



Youth Village

Parent/Student Handbook

as of August 2025

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Youth Village Mission Statement

Our mission is to provide a safe place, a fun place, a learning place, a place for kids where people care.

We are very excited to have you join our Youth Village family! Youth Village is a non-profit organization that was formed in 1999 by Ms. Nellie Bogar to create a safe place to provide various education and recreational services to children ages 5-16 in our community. However, as our family grew, we desired to make an even bigger impact on our community. Research shows that the greatest influence on a child's development occurs from Birth to age 5, before they enter Kindergarten. Therefore, it is our goal to provide a high-quality preschool program for ages 3-5 to the community that will positively influence each child's development throughout Kindergarten and beyond. As of May 6, 2024 we now have a toddler room for children 2-3 years old. More information about our new Toddler Program below.

Registration/Enrollment

All of the following is required to enroll a new student:

1. Florida Certification of Immunization, Form DH-680. This form must be acquired from a health care provider. The Florida Health Department requires that children receive the following (age-appropriate) immunizations before entering childcare:
 - Diphtheria-tetanus-acellular pertussis (DTaP)
 - Inactivated polio vaccine (IPV)
 - Measles-mumps-rubella (MMR)
 - Varicella (chickenpox)
 - *Haemophilus influenzae* type b (Hib)
 - Pneumococcal conjugate (PCV13)
 - Hepatitis B (Hep B)

Some children in care at Youth Village may not have immunizations if they qualify for a Medical Exemption. In this case, we require a Temporary Medical Exemption (DH 680 Form, Part B). This form is required to have an expiration date and the form must be updated BEFORE the expiration date.

Some children in care may not have current immunizations

Electronic records are acceptable for documentation as long as the records are available and accessible for review by licensing authority during an inspection.

2. State of Florida School Entry Health Exam dated within one year
3. A non-refundable registration fee of \$50.

Any child who has or is at an increased risk for a chronic physical, developmental, behavioral, or emotional condition and requires additional services must have a current Emergency Care Plan, prepared by the parent/guardian or physician included in the child's file.

Tuition

Tuition is due upon your child's official start date and in advance on the Friday before each week. You will have a Tuition Express form in your enrollment packet, we **MUST** have this on file, regardless of how you pay your tuition each week. You may pay using cash or check, or swipe your card at the check-in station, but if no payment is received by Friday at 1:00 then payments will be processed using the bank account/credit card that we have on file. If your payment is declined, a \$30 fee will apply, and a \$25 late fee will be attached to your account if tuition is not paid in full by the following Monday. If tuition is excessively late, your child may be withdrawn from the program.

Tuition is due **EVERY WEEK** regardless of your child's attendance. This is to hold your child's spot in our program. We do not prorate weeks in which we are not open the full week.

Tuition is based on the child's age **EXCEPT** for the TWOs classroom. If the child is 3 and still in the TWOs classroom, you will still pay the TWO year old rate. That room requires more assistance than other classrooms. A child cannot move up to the K3 classroom until they are fully potty trained. See Potty Trained section for more information.

We have updated our tuition rate policies as of August 11, 2025 and it is listed on our tuition price list. The changes include: Zero to five days of attendance; you pay for a full week (this does not apply to drop-ins). Holiday week your child does **NOT** attend, or we are **CLOSED** you are responsible for paying half tuition rate for that week

Withdrawal Policy

If it is necessary for you to withdraw your child for any reason, a two-week written notice must be received by a member of management. Tuition will be prorated accordingly. Tuition for the two-week period will be due regardless of attendance for that period. Please note that once you withdraw, we will immediately fill that spot with a child on the waiting list. If you wish to re-enroll, your child will be placed on the waiting list. Youth Village reserves the right to dismiss a child from Youth Village if your child cannot/will

not adjust to the rules of our program. If Youth Village chooses to withdraw, you would not get refunded for the remaining of the week, tuition is not prorated.

