



2020-2021

Parent Handbook

Welcome to the Family!

Happy Acres Ranch

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Welcome home to the Happy Acres Ranch Family! Thank you for choosing us to care for your child. We hope you and your child feel welcome here and enjoy your time with us. We are looking for long term relationships with our families. As you read through the policies, please keep our commitment to your child in mind.

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Enrollment Policies

Mission and Philosophy Since 1953, our goal has been to provide a safe place for children to play, learn, discover and grow. We believe that childhood is a time for children to learn through play and toward this end we adhere to the guidelines for developmentally appropriate programs of APPLE. Our curriculums are carefully chosen and developed with the whole child in mind. They provide a hands-on learning experience in a relaxed, natural setting.

Accreditation Our preschool and school-age programs are fully accredited by APPLE (Accredited Professional Preschool Learning Environment) through the Florida Association for Child Care Management. We have been recognized as a Gold Seal Center by the state of Florida. Our Summer Camp has been accredited with the American Camping Association since 1963. We adhere to the standards of these accrediting bodies at all times.

Child Abuse and Neglect Each staff member at Happy Acres is a professionally mandated reporter of child abuse and neglect. As such, we are required to report to DCF any suspected abuse or neglect of children in our care. Please read all accident or incident reports carefully and keep us informed of home accidents.

Registration Upon enrollment, each child will need a completed registration through MyProcure, a registration fee, as well as current health form and immunization record. It is your responsibility to keep your information up to date. In the event of an emergency, we must have accurate contact numbers. Each September, a new registration fee will also be charged per child to any year-round families.

Accommodations The attendance of a child with special needs that can be appropriately served by our program in accordance with the American Disabilities Act are both welcomed and encouraged to attend.

Non English Language Speakers If you do not speak English or do not speak English well, please inform the office at enrollment. Although our language resources are limited, we will be happy to help you in any way we can. Many forms for VPK have been translated into other languages and will be made available upon request. We also have a limited number of books in Spanish in our library for check out.

Non Discrimination Policy Happy Acres Ranch does not discriminate against anyone (adult, child, staff, or parent) on the basis of sex, age, religion, national origin, color, race, marital status, physical or mental disability, or veteran status. religion, sex, race, disability or national origin.

Records Please make sure we have your most recent contact information. Families are able to update their information online using the MyProcure portal. If your child needs you, it is imperative that we are able to reach you. It is also very important to keep pick up information updated. Childcare is more than just between the teacher and child, it is an entire family event. Families that fail to return phone calls in a timely manner will be dismissed from care.

Attendance All parents MUST contact the office and/or your child's teacher or Director in regards to any absences. An administrative fee of \$5 per day will be assessed for families who do not comply with this policy. VPK parents should make every effort to keep absences to a minimum to stay within your contracted absence allowance. Please note that the full tuition is due regardless of attendance, with the exception of the two (2) vacation weeks discussed in section "Financial Policies".

New Student/Parent Orientation All new families are required to attend the Preschool/VPK Orientation held one week prior to the start of classes. Policies, procedures, tours, meeting of teachers, and expectations will be covered. For all new families of infant/toddler, orientations are held on an individual basis when your child enrolls.

Financial Policies

Financial Policies The registration fee of \$50 per child is due by September 1st of every year. Tuition is due by Monday mornings before dropping off your child. Effective October 8, 2018, all weekly tuition is paid for using our weekly recurring payment system. All year round families are required to have a Payment Authorization Form on file. Scheduled payments will be automatically deducted from your bank account or charged to your credit card every Monday. We accept all credit cards except American Express. A receipt for each payment will be sent to the email we have on file. For any declined card payments, there will be an administrative fee of \$25.00, and a \$35.00 fee for any ACH bank returns. Even if your child does not attend on a Monday, tuition is still due by Monday at 10 am. We do not prorate fees nor do we have daily rates for preschoolers. Our costs remain the same regardless of your child's attendance. If your child is out an entire week, the full tuition is due.

Vacation Weeks Starting January 1, 2016, each family is allowed two (2) weeks of vacation credit each year. The credit for each vacation week is per child and 25% of their weekly tuition (excludes add-ons such as extra hourly care, camp store, etc.). The credit is applied to your family's account and can be used for future care of any child on your account. Credits are not refundable. Vacation weeks must be taken in full, Monday-Friday calendar weeks. Vacation weeks that occur over 5 days, but not occurring in the same Monday-Friday calendar week will not qualify for the vacation week credit. The full tuition will apply to both partial weeks. To apply the vacation credit to your account, you must submit the request by Thursday of the week before. The request must include the names of all children you are requesting the vacation credit to be applied and the dates of the vacation week. Vacation weeks requests can be made up to one (1) year in advance. Once a vacation week credit has been requested, the date of the request may not be changed. Families who disenroll their child(ren) and re-enroll at a later date to avoid this policy will not be allowed back in care upon the re-enrollment request.

