

# Millenia Learning Academy

Parent Handbook

2023-2024



**Millenia**  
LEARNING ACADEMY

Welcome to Millenia Learning Academy!

The information contained in this “Parents Handbook” will introduce you to the philosophy and organization of the Center. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child’s day a most rewarding experience. The Center was created to meet the needs of high-quality childcare for the children of Millenia Learning Academy. Our employees and staff family look forward to working with you to provide a secure foundation for your child and to ensure successful growth and learning.

Not all policies and procedures can be listed here.

We will be happy to answer any questions you may have.

*Millenia Learning Academy is an equal opportunity employer and provider.*

**Open 7:00 AM – 5:30 PM**

**DCF# C09OR0523**

**Millenia Learning Academy**

**4974 Millenia Blvd**

**Orlando, FL 32839**

**407-264-9109**

**Visit us at:**

**[www.MilleniaLearningAcademy.com](http://www.MilleniaLearningAcademy.com)**

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### Our Mission:

Millenia Learning Academy is committed to creating a safe, warm, and loving environment for children where they can learn and grow physically, emotionally, creatively, intellectually, and socially at their own pace. We want to help your child increase their confidence, and self-esteem by treating them as unique individuals, and allowing them to express themselves in a variety of facets. We strive to make your child's time at daycare the best experience it can be for them as well as you, the parents.

We are committed to supporting families by maintaining open communication and encourage parental involvement in our programming and care activities. Our objective is to care for your child the same way you would. We also practice an open-door policy encouraging parents to be an active part in their children's learning process and development

Our Philosophy- *We believe* in the value of human diversity and the fair treatment of all people. It is our number one goal to provide the kind of environment and the kind of influences that encourage all children to become creative, independent, responsible, well rounded, self-directed adults who can make decisions for themselves. Our desire is for excellence in meeting the needs of children and their families through nurturing, growth and development, relationship building, and understanding. Our values and beliefs about children are deeply rooted in the history and progression of Early Childhood Education.

Millenia Learning Academy Children- We are proud to care for children without regard to race, religion, or national origin between the ages of 2 years to 12 years. We provide before and after school care for children in Pre-K through 5th grade.

Registration- Our center requires a completed registration form, a medical consent form, and emergency data card for each of our students prior to their first date of attendance. Parents of children not enrolled in public school must also provide a current shot/ immunization record and physical for their child prior to enrollment. Failure to maintain proper and current records may result in termination from our program. Please pay any applicable registration fees at or prior to the time of enrollment. Millenia Learning Academy reserves the right to allow children who are not fully vaccinated because of religious or personal reasons.

**Millenia Learning Academy requires a \$75 non-refundable registration fee per new child/\$100 family. An Annual Supply Fee will be charged every Sept 1<sup>st</sup> \$50 per child/\$100 family. This will be for all full-time families.**

The Parents/guardian is giving consent to Millenia Learning Academy personnel to have access to your child's records.

Program Description- Our curriculum is developed with the understanding that no two children are the same. Children are able to expand their minds to new horizons while engaging in activities that will help stimulate their curiosity. As the child grows our curriculum grows with **them**. We embody the Experienced Early Learning Curriculum Framework, which follows a play-based learning philosophy. We develop activities centered on stories, songs, math, fine and gross motor skills, circle time, science, music, theatre, and arts/crafts. We strive to prepare your children for their early school years by exposing them regularly to letters, numbers, colors, shapes, name recognition, and new vocabulary. Most of all, we provide our families with loving, trained caregivers who understand that all children develop differently.

**Hours of Operation-** Our center hours are Monday through Friday from 7:00 am-5:30pm. ALL children must be checked in and in the building by 9am. No children will be permitted after this time unless you have prior authorization. We understand the importance of uninterrupted lunch and quiet time. With this in mind, we do not allow anyone to enter the building during the hours of 11:30am-2:30pm. This includes therapist, vendors, and other outside service personnel.

It is our policy that each child must be picked up before closing time (5:30pm). If we do not hear from the parent or guardian prior to 5:30pm about being late, we will contact everyone on the pick up and emergency contact list. If we still do not have a response, it is our policy to contact the proper authorities after 15min of no response.

This will also result in a late fee of \$5 for the first minute and \$1 each additional minute after 5:30pm. This late fee must be paid in full before the child returns to school the next day.