Hours of Operation and Holiday Schedule

Hours of Operation:

Monday-Friday

7:00 am – 6:00 pm

We are closed for the following holidays:

New Year's Eve/Day

Martin Luther King Jr. Day

President's Day

Memorial Day

4th of July

Labor Day

Veteran's Day

Thanksgiving Holiday

Christmas Holiday and New Years Holiday

We may be closed on other days throughout the year, but we will provide as much notice as possible.

We close at 5:00pm once per month for staff training. If it is necessary to have a staff meeting that is more than once per month, we will keep you posted on any changes.

Vacation/Holidays

Holiday week your child does NOT attend (i.e., Spring Break week, Thanksgiving), or we are CLOSED you are responsible for paying half tuition rate for that week. If your child is going on a vacation that is not one of our holiday weeks, you are responsible for paying the full tuition rate. Weekly tuition rates are to be paid to hold your child's spot and if they are not paid, your child could lose their spot.

Scholarships

1. A scholarship is not just a promise to let your child or children attend here for free.
2. Scholarships come from donations that people have donated to us for that purpose.
3. Not many people are donating scholarship money right now.
4. They are donating money now mostly for sustainment.
5. Sustainment money goes toward salaries, utilities, insurance payments, van upkeep, etc.
6. If you do request a scholarship and **IF** there are funds available, there are forms to fill out and requirements to be made... it is not going to just be "here you go... no tuition payments for you Ma'am or Sir".
7. Once you fill out these forms, neither the Director nor the CEO/Founder will make the decision on who may or may not receive a scholarship.
8. The decisions will be made by our Board of Directors, who will have no idea who you are, so you cannot say, "well you've known me for years and you know I need some help". The Board will not even know your name.
9. Everyone will have the same chance as anyone else... and again we say **IF** scholarship money is available.

Policies and Procedures

Communication

It is essential for us to be able to communicate openly with each other about any issues regarding the care of your child. The parents are the most important people in a child's life. We always want you to feel comfortable bringing your child to Youth Village. Please feel free to communicate with us any concerns that you may have. We will always follow your guidelines for your child to the best of our abilities.

Every classroom will provide multiple ways for parents and teachers to communicate. We will be utilizing a preschool management system called Procare. Using this program, teachers will be able to send pictures, announcements, and daily reports to each parent via email. Important information will be posted in the lobby so please make a habit to look at the handouts in the lobby. Teachers may also post information about their classrooms such as, lesson plans, daily schedules, and any other important information.

Please make sure that we always have up-to-date contact information for both parents including your phone number, address, and place of work. This is very important in the case of an emergency.

Arrival and Dismissal

Youth Village utilizes a secure check in and check out procedure to ensure the safety of all children and staff in the building. Every person who is authorized to check a child in or out must have a fingerprint in the system. Please assure that each person picking up your child must sign in and out using their fingerprint. If you someone comes in without fingerprints already saved in the system and is not on the approved list they will not be allowed to take your child. If you have an emergency and you need someone different to pick up your child, please let us know in writing so that we will be aware and make sure they bring their identification. This can be done via email or text along with a telephone call from the parent/guardian.

No children will be allowed in the building until official opening time. No children may be dropped off before opening time and no children may be picked up after closing time. We charge \$10 for the first 10 minutes or part thereof and an additional dollar for each minute after that. Late fees are charged per family. If your child is not picked up within 30 minutes without notification from you, we will call DCF to intervene on our behalf. No children will be allowed to be dropped off after 10:00 AM unless a parent/guardian let's us know ahead of time.

VPK and half-day only students may only come during their designated class times. All VPK parents must sign daily on a paper form when checking their child in and out. These forms must be completed daily. This is very important as the Early Learning Coalition often audits this paperwork and makes sure that it is being filled out properly. This is how we receive funding for your child's attendance.

If you are picking up your child during an emergency drill, you may not take your child until the drill is complete. You must have the permission of management before you are allowed to check your child out.

