

FUTURE SCHOLARS
6515 Washington Ave
Ocean Springs, MS 39564
(228) 334-5888

FUTURE SCHOLARS
15105 Lemoyne Blvd
Biloxi, MS 39532
228-392-0225

Future Scholars Learning Center Handbook



Director: Christine Radich/Nancy Mayfield
Future Scholars Learning Center Inc.
6515 Washington Ave, Ocean Springs, MS 39564
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From: Director, Future Scholars Learning Center
To: Parent/Guardian

Subj: GUIDELINES FOR ENROLLMENT AT FUTURE SCHOLARS LEARNING
CENTER

1. **TUITION** - Registration fee is \$40.00 (one time, cash only fee). Curriculum fee is \$75 and a list of supplies is due each year. Tuition fee is \$_____ per child, per week. A \$5.00 per week discount will be received if you have multiple children enrolled. All enrollment forms and immunization forms must be completed and returned to the Center prior to your child's first day.

2. **PERSONAL ITEMS ALLOWED** - All personal items brought to the Center will be labeled with your child's name. Your child is required to maintain an extra change of clothes at the Center. Parents must supply diapers/pull-ups, wet wipes, tissues, and a blanket. You are also required to bring your child a nap mat. Nap mats must be the red/blue vinyl mat, as no cloth mats are allowed. Your child **does not** need to bring a bag every day. However, if you choose to bring one every day, be sure it is small enough to fit in your child's cubby. Parents will be bringing home work samples and daily sheets every day.

3. **HOLIDAY SCHEDULE** - The Center will be closed for the following holidays:

- a. Martin Luther King Day
- b. Mardi Gras (Mon & Tue)
- c. Presidents Day
- d. Easter (Good Fri & Easter Monday)
- e. Memorial Day
- f. July 4th Week (This is tuition free for parents)
- g. Labor Day
- h. Columbus Day
- i. Thanksgiving (Wed. @ noon-Fri)
- j. Christmas
- k. New Years Day

****The Center is closed one week per year. Each year it changes. Sometimes it is Christmas week or July 4 week. Parents will know which week several months ahead of time.**

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****A yearly schedule will be given at the beginning of each school year as days may change. It is the parents responsibility to check the new school calendars posted at the Center for each new school year****

4. **VACATION TIME** - The Center offers one week of vacation time per year after the student is enrolled more than 3 months. This time must be used one week at a time, your child cannot attend school that week, and you must give notice when you are planning to use it. Tuition is 1/2 off on vacation weeks. The center also offers any full week we are closed tuition free. All other weeks must be paid in full, whether your child attends or not or whether the Center is closed or not.

5. **BUSINESS HOURS/LATE POLICY** - Future Scholars Learning Center will be open from 6:30 a.m. - 6:00 p.m. All children must be dropped off no later than 9:00 a.m. However, we prefer everyone to be here by **8:45**, as we lock the door at 9am and do not allow any others access. Your child can spend a maximum of 10 hours per day at the Center. No late fee will be assessed the first time a parent/guardian is late. The second time a child is picked up late, a parent/guardian will be charged \$2.00 per minute over the allotted 10 hour period or after 6:00 p.m. All late fees are CASH ONLY and MUST be paid in full before your child can return to school. If we cannot get in touch with someone to pick up your child from school within 45 minutes of closing, then DHS will be called to come get your child.

6. **PAYMENT POLICY** - Payment is required every Monday morning for that week of care, credit card and ACH transactions only. (credit cards and ACH have a fee to use them but it is the cost of what the Center pays for these services) Parents may choose to pay biweekly or monthly as well. If payment is not received Monday morning, your child will not be allowed to stay at the Center and you will be called to bring tuition to the Center. There will be a \$25 late fee added to that week of tuition if tuition is not rendered within one hour of phone call and your child is present. Tuition will be paid in full, even if the child does not attend every day of the week.

7. **DROP OFF/PICK UP PROCEDURES** - All children must be signed in/out daily. Parents are required to walk their child/children to their class or supervised area upon arrival at the Center. Ensure the instructor/teacher has positive identification and control of your child before leaving. Do not allow your child to leave the room, as our teachers are not allowed to restrain

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your child physically. All children must be brought in and picked up by an adult on the "authorized to pickup" listing. Those who we do not recognize will be asked to show proper identification and must be on the child's pick up list. Parent/guardian, you are responsible for your child upon arrival at the property including all children in your care. Once your child leaves the Center, he/she cannot return until the next day.

