



The Florida Environmental Education Center "Zoo School" Parent Handbook 2008-2009



Our Mission: To connect people with the living earth.

To schedule a tour of the Zoo School:

Jennifer B. McLachlan, Director of Education (813) 935-8552 ext. 209

After you have scheduled your tour:

- Fill out and return Registration Packet. Return via fax 933-7949 or in person at the Zoo School.
- Remember, program reservation is a first come, first serve basis.
- A one time only \$50 processing fee must be collected with your completed registration packet.
- A confirmation letter will be sent within 2 weeks via email (if provided) or U.S. Postal Service.
- Original Shot and Physical records must accompany your child on his or her first day of school.
- Your full month or prorated month tuition will be charged the month that your child begins.
- If you have any questions please email Jennifer.Bacon@lowryparkzoo.com

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CALENDAR

<u>August 18, 2008</u>	<u>Student’s First Day of School</u>
<u>September 1, 2008</u>	<u>Labor Day- School’s Out</u>
<u>October 17, 2008</u>	<u>Hills.Co. Students out of school-We are in school</u>

November 26, 27, 28, 2008
December 22, 2008-January 5, 2009

Thanksgiving Holidays-School's Out
Winter Holidays- School's Out

January 19, 2009	Martin Luther King Jr. Day-We are in school
February 6, 2009	Hills.Co. Student Day at the Fair-We are in school
February 16, 2009	President's Day Holiday-We are in school
March 2, 2009	Hills.Co. Student Day @Strawberry Festival-We are in school
<u>April 6-10, 2009</u>	<u>Spring Break-School's Out</u>
April 13, 2009	Students return to school
May 1, 2009	Hills.Co. Students out of school-We are in school
<u>May 25, 2009</u>	<u>Memorial Day- School's Out</u>
May 29, 2009	Last Day of School for ECE, Pre-K if your child is not attending summer session that begins June 1, 09 (Monday)
June 1, 2009	Summer Session begins for ECE and Pre-K
June 4, 2009	Last Day of School for Kindergarten Students
June 1, 2009	Summer Session begins for ECE and Pre-K
June 4, 2009	Last Day of School for Kindergarten Students.
August 24, 2009	Student's First Day of School

Tampa's Lowry Park Zoo School complies with the suggestions from the school district for Labor Day, Thanksgiving Holiday, Winter Holiday, and Spring Holiday.

IMPORTANT PHONE NUMBERS

Zoo Phone Number: (813) 935-8552

Extensions:

Director of Education; Jennifer McLachlan	209 (office extension)
Early Childhood Education Manger Mrs. Kellie Hales	262 (office extension)
Kindergarten Teacher, Miss. Ann	321 (classroom extension)
Pre-School Teacher, Miss Holly	327 (classroom extension)
Pre-School Teacher, Miss Pam	323 (classroom extension)
Pre-School Teacher, Miss Roxanne	322 (classroom extension)
Pre-School Teacher, Miss Leslie	324 (classroom extension)
ECE Teacher, Miss Janann	325 (classroom extension)
ECE Teacher, Miss Gina	325 (classroom extension)
Tuition Payment; Jamie Elkington	268 or Jamie.Myers@lowryparkzoo.com

Emergency Situations- When you cannot reach the teachers at the above extensions:

- In the event of an emergency and your child is currently in class, please hang up dial 0 for the operator and ask them to radio unit 117.
- If all phone lines are not able to connect you in an event of an emergency please call (813) 933-7949.

WEATHER RELATED CLOSING

1. Listen to the radio for announcements regarding school closings. We follow the Hillsborough County School calendar as closely as possible for emergencies. In the event of a hurricane or any other event that would put the children or staff in an unsafe position, we will be closed.
2. Call 813-935-8552, listen closely to see if the main Zoo will be closed. If the main Zoo is closed during inclement weather the "Zoo School" will also be closed.