Account Balances Please make every effort to keep your account current. If your account collects a balance, your child will not be accepted for care. In the event of unexpected financial difficulties, please make an appointment with a director. We reserve the right to charge interest on past due balances. If it becomes necessary to turn the account over to collections, not only will you be responsible for any fees but your family will no longer be welcome to attend Happy Acres Ranch in the future. Tax statements are available after January 31st each year.

Our Tax ID# is 59-1848104

Before and After Care All families are able to sign up in advance for additional before/after care hours outside of their scheduled plan. Please be aware if you drop off or pick up before or after your scheduled hours you will automatically be charged \$1.00 per minute. Early drop off and late pick up fees will be charged to the credit card/bank account on file after every business day. Please refer to our price list for all hours and pricing.

Drop Off / Pick Up Policies

Drop Off / Pick Up Policy You must park, turn off your vehicle. Do not leave any children unattended in the car while you drop off. The state of Florida punishes adults who leave children under 6 years old unattended in a motor vehicle, whether the vehicle is running or not. Enter the building through the main office and sign in, by computer, with either your finger print or passcode. Then, walk your child to his/her teacher to sign them in. Make sure the teacher has acknowledged your child before leaving. The teacher will sign your child in on the paper roll with a time. Only an adult (18 years or older) may check in a child. A child must be handed off from adult to adult. The only exception is a 16 or 17 year old driver is the sole person dropping off. Due to the disruptions it causes in your child's routine, you may drop off no later than 8:30 am. Routines are very important for the health and well-being of children. You need to stay on whatever schedule you have decided is best for your family. If your child has stayed up considerably late the night before and needed to "sleep in", please keep your child home that next day. Staying up late or sleeping in, even as little as 1 hour, can negatively and severely impact their day and cause a lot of stress on the child, the teacher and the other children in the class.

Parental or Custody Disputes Occasionally situations arise when management may deem it unsafe to release a child. Parental and custody disputes should be resolved between the parties involved and decisions submitted in writing to management. Legally, the only orders we can follow are those listed in custody papers and/or orders of protection. Both parents have equal rights under the law unless these rights have been specifically removed by a judge. Parent requests around a judge's order will be granted by removing the child from the area and calling the other parent. Please understand that if JSO is called, we must follow the court orders.

Pick up Policy The pick-up policy is identical to the drop off policy with these additional safety procedures.

Children may be picked up for the day by the parents or guardians at any time. Friends and other family members may pick up only with parental permission. A fingerprint or unique passcode must be used by every person to sign out a child. In addition, ID will be required until the person is personally known to the staff member on duty. You may add and remove persons from your child's pick up list at any time with written notice (email is acceptable). While you may pick up at any time, please understand that it may take some time to find your child or their class. All children use the entire property for activities. Please call ahead if you are in a hurry.

If there is ever an issue at pick up and the staff member feels unsafe, we will call DCF and JSO for assistance.

HAR Refusal at Pick up We reserve the right to refuse a person to pick up any child. Our policy is to prohibit the release of a child to an individual who appears to be intoxicated, under the influence of a drug, otherwise impaired, or does not have an age appropriate car seat. This is only done in cases where we think allowing the person to take a child will cause harm to the child. Please make sure that the person picking up your child is of sound mind. We will always err on the side of the child's safety.

Center Related Policies

TV/ Videos/Computers We are strongly committed to a developmentally appropriate curriculum and learn through play philosophy and therefore, we do not use TV or videos in our center. Any school age camper cell phones must be turned into the front office.

We are Proud to be Electronic Free!!!

Lightning We use Weatherbug to track lightning. When lightning is 10.0 miles away or less, everyone will move to "Rainy Day Locations". All water activities, horseback riding, archery, and any activities in uncovered spaces are cancelled. In keeping with our outdoor philosophy, groups will stay outdoors but only in covered spaces (porches, gym, patios) until the weather becomes scary for the children. When lightning is 5.0 miles away or less, everyone will move to "Severe Weather Locations". Infants/Toddlers will be in their assigned classrooms. Preschool groups will be in the Emergent Literacy and/or Blocks Rooms. All School Ageders will be in the Dining Hall.