8. **CHILD REMOVAL DUE TO UNFORSEEN CIRCUMSTANCES** - Procedures taken to remove a child from the Center will be decided by a Parent, Teacher, Director Conference. The child's best interest and the interests and safety of other children is always priority.

9. **DISCIPLINING OF A CHILD** - The Center's means of discipline are verbal counseling's and time-out. If needed, parents will be contacted to pick up their child due to uncooperation with the Center's instructor staff. This only pertains to children ages 3 and up. Parents may be called for things like biting, hitting, throwing objects, hurting other friends, or just complete defiance or temper tantrums. This is a learning center and we must keep everyone in a safe learning environment. **BITING:** Every time a child bites, the parents will be notified via a behavior report. If a child continues to bite or bites another child severely (bruising or breaking the skin) 3 or more times, then we may have to ask the parent to find other care for the child. Safety of ALL children is our priority.

10. **REPORTING OF CHILD ABUSE** - Future Scholars Learning Center is required by law to take necessary action for suspicion of child abuse.

11. **CHILD REMOVAL DUE TO DISENROLLMENT** - Parents are required to give the Center a two (2) week notice before removing a child from the Center. These two weeks must be paid in full in order for your account to be in good standing. The account on file will be charged the two weeks tuition and any fees associated.

12. **CHILD PHOTOGRAPHY** - Professional photographs will be taken annually, notices and authorization forms will be sent home at that time. You will have a chance to purchase pictures.

13. **MEDICATION** - will **NOT** be administered by the Center including bug spray, sunscreen, and lip balm. These products are to be applied prior to your child/children arriving at the

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Center. If your child is required by doctor to receive something during our hours of operations, either the parent will come to the Center to administer it to the child, or a waiver of liability will be signed by the parent for our staff to give the medication to the child. The child's RX prescription label must be on the bottle of medicine.

14. **FORM 121** - The State Department of Health requires each child to have an up-to-date Record of Immunization on file. This will be provided to the Center before your child's first day of care. If the Center does not receive this form, your child will not be allowed entry into the Center.

15. **ILLNESSES/SYMPTOMS** - The list of symptoms below is used as criteria for keeping a child home or for the Center to contact a parent for pickup:

a. Temperature of 100 degrees or higher. Any child sent home with a temperature must be fever-free for 24 hours before returning.

b. Diarrhea, Vomiting (symptom free for 24 hours before returning to school)

c. Croup, Congestion, or Acute Congestion (yellow/green sinus drainage)

d. Suspicion of any of the following: Chicken Pox, Measles, Strep Throat, Impetigo, Ringworms, Mumps, Pink Eye, Lice, Thrush or any other disease of a similar nature. (must be on antibiotics for 24 hours before returning to school)

NOTE: The above listing of illnesses is not to be considered as all included. This rule MUST be followed to prevent other children from getting sick.

16. **EMERGENCY NOTIFICATIONS** - If your child should need care beyond our ability (Center's decision) the following will occur:

a. 911 will be called

b. Parent/guardian will be notified

c. Child will be taken to the nearest hospital facility

Statement of Insurance: Any fees charged by 911/emergency services will be the responsibility of the parent/guardian. In addition, any injury that occurs while at the Center is the responsibility of the parent/guardian and FSLC or staff members will not be held liable.

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17. **EVACUATION** - If evacuation is ever required, please call the Jackson County Sheriff's Department for your child's location. They will be notified for assistance in relocating your child/children. We have two relocation sites if needed. They are the Jackson County Sheriffs Dept. and the St. Martin Community Center.

18. **HEALTH DEPARTMENT REGULATIONS** - Any fines incurred by the facility from The State Department of Health, due to the fault of the parent/guardian, will be charged to the parent. Please follow all rules within this handbook.

19. **EMERGENCY CLOSING** - If the Center has to close due to weather conditions, emergency situations, power outages, or any unforeseen circumstances, the parent/guardian will be notified by phone. We also have a Facebook page and a texting program that we use to communicate as well. Normally, we follow Jackson County School District.