**Drop Off and Pick Up Procedures-** We require that you carry or walk your child to the front of our facility, sign them in using first and last name and hand them over to a *Millenia Learning Academy staff*. When picking up your child, please remember to sign them out. Your child will not be released to anyone who is not authorized by a parent or guardian. We must have written permission for anyone not listed in the child's records to pick them up. *Millenia Learning Academy reserves* the right not to release a child to any individual who may appear to be intoxicated/impaired. The center will contact an alternative authorized person to arrange for pickup. If parent/guardian chooses to change the authorized persons on their registration form, they must meet with the Director to update the form. In a custody situation, the custodial parent must supply *Millenia Learning Academy* with a court order if the non-custodial parent is not allowed to pick up, have contact with the child, or any other arrangements.

**Safety Policy-** *Millenia Learning Academy* has an open-door policy for parents/guardians. Unless parental contact is prohibited by court order, parent/guardian shall have unlimited access to their children during Center's hours of operation. Any person who is not recognized by staff will be required to provide photo identification such as a driver's license, work ID, or school ID before the child is released. No child will be released without the written permission of the parent/guardian. If a person not listed attempts to pick up the child, *Millenia Learning Academy staff WILL NOT* release the child. In such cases, the Director will notify the parent/ guardian immediately.

**Security Measures-** We requires that all parents provide their Driver's License or other government issued identification upon enrollment. Any person listed on your child's emergency contact list must provide their Driver's License or other government issued identification in order to release a child for pick up. The center is equipped with security cameras.

**Illness, Medication & First Aid-** Bringing a child with symptoms of an illness to the center puts all children at risk. If your child is sent home from public school due to illness, they may not attend our center. If your child becomes ill after being dropped off, we will contact you immediately and you must pick up your child within one hour. Your account will be charged \$ 5.00 per every 15 minutes that exceeds your one hour allotted time. It is important that we have current and correct contact numbers in case of illness, incident, or injury. Your child will be considered ill by our center and per state guidelines if they have any of the following symptoms:

**\* Fever of 101 degrees or higher \* Vomiting \* Diarrhea \* Colored nasal discharge \* Head lice \* Pink eye \* Rashes, bumps or any other questionable conditions\***

For the health and safety of all *Millenia Learning Academy* Staff and Students, your child must be symptom free for 48 hours in order to return to our center. In some cases, a doctor's note may be required for your child to return to our center.

Millenia Learning Academy does not administer medication, with the exception of breathing treatments. You must fill out a Medication Authorization Form before we can administer the breathing treatment to your child. All medication must be kept at the front desk to ensure that it is in a safe and secure place. Our center will not give over the counter medications.

In the event your child has head lice, you will be called immediately to come and pick up your child. You are allotted one hour to do this. For your child to return to the center, they must be checked at the front office and be totally nit-free (no eggs).

If your child needs minor first-aid treatment, please be advised that our staff members are CPR/ First Aid certified and can provide this treatment. If an injury requires medical attention, appropriate emergency procedures will be followed, and you will be contacted immediately.

We recommend that you apply sunscreen and insect repellent prior to arrival at *Millenia Learning Academy*.

**Sick Time-** When a child is sick or hospitalized for an extended period, please contact management. Tuition leniency and/or space reservation will be determined on a case-by-case basis. We will require a doctor's note stating the diagnosis just so we understand the child's limitations or if anything is contagious.

**Discipline-** *Millenia Learning Academy* believes that proper behavior can be maintained by rewarding positive behavior and through positive re-direction when the behavior is inappropriate. Rewards include verbal praise, hugs, stamps, and sticker's etc. Discipline will be appropriate, respectful, not tied to food, outside play or toileting and will be handled with the appropriate developmental expectations. Corporal punishment is not permitted. If re-direction fails and the inappropriate behavior continues, we will contact the parent and work to establish a behavioral modification plan or require the child to be picked up within 30 minutes. The center reserves the right to dismiss any child whose behavior prohibits an appropriate environment for all children.

**Biting Policy-** *Millenia Learning Academy* recognizes that biting is a common behavior exhibited by young children as a part of normal child development. We will address this challenging behavior in a positive and appropriate manner. *Millenia Learning Academy's* response to biting behavior will include observation, understanding, teaching and environmental changes. If a biting incident occurs, a report will be filed, and appropriate action will be taken. Ongoing biting behavior will be handled as any other ongoing challenging behavior, following the policy as described under Discipline in the Parent Handbook.