MISSION STATEMENTS

Mission Of The Zoo School

To provide a safe, clean, pleasant and caring environment in which each child may develop his or her physical, social, emotional, and intellectual potential at his or her own pace while fostering a respect for wildlife and wild places through unique zoo interactions.

American Zoological Association

AZA Vision

AZA Mission

AZA zoos and aquariums are places where people connect with animals. We are therefore dedicated to excellence in animal care and welfare, conservation, education, and research that collectively inspire respect for animals and nature.

Our professional association's mission is to provide its members and their visitors the best possible services through:

- Establishing and maintaining excellent professional standards in all AZA Institutions through its accreditation program;
- Establishing and promoting high standards of animal care and welfare;
- Promoting and facilitating collaborative conservation and research programs;

- Advocating effective governmental policies for our members;
- Strengthening and promoting conservation education programs for our public and professional development for our members, and;
- Raising awareness of the collective impact of its members and their programs.

AZA Values

The Association and its Members

We value the AZA in its entirety. We respect the roles that each, the association and its members, play in collaboratively achieving our vision. We value our members, and open, honest and respectful communication.

- Conservation of the Living Natural World-We value the living natural world and recognize the role of our animals as ambassadors. We value the integration of environmentally responsible practices into all aspects of our business.
- Conservation Education for Members and the Public-We value our roles as trusted messengers for the natural world and seek to accelerate positive conservation action through individual and collaborative educational efforts of AZA member institutions.
- Animal Care and Welfare-AZA cares deeply about animal care and welfare, within and beyond its member zoos and aquariums, and is guided by Accreditation Standards, the Code of Professional Ethics, the Animal Acquisition/Disposition Policy, and science-based animal care standards.

Science

We believe in a science-based approach to animal care, conservation and education programs.

Excellence

From our Code of Professional Ethics and Accreditation Standards, to our daily conduct and programs, AZA values, establishes, upholds and promotes the excellent professional standards of our profession.

Diversity

AZA recognizes and embraces the values of human diversity, and accepts both the moral imperatives of our changing society and the impacts of these changes on our personal and professional lives.

Cooperation and Partnership

We value, encourage and foster cooperation and partnerships within and beyond the zoo and aquarium community.

Outstanding Quality Experience for Visitors

We recognize that visitors expect and deserve an outstanding quality experience when they visit an AZA accredited zoo or aquarium.

ABOUT "ZOO SCHOOL"

History

Plans to build the Zoo School were accelerated in 1998 by then chairman of the Lowry Park Zoological Society board, Richard L. Stohler, president of Cummins Southeastern Power. The zoo was previously accommodating nearly 70,000 school children a year without classrooms. Tampa resident and Lowry Park Zoological Society board member Patricia C. Sullivan, herself a former school teacher, provided a \$1 million leadership gift for construction. The Frank E. Duckwall Foundation provided a \$500,000 grant as the namesake for the exhibit hall.

In 2005, board member and Zoo School founder Patricia C. Sullivan issued a challenge grant to expand Zoo School. The grant was successfully met in full by the Thomas Family, represented by fellow zoo board member Robert M. Thomas. The grant provided funding for a new annex with additional classrooms to meet the needs of the community, and provide for expanding teen programs as future funding permits.

Zoo School facilities enable the educational department to serve more children, teachers and parents more efficiently, year-round. In Fiscal Year 2007, the zoo served more than 180,000 children in education programs. For more information visit Lowryparkzoo.com

Facilities

The Florida Environmental Education Center at Tampa's Lowry Park Zoo is dedicated to serving as an educational resource for the community. The facility offers:

- 17,500 square-feet of hands-on learning areas;
- 13 classrooms equipped with computers, TVs and VCRs to support innovative learning;
- The Frank E. Duckwall Foundation Exhibit Hall for conservation education programs and meetings.