Your child may have a rough time transitioning into an unfamiliar classroom. This is a normal and expected reaction to a child separating from their parents. Teachers and staff are trained to use compassion and patience during this time to ease the process. We understand that it is hard to leave your child when they are crying but as your child gets to know their teachers and classmates it should become easier over time.

Attendance

We understand absences will occur due to illness or family emergencies. If you know in advance that your child will be absent, please notify the child's teacher and the front office to let us know. Due to Florida Childcare Regulations, if your child has an unexpected absence, we are required by law to contact you to assure that your child is okay.

VPK students are required to bring a doctor's note if they have more than three absences in a one-month time period. If a VPK child misses more than 20% of a month they may be dismissed from the VPK program.

Children who receive School-Readiness vouchers are also required to bring a doctor's note if they have more than three absences in one month. In the case that your child has more than three absences in a one-month period, the parent will be charged the difference of what the ELC would have paid us.

Probation Period

For the first 30 days of enrollment, your child will be on probation. During this time, we see if our center is a good fit for your child. In the case of extreme misbehavior by your child, we will NOT incorporate the steps listed below in the behavior policies section. We reserve the right to suspend or expel your child immediately at our discretion.

Behavior Policies

Safety is of the utmost importance for both children and staff members. Therefore, if a student is acting in a manner that places others at risk, Youth Village will act to resolve the problem to ensure the safety of all students and staff. All teachers and staff do their best to solve conflicts in the classroom through positive reinforcement and redirection. We strive to always use kind, uplifting language with all children. It is prohibited by Florida law to use disciplinary practices that subject children to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by staff and personnel. Furthermore, parents may not use physical punishment with their child on Youth Village property. Please remember that all of our staff are mandated by law to report suspicions of child abuse. We will provide a copy of our Behavior Policy in this handbook. When you sign the Behavior Policy you will be acknowledging understanding of our disciplinary practices.

The following disciplinary policies are used in the facility

1. Reminder of the rules.
2. Verbal warning – we will explain to the child why the behavior is not acceptable.
3. Time out alone in a designated area. (Calming Corner)
4. Written notice and/or conference with parent/guardian.
5. Suspension from the program (time suspended depends on the infraction).
6. Permanent expulsion from the program.

While children are young and learning these skills, we offer supports such as a cozy/comfort corner where we use the Calming Corner calm-down method. Children are taught to use the Calming Corner and learn to take three deep breaths and think of solutions to redirect their emotions. Emotions and friendship skills are discussed daily and throughout our day. Character building is embedded in our curriculum. When challenging behaviors are continually exhibited by a child that disrupt the normal classroom learning environment and could affect the safety of staff and/or children, or when damage is caused to personal property in the classroom, the following interventions will be taken (however, we will not do an intervention if your child is in the probation period, your child may be suspended or expelled immediately):

1. Parent/Guardian will be contacted for a conference with the Director and teacher. It is important for us to have open communication with families to best serve and help the child. We are a team!
2. Incident reports will be written for each incident and must be signed by the parent/guardian.
3. If the safety of your child, or other children or staff in the classroom is an immediate concern/issue, the parent/guardian will be called and asked to take the child home for the remainder of the day.
4. If you are receiving funding for school readiness through the Early Learning Coalition, the Child Development/Inclusion Coordinator at the Early Learning Coalition will be contacted and a request for technical assistance and on-site observation of the child in the classroom will be scheduled. If recommended by the Child Development/Inclusion Coordinator, positive behavior supports will be implemented in the classroom.
5. The Child Development/Inclusion Coordinator will ask the parent/guardian and teacher to complete an ASQ-SE2 screening to better understand the social-emotional needs of the child. The scores will be shared with the provider and family and appropriate recommendations will be given per the ASQ-SE2 guidelines and recommendations.
6. If all the above steps have been taken and the challenging behavior situations continue and/or the safety of children and staff is compromised, the child could be suspended. The child may return to care after the suspension period is completed.
7. If after all the above steps have been followed, the child has been suspended and returned to the program and the challenging behavior is not improving, the parent/guardian will be advised that perhaps the child could be better served in a different environment and the care will be terminated. This is always a hard decision for everyone is considered only after all interventions have been exhausted.