Severe Weather It is Happy Acres Ranch policy to remain open even when other schools are closed, unless it is unsafe to do so. Our goal is to accommodate parents who would still be required to go to work. We reserve the right to adjust our hours on these days for safety reasons. On DCPS school emergency closure days, there will be no VPK. These days are excused absences for VPK.

Unexpected Business Closures In the unplanned event that we must close, parents/guardians are notified via email and Facebook. If the closure is required in 1 hour or less, the first payer listed in Procure will also be called. If the call is not answered, a message will be left. Due to time constraints, it is not possible to call the second payer or make follow up calls. Typical reasons for unexpected closures, including hurricanes, are:

1. No water for more than half a day
2. No electricity for more than 1 hour
3. Mandatory evacuation of Zone A by the City of Jacksonville (HAR is in Zone A).

Animals at Happy Acres Ranch We are blessed with a variety of God's creatures at Happy Acres Ranch. We have horses at the barn, fish in the lake as well as herons and egret. We have ospreys, owls and the occasional eagle in the woods. We have classroom pets such as fish. We have an ever changing variety of animals on display in the Nature House. Because we have a natural setting, we have a wonderful assortment of woods creatures which we learn to protect and respect. If your child is allergic to any animals, please list it on the enrollment form. We continue to offer Pony Rides, arts and crafts, daily story times and lots of outdoor play. Each group has a weekly theme and corresponding special activities.

Florida Equine Law (Horseback Riding Release) All campers will interact with the horses at some point and must have a release signed. A release needs to be signed for even touching a horse. An unsigned release may prevent your camper from some included activities. Notarization is recommended for all campers, especially for all campers participating in riding lessons. There is an additional fee for those campers interested in the horseback riding programs during summer camp. All riding campers will be given mounted lessons as well as horsemanship or unmounted lessons. This includes proper grooming techniques, tacking, tack up (putting saddle and bridle on), and general horse care. All riders must wear an approved helmet. All riders are also required to have long pants and boots with a 1 inch heel to ride. Helmets and boots of select sizes are provided for campers taking riding lessons but it is required for campers in the full day riding program to bring their own helmets and boots.

RELEASE AGREEMENT:

By checking you agree in the online enrollment form, you, the guardian of the minor child listed in the account, hereby releases Philip O'Donnell, Anna Vatter, their heirs, successors, and assigns, and HAPPY ACRES RANCH, INC., its stockholders, officers, directors, agents, servants, employees or landlords (hereinafter collectively called the "Release"), from any and all liability, causes of action, claims of demands for any property damage or personal injury sustained by the undersigned, or the minor child described above, as a direct proximate result of the use of the stable facility or any horses owned or operated by HAPPY ACRES RANCH, INC. and housed or used therein at 7117 Crane Avenue, Jacksonville, FL. 32216. The undersigned has been advised prior to the execution of their Release Agreement that the Release has very limited or no liability insurance coverage for any damage or injury sustained by any person utilizing the aforesaid stable facility and those horses for any purpose by the undersigned, or their minor children without this release of liability and the execution of this unlimited Release Agreement. By the execution hereof, it is clearly understood that the use of the said stable facility and horse for any purpose SHALL BE AT THE SOLE RISK OF THE UNDERSIGNED. Under Florida Law, an equine activity sponsor, an equine professional, shall not be liable for an injury to or the death of a participant resulting from the inherent risks of equine activities, FL. Statutes 777.03.

Summer Camp Program Happy Acres Ranch offers a more relaxed and active program during the summer months. We have a large summer day camp with a variety of traditional camp activities for school aged children. We also have an awesome Preschool Camp that is specifically designed for the 3-5 year old child. Children must be in kindergarten to enroll in the school age camp. All children who are 4 or who we deem ill prepared for the school age camp will be enrolled in the Preschool Camp. Placement is at the decision of the Camp Director. Our day camp has been accredited by the American Camp Association since 1958. Camp enrollment forms are available from the office and online after February 1. Spaces in our school age camp are not reserved for our year around children. There is a separate enrollment form that needs to be completed before the camp sells out. We continue to offer full time care for preschool age children during the summer months. Children over toddler age who are completely potty trained may start swimming lessons in our fresh water lake. Diapered Toddlers participate in water play. We administer a solution of vinegar and alcohol as eardrops after swimming. This helps prevent swimmer's ear. All children are given ear drops unless stated otherwise in the "permissions" section of the enrollment form.

