this time)

Late pick up: a late fee of(\$3.00)per minute will be charged for each child picked up after 6:00pm(Infants 5:30pm).

Observed Holidays: The center will be closed on the following days:

- NEW YEAR'S EVE
- NEW YEAR'S DAY
- MLK,JR DAY
- PRESIDENT'S DAY
- **GOOD FRIDAY**
- MEMORIAL DAY
- INDEPENDENCE DAY
- LABOR DAY
- VETERANS DAY
- THANKSGIVING DAY & THE DAY AFTER
- CHRISTMAS EVE
- CHRISTMAS DAY

Please note if an observed holiday falls on a Saturday, we will be closed on a Friday. If an observed holiday falls on Sunday, we will be closed on that following Monday.

General Health

If a child is sent home with one of the following illnesses, he/she cannot return unless he/she is symptom free for at least 24 hours. For infectious diseases, we will need a doctor's notice that allows the child to return to school.

- Chicken Pox
- Conjunctivites (pink eye)
- Measles
- Mumps
- Fever of 100 degree or higher
- Excessive diarrhea
- Vomiting
- Wheezing or respiratory illness
- Undiagnosed rash
- Sore throat
- Any contagious

Any children who become ill at school will be isolated. The parents will be contacted, and the child must be picked up within one hour to avoid spreading of any infection to the other children or teachers. We strongly urge parents to act immediately when contacted for the safety and well being of everyone at Time of Wonder School.

Registration Information

Time of Wonder charges an annual registration fee every August. We also charge a supply fee every year. These fees amounts are charged per child and are non-refundable.

The following HRS forms are required upon registration:

- HRS 3040- Physical (yellow or gold)
- HRS 680- Immunization (blue)

Nutrition

The center provides a healthy morning breakfast, hot lunch and afternoon snack. Monthly menus are posted in your child's classroom. (Parents of Infants), the center provided Enfamil & Soy formula. When the child turns 6 months old, we can provide cereal, jar food, juice etc. **We are a peanut-free facility.** For this reason, outside food is **NOT ALLOWED** in our center.

Bad Weather Closing

In order to keep your children safe during threatening weather conditions, we will adhere to the following guidelines. If Hillsborough County Schools are closed, our center may be closed. If this announcement is publicly broadcasted during our normal operating hours, we will expect you to pick up your children from the center as quickly and as safely as possible. Always check the website/emails for our pop-ups about the center during this time.

www.timeofwonder.com



Medication

NO OVER THE COUNTER MEDICINE!!!!

All medication, over the counter inclusive, must be prescribed by a doctor. We may not dispense any medication without a written, dated, and signed permission of the parent. Medication must be in the box with the pharmacy/ doctor information. This regulation may not be waived under any circumstance, since we are bound by the State of Florida Childcare Regulations. The following procedures must be followed exactly before we may dispense any medication.

- All medication is given out at 12:00PM ONLY!!!!
- The medicine form should be filled out completely and signed by the parents and last one only week.
- Utensils used to measure medication should be kept in a zip lock bag.
- Please give the medicine to the office along with the form.



Notice for Withdrawal

We require at least a two weeks written notice prior to withdraw your child from the center. At which time, your security deposit will be applied to the last week, only if the child has been enrolled for 90 consecutive days. Any amount is left over is non-refundable.

Field Trips

From time to time, field trips will be taken. All permission slips must be signed and returned before your child will be allowed to participate in the trip. Children must be in Kindergarten to be eligible to go on any field trips.

Messages/Communication

- ❖ If your child will not be attending school, please contact the school first thing in the morning.
- ❖ If your child will be late to school, please contact the school the first chance you get. We will not accept any children between the hours of 9:30am-2:30pm.
- ❖ If someone other than the child's parents or legal guardian will be picking up the child, the school must be informed in advance by email (the first and last name of the person you authorize to pick up must match with their ID) and the person or persons picking up the child must show ID.
- ❖ Information about daily activities will be provided by Daily Sheets (infants) and Folders (Preschoolers).



Welcome!!

Here at Time of Wonder, we recognize the importance of early childhood education, and we will give your child the opportunity to grow, to discover, and to celebrate life in wonderful ways. With our experienced staff, your child will feel our energy and devotion.

Thank you for the opportunity to entrust us with your most prized possessions. Please feel free to call us anytime of the day, if you have any concerns or questions.

Yicel Gonzalez
Executive Director

Supplies

Infants & Toddlers: parents are required to provide diapers, ointments, and wipes as needed for their child. Pacifier, blankets, and change of clothes are also required and should be left at school. **An additional charge of \$10 per week will be applied if you don't bring diapers or wipes for your child.**

Preschoolers: a change of clothing should be provided and left at the school. In addition a blanket and a pillow.