Biting

We understand that biting can be upsetting for some parents. In most cases, children bite because they are struggling to communicate with the other children. If your child begins to bite, we will do everything in our power to find the root of the problem. However, if the biting becomes excessive, we may have cause to withdraw your child. If a biting incident occurs, we will call each parent immediately and the biting child may be sent home depending on the circumstances and severity of the bite.

Other Aggressive Behaviors

As stated above, safety is of the utmost importance for both children and staff members. We will not tolerate children who intentionally hurt other children and staff. Parents will be notified if your child is behaving aggressively, and a conference may need to be scheduled to discuss the issue with management and teachers. While we understand that children may become upset, it is the

responsibility of the parents and teachers to work together and help your child learn how to cope with those feelings without harming others.

Due to some challenging behaviors, we implement a probation period/ Pre-screening upon enrollment for each child. This allows the opportunity to determine if Youth Village is a great fit for your child. Our goals for the policy are as follows:

- Establish a calm, orderly and safe environment for learning.
- Help children be aware and develop self-control and self-discipline.
- Promote respectful, kind and healthy staff-student and student-student interactions.

Our TWOs Toddler Program

The Youth Village teachers understand that children learn more by doing than by being told. Toddlers discover their world on a physical level. They are expected to walk, climb, carry objects, clean up toys, and dump or drop things rather than just sitting at tables.

The curriculum our TWOs teachers use is called Buttercups. This curriculum encourages teachers to engage children's senses as they connect learning concepts to everyday play. It also includes tips for individualizing activities.

In planning for your toddler, our educators are prepared to be flexible and spontaneous. Because they are active explorers, toddlers are eager to try new things and use materials in different ways. Our understanding educators will go with the cues of the child and extend the learning when necessary. Toddlers are working on becoming autonomous. The teacher respects this and allows opportunities for the child to be responsible and make choices. Expectations for behaviors are developmentally appropriate and allow the child to be challenged yet to feel support from the teacher.

Our educators, with patience, warmth and respect, redirect toddlers to help guide them toward controlling their impulses and behaviors. Constant testing and expression of opposition are viewed as the child's development of a healthy sense of self. The teacher views herself as a model for how she wants the children to develop. The teacher recognizes that routine times are important moments to help children learn about themselves and others. Our staff views playtime as valuable and facilitates this so that children stay interested and move from simple to more complex aspects of play. The classroom includes materials for children to engage in imaginative play, appropriate experiences for creative exploration, various manipulatives to develop cognitive and physical skills as well as building blocks, music, and books. The environment allows the children to choose activities and respects their need for ample time to use and reuse learning tools. This fosters competence within the children.

The setting is stimulating and inviting. It offers comfortable spaces for privacy and for interacting in small groups. Children are encouraged by an adult to care for the

belongings and the environment in ways they can handle. The educator creates and adapts the environment and activities to meet the children's changing needs from day to day.

Potty Trained

All children in our preschool classrooms must be potty-trained. If your 3-year-old is not potty-trained they will stay in our TWOs classroom until they are ready to be moved up. If your child has too many accidents, we will communicate with you on having them moved into our TWOs classroom. The TWOs classroom is only for 2- and 3-year-olds. If your child is 4 years old or older and they are not potty trained, we will have to disenroll them. What we consider potty trained are as follows:

1. Communicating they need to go to the bathroom.
2. Being able to go to the toilet without first being asked to go.
3. Pulling up and down their bottom clothes without assistance.
4. Sitting down and standing up from the toilet.
5. Consistently wearing big kid underwear without relying on pull-ups during the day.
6. Wipe themselves.
7. Flush the toilet.
8. Wash their hands.