Programs

Zoo School programs are designed to be fun, innovative, imaginative and investigative for all ages. The vision of the education department is to provide quality experiences and build new programs for new audiences based on the needs of the community.

Zoo School offers an onsite kindergarten and year-round preschool programs, licensed by the Hillsborough County Board of County Commissioners Child Care Licensing Office #CTA 430588. The only accredited school in the country run by a zoo itself. Zoo School is designed to meet Sunshine State curriculum objectives for Florida state schools.

HILLSBOROUGH COUNTY CHILD CARE LICENSING

License Number: C TA 43058

Tampa's Lowry Park Zoo Preschool, which is licensed by the State of Florida, Hillsborough County Child Care Licensing, is in operation Monday through Friday, 7am-6pm. The license is posted at the entrance of the Zoo School. The laws and rules are available at the school. The school's licensing record, including compliance report forms and evaluation forms from the health, building, and fire departments, are available upon request.

STAFF CREDENTIAL

The staff at Tampa's Lowry Park Zoo Environmental Education Center that work with the Preschool, Daycare Center, and Kindergarten are highly experienced with early childhood education. The Lead Kindergarten teacher will possess no less than a B.S. in Education with K-3 certification (certification will be completed or will be required to receive within 5 months of accepting position). They are committed to the safety and comfort of students in this important stage of learning and development. Our staff has a love for children, teaching, animals and environmental conservation. All Lead and Assistant teachers must attend a 40 hour licensing module (module must be completed within 1 year of employment if the teacher does not already possess it); 10-in-service hours are required each year.

CONFIDENTIALITY & DISCRETION

We expect the staff as well as the parents to use their best judgment and avoid any discussions about other parents, teachers and children. If there is a matter of concern, please feel free to address it with the classroom teacher or director. Any sensitive or personal information pertaining to children, families or related matters will be kept confidential.

AGE LEVEL CLASSIFICATIONS

- *Kindergarten*-child must turn 5 by December 1

- *Preschool*-classes are divided into two subgroups:
 - *Pre-K 4*-child must turn 4 by September 1
 - *Pre-K 3*-child must turn 3 by September 1
- *ECE (12-36 months)*-classes are divided into two sub groups:
 - *ECE 2*-child must turn 24 months by September 1
 - *ECE 1*-open enrollment

SCHOOL YEAR CALENDAR

- Pre-K and Kindergarten students runs a 10 month academic year cycle (August –May).
 - *During the summer you will have an opportunity to enroll your children in summer camp at the Zoo. Please see page 13 for details about summer camp enrollment.*
- ECE (12-24 month old students) runs in a 12 month academic year cycle (August- July).

HOURS OF OPERATION

- Pre-K and ECE is 8am-2:30pm
- Kindergarten is 9am-3pm
- Extended day hours are 7am-8am; and 2:30-6:00pm and can be purchased for an additional cost.

CLASS SIZE AND STAFF/CHILD RATIOS

ECE 12-24 month 12 students to 2 teachers
 ECE 24-36 month 12 students to 2 teachers
 Pre-K 3-Year-Olds 12 students to 1 teacher
 Pre-K 4-Year-Olds 15 students to 1 teacher with a floating teacher assistant
 Kindergarten 5 Year-Olds 12 students to 1 teacher

DEVELOPMENTALLY APPROPRIATE PRACTICES

Developmentally appropriate practices allow us to approach learning and teaching from a developmental perspective. It is recognized that, even at the same age, no two children are at the same point in their physical, emotional, social or academic development. Teaching practices will provide students with guidance and instruction at his or her own level. For example, a child who is ready to read is taught reading skills and a child who is not yet ready to read will be taught letter recognition and pre-reading skills. At Zoo School, we utilize developmentally appropriate practices in lessons, activities, and daily events to provide each child with the optimum environment for their growth and development.