Child Related Policies

Personal Belongings or Items We have lots of toys at Happy Acres Ranch and so we ask that you leave all toys at home. Children are territorial and most have difficulty sharing toys brought from home. ALL personal belongs must be labeled. This includes the items your child is wearing (i.e. t-shirt) and the items they are bringing in (i.e. jackets, backpacks, and lunchboxes). Do not send any items that are breakable, expensive or irreplaceable. Please do not allow children to wear jewelry which they may attempt to remove. Happy Acres Ranch is not responsible for loss of or damage to any personal belongings. Please remember to check hooks and cubbies daily. All cubbies need to be emptied on Friday and any cloth items washed.

Dress Code Policy We have an active, messy program. Please send children in play clothes appropriate for the weather since we will play outside every day. Children should have a jacket in the cubby or class bin from September to April. A complete change of clothes should be kept at school for those occasional accidents and messy play. The best type of shoe is an athletic type shoe. Boots or dress shoes may be worn if the sole grips. Sandals, flip flops, or shoes with any openings in the front, sides or back are never allowed! All removable clothing should be labeled with the child's name. Children will not be accepted into care if they arrive in inadequate clothing.

Potty Training Potty training starts at home. Once your child has had success on their own at home, we will gladly assist them. Indicators for potty training readiness are as follows:

Naming body functions Expressing a need to be changed Actively participating in pottying Using the potty successfully at home

When both parents and the teacher are in agreement about the child's readiness, your child will need each day:

5 pairs of underwear

5 complete changes of clothes

A small supply of pull-ups for non-successful days

Do not send our child with these items until you have discussed the plan with your child's teacher. We send home soiled clothing daily. Please resupply as needed. When all parties work together, the process is usually fairly quick and easy!

Meals, Food, and Nutrition We provide home cooked, balanced meals which include milk, protein, whole grains, fruits and vegetables. We offer and encourage the children to try a variety of foods. If your child has special dietary requirements, allergies, or restrictions, you are required to provide a doctor's note for any center provided menu substitutions. You are also welcome to provide any or all food for your child. Meals brought from home should replicate healthy, well balanced meals served at school. We do not have the ability to provide refrigeration food storage for all lunch boxes. Please make sure the lunch box is able to keep the food at a safe temperature.

All meals are served "family style" in the classroom. Children are taught to serve the full meals themselves. Children are served a nutritious child friendly breakfast, lunch, and afternoon snack.

School age children may choose to purchase an additional afternoon snack from the camp store. Breakfast is available in the Dining Hall from 7:30 to 8:00 am. No child will be offered breakfast if arriving after 7:50. Breakfast supervision ends at 8:00.

Guidance/Discipline Policy We strive to help every child be successful by providing a variety of fun, age appropriate activities. A successful child is generally a well behaved child! We encourage children to practice self-control and respect for others. We employ a variety of positive techniques such as classroom and transition routines, varying activities, distraction, positive reinforcement and modeling appropriate behavior. All guidance/discipline will be appropriate, respectful, not tied to food or toileting and within appropriate developmental expectations.

The first line of discipline is a "toy time out". This could be a toy being put away for a length of time, a child not being allowed in a center, or an entire center closed. When the child is still having stress over play and cannot maintain self-control, they may need to some "thinking time", away from the group but under adult supervision. Isolation from the group by sitting apart for a limited time while others play is usually effective. Corporal punishment, humiliation and threats are not permitted at Happy Acres Ranch.

Frequent use of bad language, spitting, biting, fighting, bullying or hurting others or any other serious behavior problems will be recorded and a copy given to the parent. In cases of ongoing behavior challenges, we will send the child home and request a conference with the parent. We have a zero tolerance policy for children that physically hurt others. Any child who hurts another will be sent home for the day. Children and families who refuse to work with us on their child's behavior will be dismissed from care.

We encourage parents to help keep us informed in writing of any special circumstances or changes in the child's life which may influence a child's behavior.

Illness Policies

Illness Policy Happy Acres Ranch is not permitted to keep children in care that are sick. It is the parent's responsibility to make alternative arrangements in the event of illness. A child must be picked up within one hour of the center's decision that the child meets the DCF illness policies. If your child becomes sick over the weekend or in the evening, please email to inform us of their absence is due to illness. If your child wakes up with a fever, it is a violation of DCF policy to give fever reducing medication (i.e. Tylenol, Motrin) and send him/her to HAR. This practice only spreads illness. Families that continue to knowingly send sick children to HAR will be dismissed from care. Your child will recover much quicker when they are allowed to rest quietly at home.