Discipline

The only form of discipline implemented at Time of Wonder School is positive reinforcement. Positive reinforcement is to discourage unacceptable behavior and promote positive behavior. Sometimes children bite. If the problem persists, the parents will be called to pick up their child immediately. After that we can ask the parents to withdraw their child from the center.

Referral Policy

We will give one child a week of free tuition to any parent who is responsible for enrollment of another child or children. The only provisions are that the child remains with us for at least three months on a fulltime basis.



Visiting the One Year Room

Mom and Dad:

I will be ____ months old soon. I need to work on my skills to be ready to participate in all activities that I will do in the one year old room. Here is the list of skills I need to practice:

- Sleep on a cot.(I will practice this at TOW...)
- Wear shoes every day for walking and playing outside the infant room.
- Drink from a sippy cup and try not to drink from a bottle heated.
- Take only one nap between 12pm-2:30pm
- Eat table food and try doing it by myself.

If you want me to do well in my new room, please help me learn these skills.

I Love You

The new tuition rate will be \$ _____



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Welcome to the Two Year Old Room

Dear Parents:

_____ is turning two soon. Teacher(s) and friends are waiting for _____. Therefore starting next week your child will be visiting that room more frequently. Our curriculum for the two's was developed to build early math, language and science concepts through hands-on activities. We are starting in this room with potty training. It's important we work together on this matter making the transition easy for your child. Therefore your child would need easy pull-ups that have the Velcro on the sides. This would be very helpful. Like in all the rooms, the teachers provide daily reports to keep you informed of your child's developmental progress. We encourage you to meet our teacher(s) and ask any question you can regarding this room. If you prefer we can have a personal meeting to satisfy your individual needs and concerns at your convenience. One more time, thank you for continuing to trust in TOW academic goals.

Miss Yicel

The new tuition rate will be\$ _____



Welcome to the Three Year Old Room

Dear Parents:

_____ is turning three soon. Teacher(s) and friends are waiting for _____. Therefore starting next week your child will be visiting that room more frequently. A typical day at TOW consists of morning circle time routines, language and literacy enrichment, music and movement, outdoor play and experiences and learning center time. Your child might have a little potty problems. Changes in routine and more distraction playing on the playground are normally the reason of this accidents. Please do not be alarmed. It's normal. In a few weeks this problem will disappear. Take a moment and read the attached table with examples of activities and what they learn from the experiences. You will be kept informed of your child's progress by receiving a specific report every 3 months. We encourage you to meet our teacher(s) and ask any questions you might have regarding this room. If you prefer, we can have a personal meeting to satisfy your individual needs and concerns at your convenience. One more time, thank you for continuing to trust in TOW academic goals.

Miss Yicel

The new tuition rate will be\$ _____



Welcome to the A.S Programs

Dear Parents:

This Program is designed for different groups of ages between 5 and 12 years old and offers families a balanced enrichment program that kids are excited to participate in and parents feel good about. Our schedule allows time for snack, homework, special art projects, inside and outdoor activities. We also have appropriate, meals recipes, science experiments and motivating arts and computer projects designed to peak interest day after day. At TOW we know the focus on standardized tests scores in many elementary schools means some of the fun stuff is left out. Another advantage of our school is that we are closing only 10 days a year. Also, when other schools are closed for inclement weather, only if it's safe, we welcome school age kids for a full day of fun activities. We offer transportation from many local elementary schools ensuring your child safety travels. Every year we change our summer program with new activities and weeks themes the children enjoy very much

Welcome to our center !

Miss Yicel

The new tuition rate will be \$_____



Welcome to VPK Program

Dear Parents:

_____ is turning _____ soon
_____ is ready for the VPK 4's room.
Miss _____ and friends are waiting for
_____. All Floridian children are
eligible. We will have a meeting in May with all the parents
letting them know how this program is working. Please don't
worry. You have plenty time. The success of our VPK program
depends on unique features like the DLM curriculum designed
to develop the skills needed to successfully transition to
kindergarten; Literacy programs with more than 20 books in
room, and expert's professionals preparing our children in
writing, math, science, computer, reading and social
development. We encourage you to meet our teachers
_____ and ask any question
you can have regard this room.. If you prefer , we can have a
personal meeting to satisfy your individual needs and
concerns at your convenience. One more time, thank you for
continuing to trust in TOW academic goals.

Miss Yicel

The new tuition rate will be\$_____