**Babysitting-** Millenia Learning Academy Employees may NOT babysit OR pick up/drop off for any enrolled families while employed with Millenia Learning Academy due to liability exposure. Please do not attempt to solicit Millenia Learning Academy employees for any of these services as it is against our policy and will be cause for expulsion for both the employee and the child from our center.

**Expulsion Policy-** Our school is committed to providing a healthy emotional and physical environment for all children. Therefore, we have adopted the following code of prohibited behaviors which may result in automatic disenrollment:

- 🍏 No child, parent or adult is permitted to use inappropriate language, utilize threats of any kind against children or other adults, hit, punch, kick, slap, or otherwise physically assault any other individual on school property.
- 🍏 Children that attempt to leave school property without the accompaniment of a school staff member or their parent may be disenrolled from the school.
- 🍏 No child is permitted to have medication in their possession.
- 🍏 No child will be permitted to remain in care if payment is more than five business days in arrears.
- 🍏 Verbal abuse of your own children or other children or adults will not be permitted at any time.
- 🍏 Corporal punishment will not be permitted at any time.
- 🍏 Parents are not permitted to address, for the purpose of correction or discipline, a child that is not their own, on school property (should you have such a concern, please address it to the management staff).
- 🍏 All parents and adult are required to comply with the school's safety policy in its entirety including changes that may occur.
- 🍏 Parents may not engage in confrontational interactions with school employees or the families of other enrolled students; disagreements will be handled in a respectful manner and addressed to school management.
- 🍏 Parents will respect the confidentiality of each enrolled family and refrain from pressuring staff to provide confidential information of other enrolled families.
- 🍏 Children, parents, and other adults will refrain from engaging in any activity that results in distress, fear, discomfort, marginalization, alienation or ostracization of any adult or child affiliated with our school.
- 🍏 Continuous tardiness in pick up/drop off that disrupts the flow of the classroom and child's learning experience.
- 🍏 If your child does not abide by the Disciplinary Policy and has continued behavioral issues, **Millenia Learning Academy reserves the right to terminate our relationship with the family.**

For the sake of this document, parent means parents, legal guardians, grandparents, or any other family member of the enrolled child. Failure to adhere to this code of conduct will result in appropriate recourse up to and including expulsion from the school.

### **Are we the BEST Fit for your child?**

Millenia Learning Academy is committed to creating a safe, warm, loving environment for children where they can learn and grow physically, emotionally, creatively, intellectually, and socially at their own pace. We want to help your child increase their confidence, and self-esteem by treating them as unique individuals, and allowing them to express themselves in a variety of facets. We strive to make your child's time at daycare the best experience it can be for them as well as you, the parents.

With that said, we are a Child Care Center and do NOT provide additional services/therapy to meet Special Needs such as Speech Therapy, Behavioral Therapy, Occupational Therapy, and more. If your child shows signs of needing additional services, we will do our best to support you. **Millenia Learning Academy also reserves the right to terminate our relationship knowing that we are NOT the best fit for your child. Please know this is for the best interest of your child.**

**Incident Weather-** In the event of severe weather, our center will remain open unless conditions become unsafe. We will follow the county school boards' decision regarding school closing prior to a storm. After the storm, our center will open provided the center has electric, water, and air conditioning. No tuition allowances will be given in the event of a closure.

**Emergency Location-** In the case of Emergency and we must re-locate our students, our Alternative location is the North Bridge Clubhouse at 4902 Millenia Blvd, Orlando, FL 32839

**Program Activities-** *Millenia Learning Academy* follows the Experience Learning Curriculum for academic and assessment purposes. Weekly lesson plans are completed by lead and assistant teachers. All weekly lesson plans are age appropriate for each age group and follows a predetermined themed. Academic period begins at 8:30 am! Curriculum time is conducted by the lead teacher. This includes circle time, table activities, movement, math, science, language, literacy, and social skills as the basis for our learning activities, which are woven in throughout the day.

**Child Assessments & Screening-** The first five years of life are very important to your child as it sets the stage for success in school and later in life. In an effort to offer your child the best opportunities, *Millenia Learning Academy* in collaboration with community partners and you to provide free screening and assessment services. These services are conducted via observations or direct interactions with your child.

***A Screening*** is quick process/snapshot of your child's development and may include the following: developmental, social, emotional, hearing and vision.

***An Assessment*** is a more detailed/ in depth look at your child's development to assist your child's teacher with his/her activity planning. The results of the screening and assessment will be shared with you, your child's early childhood education and any referral agencies if you give *Millenia Learning Academy permission* to refer.