Toileting & Diapering Procedures

We check and evaluate children upon entry for soiled diapers or any type of rash or irregularity in the diapering region. We check and change diapers every two hours or as needed. The diapering activities are recorded on Procure as well as a white board in the classroom. After each use the diaper changing area is disinfected. Dirty/soiled diapers are immediately disposed of in the appropriate lined diaper pail. After each diaper change and toileting tasks, hands are washed with antibacterial soap and water. All children using the toilet are required to wash their hands with antibacterial soap and water after each use. Stepping stools and assistance is provided if needed.

Potty Training

If a parent feels that his/her child is ready to be potty trained, the parent should discuss the matter with your child's teachers. Your child's caregivers and administration will evaluate your child. The evaluation consists of looking for signs of your child's readiness. Examples of readiness include being able to dress and undress self with ease, balance on a step stool to wash hands, and clean their bottom with tissue without assistance. We will work together to ensure that this process is as easy and successful for your child and your family as possible. It is important for parents to remember that sometimes using the potty at home and using the potty at school is different. It is easy

to get frustrated with your child, but they will go when they are ready. Potty training should be a natural experience, not a forced experience. We will not initiate potty training for your child, instead we will continue the potty training you started at home here at the center.

Communicating Events at Home

If a significant change occurs in your home, please consider informing the Director Valerie Bogar as soon as possible. All information will be regarded as confidential. We will accept your judgment as to the kinds of changes which may affect your child's behavior, security, and general well-being. Common causes of distress include either parent being away from home for any reason for an extended time; a new person living in the home; illness of either parent; illness of sibling; any hospitalization, accident, or death in the family; new caretaker or any new employee; or death of a pet. The teacher/director will keep you informed of any significant change in the school environment which may affect your child.

Sick Child Policy

For the safety of staff and other children, any children exhibiting symptoms of illness including a fever of 100.4° or higher, difficulties breathing, coughing, or runny nose will not be permitted to be on the premises. We will be doing temperature checks periodically throughout the day including on arrival and during lunch time. We will also call you to pick your child up if they are showing other signs of illness, including but not limited to loose stools, vomiting, or rashes. **It is up to the discretion of the Youth Village staff if we feel that your child should be sent home with the health and safety of the other children and staff in mind.** Any child who should exhibit these symptoms during care will be sent home immediately. Parents will have no more than 20 minutes to pick up their child. After 20 minutes the parent will be charged the regular late fee of \$10.00 for the first minute and \$1.00 per minute thereafter. This fee will be necessary to ensure that children are picked up promptly and isolated while in care and awaiting pickup. If your child is not picked up within one hour, DCF may be called in to intervene.

Injuries or Accidents

If your child is injured at school our teachers and staff are trained to care for minor injuries. Every parent will receive a written accident report for all injuries. All accident reports must be signed by the teacher, member of management, and the parent. We will make copies for you if necessary. Youth Village will contact parents immediately for all head injuries, no matter how minor. If an injury is beyond the scope of our ability to care for, we will call 911 and contact the parents immediately.

Meals and Snacks

Please bring your child's lunch and drink everyday packed in containers that are easy to open. Youth Village promotes healthy meals and nutritious food consumption. We do not allow children to bring carbonated beverages or canned drinks. Candy is prohibited for lunches or snacks. If you send items for your child that require utensils, please provide them in your child's lunch box.

All containers must be labeled with your child's first and last name. We may not heat up or refrigerate student lunches. They must be packed ready to serve. We suggest you use cold packs in your child's lunch boxes to keep food and drinks cold.

Please notify Youth Village of any allergies that your child has so that we may take proper precautions. Allergies will be posted in the classrooms for the safety of the children. Children will be kept separated from any of their trigger foods.

Please have water ONLY in your child's water bottle. Please limit juices during lunch time. No sodas or sports drinks.

Personal Items

We do not allow outside toys to be brought into Youth Village with the exception of teacher-planned activities such as show-and-tell. If you choose to allow your child to bring an outside toy into school, it will be placed in their cubby for the day and we are not responsible for the item if it is lost or stolen.