A written statement of good health will be required in order to return to the center when a child has been

- a. diagnosed with a communicable disease (Strep, pink eye, impetigo, etc.).
- b. hospitalized or undergone surgery
- c. frequently sent home with the same illness/condition

A visual check by management is required for a child to return after contracting chicken pox or lice.

If medication is required, it must be age/ weight appropriate and dropped off in its original container. All medication is to be delivered to the office with a completed and signed medicine slip. All medication should go home each night. This prevents medicine expiring and the forgetting of antibiotics.

Illness Pick up Policy Happy Acres Ranch strictly follows the Florida Statute and Day Care Licensing policies on illness.

Parents will be called to pick their child within 1 hour under the following conditions:

Fever of 101.0 degrees or higher – We take temperature under the arm and will add 1 degree to the number you are given. No other symptoms need to accompany the fever. Your child can return 24 hours after being fever free without medication.

Vomiting – A single episode. HAR will decide if the vomiting is “spit-up” or vomiting. Your child can return 24 hours after last episode.

Diarrhea – Includes loose stool that is not typical of your child’s stool as seen at HAR. Your child can return 24 hours after the last episode AND has had a normal bowel movement.

Ear Infection – Including swimmers' ear. After diagnosis by a physician, your child can return to the HAR the day after the doctor visit only if the fever is below 101.0 degrees and the pain is under control. A doctor’s note is required.

Infectious Cold – Includes a runny nose, persistent cough, and / or green mucus from the nose. After diagnosis by a physician, your child can return to the HAR the day after the doctor visit only if the fever is below 101.0 degrees and the pain is under control. A doctor’s note is required.

Head Lice – A trained staff member will look for lice nits and eggs if your child is scratching their head in an unusual manner or if a child that uses the same space is diagnosed with nits and/or eggs. If the child has a sibling, the sibling and any children using the same space as the sibling will also be checked. If a single nit and/or egg is seen by HAR staff, the child must be picked up within 1 hour. The child must be treated with the appropriate shampoo (follow directions carefully) and all nits and/or eggs must be removed. The child is able to return the following day only if all nits and/or eggs are removed and the child’s head is inspected by a trained HAR staff member.

Medication Guidelines Happy Acres Ranch strictly follows the Florida Statute and Day Care Licensing policies administration of medication.

1. All medication must be administered from the original container with the label intact and legible.
2. All medication must be identified with the child's name, accompanied by a signed medication slip. Slips can be requested in the front office.
3. No medicine may be given after the expiration date on the label.
4. Label restrictions and guidelines cannot be altered without a written physician's statement.
5. Prescription medicine can only be given to the child named on the label, unless a physician's statement is provided.
6. Do not add medication to infant formula or juice bottles.
7. Do not give medication that has been prepared by someone else.
8. All medications must be age appropriate and administered according to the directions on the label.
9. All non topical medication will be stored in a locked container, administered by the office. All repellents are to be administered by the teacher. All repellents are considered medication by DCF. It is our policy not to administer any bug repellent contain DEET provided without a doctor's note. We provide non DEET bug repellent which will be administered with written parent consent.

Medication Authorization Authorization for medication must be maintained in a child care facility for 4 months from the last day the medication was administered.

1. The parent must personally hand the medication and written authorization to the most senior staff member on duty daily. Medication is kept in the office. Do not give medication to teachers.
2. The authorization must be complete with the name of the medication, time, amount of dosage and parent signature.
3. When medication is given by staff, the date, time, the amount and initials of the person administering the medicine will be documented.
4. Parents will be notified if the medication administration has deviated from the requested dosage or schedule.
5. No medication will be given if there is any possibility of repeating an undocumented dose.
6. "As needed" medication must state the symptoms, conditions, and frequency of dose, such as "as needed for cough every 4-6 hours". The time of last dosage is also necessary to determine when the next dosage can be safely given.
7. In case of emergency (high fever, allergic reaction). Benadryl and Tylenol may be administered with written parent approval prior to the administration of such medication. All information will be recorded and a copy provided for the parent. The original will be retained by the center.