**Dress Code-** *Millenia Learning Academy* is proud to be a uniformed school. It is important that your child comes to school in clothes that will allow him/her the freedom to play and explore. Clothes should allow for self-dressing, especially those little ones who are potty training. The children get involved in activities and should not have to worry about getting dirty. For safety reasons, please do not send your child in open toed shoes. In addition, every child must have a change of seasonal clothes for emergencies. It is important that you label all your child's belongings. If you accidentally take another child's clothes, please return them to the center the next day.

***VPK:*** Our VPK program does require uniforms that include any solid color polo and black, navy, khaki, or denim bottoms.

**Field Trips-** School Aged children at *Millenia Learning Academy* **may** participate in field trips designed to enhance the curriculum. When a field trip is planned, parents/guardians will receive a written detailed notification. Children participating on field trips are required to wear a *Millenia Learning Academy* summer camp shirt.

**Smoke Free Zone-** *Millenia Learning Academy* is a smoke free zone. NO Smoking or Vaping on the premise is prohibited by law.

**Teachers & Caregivers-** All Millenia Learning Academy teachers and caregivers not only meet the state requirements but exceed them. Our staff have years of experience in early learning settings. Each staff member uses their unique teaching style to observe children as they "play their way through learning". Our staff also collaborates and plans your child's curriculum weekly with the daycare director. This ensures that no child is left behind academically. Our staff also receives continuous training in Early Childhood Education promoting best practices and developmentally appropriate practices.

**Staff Qualifications:** We choose our teachers based on their classroom experience, training, and caring attitude.

- 🍏 Staff screening includes an extensive application, intensive interview, reference check with previous employers, and a background check.
- 🍏 All teachers have their current CPR and Pediatric First Aide certifications in addition to 12 hours of continuing education training every year.

**Mandatory Reporting Policy-** All staff members of *Millenia Learning Academy* are mandated child abuse reporters. If any staff suspects child abuse, he/she must follow the proper procedures learned during the "Identifying Child Abuse and Neglect" training.

**Meals & Snacks-** *Millenia Learning Academy is part of the Food Program and we provide USDA certified nutritious meals and snacks for your child daily at no additional cost to you. If your child has any allergies or special dietary needs, please provide a doctor's note to the director, and inform your child's Teacher. Also provide this information in writing on your child's enrollment form. All our center's meal is prepared following the DCF and USDA Food and Safety Guidelines and portion sizes. With this, we do NOT allow any outside food of any kind on site. We are happy to meet any medical dietary needs your child has.*

**Food Allergy Policy-** If a child has a food allergy, the parents/guardians must provide a written notice to the Director. This includes documentation of the food allergy from the child's health care provider, instructions on the precautions that need to be taken to avoid the allergic food, and the health care provider's order for medication. Millenia Learning Academy will take the necessary precautions to keep the allergic foods away from the child and train our staff on the proper management of the specific food allergy, including emergency procedures and how to administer medication.

**Two Weeks' Notice-** If it is necessary to withdraw your child from our program, we ask that you give notice 2 weeks to the withdrawal date.

**American With Disabilities Act-** *Millenia Learning Academy provides services for children with disabilities whose limitations can be reasonably accommodated. With the assistance of families and health professionals, our program is designated to help meet children's individual needs on a reasonable basis. Please be open and honest with the administration about any physical, emotional, or developmental concerns you may have about your child.*

**Tuition-** **Tuition is due on Monday for the coming week.** Millenia Learning Academy is a Gold Seal Accredited Center that strives to provide your family with strong educational program that delivers high-quality teachers and a carefully designed curriculum for every age group in our school. Our rates are competitive with other high-quality childcare programs in our area. We work closely with the Early Learning Coalition of Orange County and participate with Community Coordinated Care for Children/ School Readiness (also known as 4C, a government subsidized program) as well as the Food Program. If you would like specific tuition rates, please contact us for more details.

Please include your child's name at the bottom of any checks or money orders. To provide the quality care that *Millenia Learning Academy* prides itself on, it is imperative that tuition is paid in a timely manner. If tuition is not paid, you jeopardize your child's place in our program. If tuition is not paid by the close of business on Monday, a late fee of \$ 25.00 will be added to your account, and your child may not attend school until tuition is paid in full.