If your child will be staying for nap time, please send your child with one item to sleep with including a small blanket and one snuggle item such as a stuffed animal or a pillow. Please do not bring toys that light up or make noise for children to use during nap time. Please take your child's items home every Friday or as needed to be washed. Please label all items brought from home (jackets, lunch boxes, water bottles, extra clothes, blankets, stuffed animals) with the child's first and last name. The teachers have many students in each class and will have a hard time keeping track of each and every child's items so this will help them immensely with that potential problem.

Dress Code

Please bring your child in everyday in clean, comfortable, weather appropriate clothes. We prefer children wear closed toed shoes for safety reasons. No flip flops, crocs, or open-toed shoes will be allowed. Young children have a hard time keeping their shoes on as it is and putting shoes that fall off of them when they run only adds to the problem. Please keep up with the extra clothes in your child's cubby and assure that they fit your child and are appropriate for the weather outside.

Please keep in mind that the activities children enjoy the most tend to be the messiest. Sensory activities (such as finger painting, water and sand tables, play dough, shaving cream play, etc) are very important for children's cognitive development and will be

done often. We will do everything in our power to keep your child's clothes clean but accidents happen.

Lunches

Please remember to pack a lunch for your child. Keep in mind that we are not able to heat up or refrigerate children's food at Youth Village. Please provide nutritious, well-balanced lunch for your child. **NO CANDY, NO SODA, NO SPORTS DRINK, NO SUGARY DRINKS.** Water ONLY in water bottles. If you forget your child's lunch, we will have to pick something up for them from McDonalds or provide a Lunchable if we have some at the center already, and we will charge you the cost of the lunch plus a \$5 service fee each time. Youth Village provides morning and afternoon snacks.

Allergies

Please keep Youth Village Staff/Management up to date with any allergies that your child has. This needs to especially be updated in the front office so that it can be put into your child's file, even if you tell the teacher. This ensures that all Youth Village staff have all of the important information that we need to keep your child safe.

Medications

Any medication that you would like us to give to your child must be accompanied by a prescription and/or doctor's note AND you must fill out a medication form that gives clear instructions on when and how to administer the medication. This includes sunscreen and insect repellent. If the doctor's note includes a name brand, the medication provided must be the same brand. We may not administer any medication to your child without a doctor's note. Please send any medications in the original container and do not send any loose pills or medication to Youth Village.

Emergency Procedures

Fire, tornado/hurricane, and lock down drills will be held each month pursuant to Florida emergency laws. Emergency procedures are posted on classroom walls.

Weather and Outside Play

Students are given the opportunity to play outside twice per day weather permitting. If the heat index exceeds 95 degrees, it is raining, or there is lightening in the area then recess will occur inside the building. Please be sure to provide a jacket for your child if the weather is 60 degrees or cooler. Outside time during severe temperatures may be shortened as needed.

Severe Weather

Youth Village reserves the right to close in case of severe weather. If a hurricane should come into our area, we may close for the safety of students and staff. We will re-open when the weather and building are deemed safe. Typically, if the public schools close due to inclement weather we will close as well. All announcements regarding unexpected closing will go out as soon as possible.

Active Family Involvement

We consider Youth Village a family and encourage parents to be involved as much as possible. Youth Village will hold special events, programs, and community activities throughout the year. We encourage parents and relatives to be involved in these activities.

Birthdays are special events for the children and we welcome special snacks to be brought in to celebrate. Due to allergies, we encourage the treats to be store bought. Please do not bring any home baked or cooked food to be passed out to the other children. The teacher will incorporate the special snack into one of the scheduled snack times. Please notify your child's teacher in advance so the appropriate change to the snack schedule can be made. If you choose to bring anything that requires cutting, please provide appropriate disposable utensils and disposable plates for easy clean up.

Volunteers are required to provide a Notarized Volunteer Affidavit to be kept on file at Youth Village.