PRE-SCHOOL AND KINDERGARTEN ACADEMIC APPROACH AND CURRICULUM

We provide a unique environmental curriculum that includes hands-on experiences in science, math, reading, writing, art, health, and social skills. We believe that children learn through play and action – by touching, tasting, smelling, seeing and doing. Since each child is unique and learns at a different pace and in a different style, the curriculum is geared toward developmentally appropriate activities and includes both planned and free choice activities. The classrooms are organized to accommodate various activities that invite and encourage exploration and discovery. Our goal is to prepare the children for a life of learning by emphasizing problem solving and decision-making and providing opportunity and support for cognitive, fine motor, gross motor, language, and self-help development.

Our approach to curriculum is unique and is specifically designed to incorporate all of the zoo’s resources and benefits. We use a combination of theme based learning and quality curriculum programs and tailor them to best meet the needs of each student.

One of the curriculums we utilize *The Kids Incorporated School Readiness Express Curriculum*. The goal of this program is to expose pre-school children to diverse concepts concerning pre-reading skills and literature.

In addition, Think Earth is a supplemental curriculum that introduces conservation and environmental science at a preschool level. Children learn how and why their actions affect the environment and positive steps they can take to help our environment.

In addition to theme topics, instruction will enable students to:

Experience:

- Meet, discover, and interact with animals as a means of learning
- Be a member of a group and function as a productive member of the group
- Develop the skills needed to get along with others, to take turns, and to respect all creatures; both human and animal, as well as the environment
- Learn to follow the direction of an adult other than parents
- Build self-esteem in a loving/caring environment
- Lay the foundation for social, academic, and personal success
- Build with blocks, dramatize stories, cut without assistance, use glue, and paint
- Learn letter names and talk about their sounds by using animals as examples for each letter of the alphabet

Reading Readiness:

- Build vocabulary and create complete sentences
- Enjoy books and learn how to use them
- Listen to stories ,read aloud, and answering questions about the stories
- Learn to write using sound spelling

Writing Skills:

- Develop large muscles and fine muscles
- Develop hand-eye coordination
- Manipulate toys, puzzles, play dough, and clay
- Finger paint, draw, paste, and color
- Use invented spelling and sound spelling to write words
- Learn to write their names correctly
- Learn to use a capital letter for the first letter and lower case letters for the rest of their name
- Draw illustrations to express ideas and communicate thoughts

Math Skills:

- Build number skills
- Feel comfortable with numbers by using cubes, blocks, and other cool counting materials
- Compare sizes, recognize different shapes, colors, textures, likenesses and differences, how many and how few, tell time, count the days of the week and month and use materials that give meaning to terms such as smaller and larger, over and under, and equal to
- Create, extend and use patterns using both man-made and natural materials getting a feel of numbers by using uni-fix cubes, blocks, and other materials

Environmental/Animal Science:

- Learn to respect and love our natural world
- Develop a strong appreciation of animal species
- Understand the importance of conservation and recycling
- Learn about and define the environmental terms “threatened”, “endangered”, and “extinct”
- Learn about the important role that Zoos play in preserving wildlife
- Generate questions about the world around them
- Make observations while exploring our natural world
- Cultivate curiosity about how things work and grow
- Predict outcomes
- Learn about processes of life, learn categorizing, classification through characteristics
- Distinguish between threatening and non-threatening environment (strangers, stray dogs, etc.)

Health:

- Learn about proper nutrition, healthy foods, exercise, and hygiene
- Practice daily self-care by washing hands, brushing teeth, grooming, etc.
- Know sources of health information (doctor, nurse, dentist, etc.)
- Identify safe and unsafe behaviors
- Social Studies:
- Learn and recognize their name, address, and phone number
- Develop an appreciation for the values and opinions of others
- Respect individual differences
- Name and recognize Florida wildlife

Art:

- Learn how to color and paint and mold using control and concentration
- Use glue with little to no assistance
- Follow simple, visual directions when folding a piece of paper
- Use scissors with little to no assistance
- Learn and identify 8 basic colors (green, yellow, orange, blue, black, brown, red, and purple)
- Identify various textures
- Create projects using items collected from our natural world and from recycled materials