### Additional Fees

- 🍏 \$ 25.00 late fee: past due account
- 🍏 \$ 5.00 for the first minute and \$1 each additional minute per child late fee center closing time (Due at the time of pickup or before your child attends on the following day).
- 🍏 25.00 fee for returned check or declined debit/credit card payment. No additional payments with checks will be accepted after the first returned check fee has applied to your account.

### Holidays

**New Year's Eve**

**New Year's Day**

**Memorial Day**

**Fourth of July**

**Labor Day**

**Thanksgiving Holidays: Thursday & Friday**

**Christmas Holidays: December 24<sup>th</sup> and 25<sup>th</sup>**

The center will be closed on the above-listed holidays. When a holiday falls on Saturday, it will be observed on the Friday before. If the holiday falls on Sunday, it will be observed the following Monday. No tuition allowances will be given for the Holidays. This fact taken into consideration at the time prices is established.

Vacation Time- in efforts to keep our tuition rates affordable, *Millenia Learning Academy* *Millenia* offers two weeks' vacation time in which your enrollment position is held. If your child is enrolled in our program, there will be NO ADDITIONAL interruption in required tuition.

**Supplies Needed**

**\*\*\* NO BACKPACKS OR BAGS WILL BE NEEDED\*\*\***

**MILLENIA LEARNING ACADEMY WILL PROVIDE A LARGE CLEAR BAG FOR CRIB SHEETS & BLANKETS**

<p><b>Infants &amp; Toddlers</b></p> <p><b>Diapers</b> (One Weeks' worth minimum.)</p> <p><b>3 changes of clothes</b> (Labeled with first &amp; last name)</p> <p><b>Crib sheet &amp; Blanket</b> (Labeled with first &amp; last name)</p> <p><b>Water Bottle</b> (Labeled with first &amp; last name)</p>	<p><b>Pre-School</b></p> <p><b>2 Changes of clothes</b> (Labeled with first &amp; last name)</p> <p><b>Crib sheet &amp; Blanket</b> (Labeled with first &amp; last name)</p> <p>Water Bottle (Labeled with first &amp; last name)</p>
<p><b>School Aged</b></p> <p><b>2 Changes of clothes</b> (Labeled with first and last name)</p>	<p>All Parents are required to bring wipes and diapers for each child every month.</p>

\*\*\* ALL linins (crib sheets & blankets) are sent home every Friday to be washed and **MUST** be brought back by parents on MONDAY. If they are not brought back, Millenia Learning Academy will provide a crib sheet for the cost of \$1 per day per child and blanket at the cost of \$1 per day per child.

\*\*\*When soiled clothes are sent home, please remember to bring a replacement change of clothes on your child's next school day.

Please label all your child's belongings with their first and last name.

For safety & security purposes, the following items cannot be brought or stored at *Millenia Learning Academy* -**Diaper Bags -Back packs -Bags.**

**Toys from Home-** Please do not allow your child to bring toys from home to the center, unless instructed by the teacher. We are not responsible for toys brought from home that may be lost or broken. *Millenia Learning Academy* provides many children with many play experiences throughout the day which include toys that are developmentally appropriate for everyone in the class. When children bring personal items from home, it often causes conflict in the classroom.

**Food From Home Policy-** We prefer that the children eat the meals provided by *Millenia Learning Academy*. Parents/guardians may bring non-expired, sealed and store-bought treats to celebrate special occasions. If bringing treats, parents/guardians need to contact the center to ensure the food will comply with *Millenia Learning Academy* nutrition and food allergy policies. All parents must complete Permission for Food-Related Activities and Special Occasion Food Consumption Form for each child.

**Parent Involvement-** Our doors are always open to parents who would like to be involved in their child's care and education. We welcome any comments or suggestions from parents about programming or the care of their children. If any parents wish to volunteer at the center, or on outings please contact any staff member so we can make necessary arrangements.



I/We, \_\_\_\_\_, the  
parent(s)/legal guardian(s) of \_\_\_\_\_,  
acknowledge that I/We have received a copy of The Millenia Learning Academy Parent Handbook and  
enrollment paperwork and have been given the opportunity to read the manual and ask questions about  
and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set  
forth in the handbook and enrollment packet.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment,  
and the language does not create a contract between Millenia Learning Academy and the parents.  
Millenia Learning Academy and the Office of Human Resources reserves the right to alter, amend, or  
otherwise modify these guidelines, in its sole discretion, without prior notice.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_