Parent Related Policies

Parent Rights and Responsibilities

Parents have the right to:

1. Be fully informed of all matters regarding their child.
2. See their child at any time
3. Be informed in advance of any closing days or fee changes
4. Have concerns addressed in a timely manner.

Parents are responsible for

1. Providing up to date information regarding contact and custody.
2. Picking up the child within one hour of first contact when the child has an illness.
3. Assisting the center in resolving behavior issues of their child.
4. Providing spare clothing, diaper and wipes as needed.
5. Providing accurate information and food substitutes for special dietary needs.

Parent Involvement We believe that the parent is the first and most important teacher a child will ever have. We encourage parents to be involved in every aspect of their child's development. Please keep the classroom calendar posted and refer to it often to stay involved in your child's activities. Parents will receive a monthly newsletter from their child's teacher containing upcoming events, our weekly menu and any other communication with the parents. Several times a year, we send home family projects. Please take time to do these projects with your child and return it to the classroom for display. Projects do not need to be elaborate. The important thing is your child understands the importance you place on their education. We also have lending libraries in each preschool classroom. Each day your child will check out a book. Please read it together each night. Involvement in these activities helps your child develop a love of reading. Families who routinely do not participate in their child's early childhood educational experience will be dismissed from care.

We host two community outreach activities each year. In October, we hold a Trike-A-Thon to benefit St. Jude's Hospital. In March, we participate in the Pennies for Pasta Drive for Leukemia Research. The opportunities help your child develop a concern for others. We offer several activities each year that we encourage your participation. These events are Mother's Day Tea, Thanksgiving luncheon, Easter and Halloween parades. These events are other opportunities for you to be involved with your child's education.

Volunteers Parents and families are encouraged to volunteer in our program. All volunteers must check in the office, leave their ID, and obtain a volunteer badge. You may volunteer during a typical day (with approval from the classroom teacher) or during a special event. Special events are advertised with signage and posted on our Facebook page. Any person may volunteer 10 hours a month or less without additional screenings. If you wish to volunteer more than 10 hours per month, DCF requires you to complete a level two background check. Volunteers will never be alone with children and may not accept money as payment for services. No volunteer will be allowed without a proper ID.

Visitors We have an Open Door Policy and parents and guardians are welcome to visit or call at any time during scheduled operating hours. Other visitors are admitted only with permission of management. During regular business hours, any stay longer than five (5) minutes at drop off or pick up is considered a visit. This includes center-wide events. Please understand that although parents are welcome to visit, it is generally disruptive to a child's day. Children are sometimes confused by this and do not understand why you are leaving without them. Parents are encouraged to exercise discretion in timing these visits. When arriving for your visit, you must check in at the office, leave your ID, and take a visitor badge. All visitors must be accompanied by a staff member while on the property. No visitor will be allowed without a proper ID. Visitor procedures are not required for large center wide event. All family members who chose to stay after the event has ended are required to obtain a visitor badge.

Parent – Teacher Communication Frequent communication is encouraged, especially with young or new children, for the sharing of goals, expectations, and problem solving. Feel free to talk briefly (no more than 5 minutes) with your child's teacher at drop off and pick up each day. Conferences, by phone or in person, can be made for longer discussions. Visitor procedures are required for in person conferences. The transition period is much smoother if the teacher and parents are both aware of any changes in the child's life, routine or health. It is best to submit this information in writing. Please do not hesitate to schedule a conference if you need more time to discuss a particular concern. You are welcome to address concerns with the administration at any time. We would much rather you let us know if you are unhappy and give us a chance to remedy the situation than pull your child out. Our doors are always open to you!

Assessments and Conferences All children enrolled at HAR are assessed as part of the ongoing development of your child. Enrollment into our program is consent for assessment. The progress of each Infant/Toddler aged child is administered and scored three times per year by the child's primary teacher. The preschool child is also assessed three times each year during October, January and May. In addition, VPK students are also assessed for progress in the areas of Phonological Awareness, Print Knowledge, Oral Language and Mathematics. All assessments are administered and scored by either the director, assistant director, or a classroom teacher. Parent conferences are held at the conclusion of each assessment period. These conferences do not require a visitor badge. Parents may request conferences at any time during the year with VPK teachers between 7:45- 8:00am. Parents may request additional conferences with Infant, Toddler and Preschool teachers and administrators by contacting the office or the teacher directly. Conferences at those times require a visitor pass.

Smoking Policy There is no smoking allowed on Happy Acres property, including in vehicles. This policy also includes vaping and the use of electronic cigarettes.