20. **FOOD POLICY** - NO FOOD will be allowed into the Center. The Center will serve breakfast at **8:00 a.m.** If your child arrives after 8:15, please have your child fed. A well-balanced lunch that has been approved by The State Department will be provided along with an afternoon snack. If you would like to bring a birthday snack or class snack, please see the child's teacher the day prior. These items must be store bought and not homemade. Also, the Health Dept. does allow a sack lunch once every 30 days and we will occasionally ask for a sack lunch on special event days so we can picnic outside.

21. **VALUABLES/MONEY** - Please do not send your child to the Center with money (change), rings, bracelets or jewelry due to safety reasons. These items are hard for children to keep up with and usually end up in someone's mouth. Future Scholars is not responsible for valuable items your child has in their possession at the Center.

22. **PROPER FOOTWEAR** - Please do not send your child in flip flops, heels, or platforms. This type of footwear may cause the child to slip or slide, and during the summer months there can be an issue with ants and bees on the playground. We prefer socks and shoes.

23. **TOY POLICY** - Do not send your child to the Center with any toy, even if it fits into their cubby. We do show and tell normally on Fridays and children can bring something to share

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that relates to the curriculum. See your child's teacher for details on this.

24. **DAILY/BOO BOO/BEHAVIOR REPORTS** - Please check your child's pocket chart daily for completed work, a yes/no circled for nap time, amount of food consumed, and a color given for behavior. This will keep you aware of your child's daily activities and behavior while at school. Your child may also have a boo boo report or behavior report that needs to be signed if needed.

25. **FENCE/GATE CLIMBING** - Children are not allowed to climb on the fences/gates. If your child continuously attempts to climb over the fences/gates, the parent/guardian will be notified to pick up your child.

26. **STUDENT ATTENDANCE** - All children need to be at the Center by **8:45 a.m.** We will begin class at 9 a.m. and DO NOT allow access after this time. If your child is not at the Center by this time, they will not be allowed access into the Center, unless you notify the Center ahead of time and your child has a doctor appointment. In this case, you must have your child at the Center by **10:30 and provide a doctors note.** We feel this will control classroom disturbances, provide a quieter nap room environment for the children who arrive early, ensure proper lunch count, and an accurate daily attendance roll. In addition, if your child leaves the Center for any reason, your child may NOT return until the next school day. **You cannot pick up your child and then bring them back for any reason.** However, you may pick your child up at any time. We just ask that if it will be during nap time to let us know ahead of time to eliminate disturbances of other children.

27. **OUTDOOR PLAY** - All toddlers and preschoolers attending FSLC will have a minimum of 2 hours of outside time per day and infants will have a minimum of 30 of outdoor time, weather permitting. If your child has fair skin, please apply sunscreen before school. Children do get water during or directly after outside time, especially in the warmer months.

28. **NAP AND REST PERIODS** - All toddlers and preschoolers have a naptime scheduled daily from 12-2:30 and they rest on a nap mat with their own blanket. Depending on the day or activities going on, this may be altered, but will at least last 1 hour. Children who do not fall asleep need to rest quietly on their nap mats, not bothering other children. Each child brings their own

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blanket. Blankets are sent home Friday to wash and bring back on Monday. Nap mats are bleached down daily.

29. **RESTRICTED CENTER ACCESS** - Each family will choose a 4-digit pin to access Future Scholars. Please do not give out your pin number to anyone, as the safety of your child is the utmost importance to the Staff here at Future Scholars. Future Scholars will give additional family members their own pin if they are to pick up on a regular basis. There is a door-bell located outside the building next to the entrance if you forget your pin, or if you have someone else come to pick your child up.

30. **ACCESSIBILITY** - For your convenience, there are 2 entrances on to the Center property. One can be accessed from Washington Avenue, the other from Woodland Drive. However, for both safety and convenience, the only exit that should be used is Woodland Drive. Using this exit will allow for a safe and expedient exit from the Center property.

31. **CENTER POINT OF CONTACT** - All questions concerning your child or the policies of Future Scholars Learning Center should be addressed with your child's teacher first, and if you feel your issue, concern, or question was not addressed then please contact the Center Director, Christy Radich, Nancy Mayfield, or Assistant Director, Amy Franovich at chilton9985@aol.com or 228-334-5888.