Music:

- Memorize the words to songs, rhymes, and finger plays
- Recognize familiar songs
- Respond to traditional rhymes
- Participate in music activities
- Appreciate music from other cultures and countries

Physical Education:

- Effectively walk, hop, jump, skip, gallop, etc.
- Maintain balance and large muscle control
- Coordinate movement body movements with others
- Begin to learn basics of common team games and sports

SAMPLE PRE-SCHOOL SCHEDULE (3-4 YEARS OF AGE)

A.M Extended Care

7:00-8:00	Breakfast and Centers
8:00-9:00	Welcome & Open Centers
9:00-9:30	Circle Time
9:30-9:45	Snack
9:45-9:55	Bathroom Break
9:55-11:00	Zoo Hike or Outside Time
11:00-11:45	Art and Centers
11:45-12:00	Clean Up
12:00-12:45	Lunch
12:45-2:30	Nap/Quiet Time
2:30-3:00	Quiet Activity

P.M. Extended Care

3:00-3:45	Outside Time or Zoo Hike
3:45-4:00	Snack
4:00-6:00	Centers or Outside Time

EARLY CHILDHOOD EDUCATION APPROACH AND CURRICULUM

At the Zoo School we are teaching early childhood skills such as colors, shapes, numbers and social skills. During this period we try to teach these skills revolving around the Zoo's animals and environment. We are encouraging independence and a life-long love of learning.

In addition to theme topics, instruction will continually focus on:

- Potty training
- Colors
- Shapes
- Body parts
- Senses
- Textures
- Follow simple directions
- Dealing with emotions
- Starting to share
- Using words

SAMPLE EARLY CHILDHOOD EDUCATION (ECE) SCHEDULE (12 MONTHS-36 MONTHS)

A.M. Extended Care

7:00-8:00	Breakfast and Centers
8:00-8:45	Free Centers and Creative Play
8:45-9:00	Bathroom Break/Diaper Changing and Clean Up
9:00-9:15	Circle Time with Stories and Songs
9:15-9:45	Snack
9:45-10:30	Zoo Hike or Outside Time
10:30-11:00	Diaper changing and Hand Washing
11:00-11:30	Art and Centers
11:30-11:45	Clean Up
11:45-12:15	Lunch
12:15-12:30	Bathroom Break/Diaper Changing
12:30-2:30	Nap/Quiet Time
2:30-3:00	Clean Up and Bathroom Break

P.M. Extended Care

3:00-3:20	Snack
3:20-4:15	Outside Time or Zoo Hike
4:15-6:00	Centers or Outside Time

DISCIPLINE POLICY

Our programs are structured to minimize the incidence of inappropriate student behavior. We will apply the following techniques to help the children develop self-control and self esteem:

- Positive reinforcement and praise will be used to encourage appropriate behavior.
- Reasonable limits will be set and will be consistently enforced.
- Engaging and interactive lessons and activities will be continually introduced.
- Children will be offered choices of play activities and materials when appropriate.
- We will encourage the children to use their words to solve problems rather than hitting, screaming, or crying. We will encourage independent problem solving skills and guide the children to talk the problem out, and find a solution that is pleasing to all the children.
- The children will be made aware of the consequences of inappropriate actions and concrete rationalizations of the rules and expectations will be presented.
- Children will be offered choices when appropriate.
- Children will be encouraged to use their words instead of crying, screaming or hitting.
- Problem solving and conflict resolution skills will be modeled by teachers and staff.

In the event that a child is disruptive to the class, abuses zoo property, abuses another child or teacher either verbally or physically, or exhibits any other inappropriate behavior while attending the preschool, the following procedures will apply:

- The child will be removed from the situation. The child will be offered another space, away from other children, where he/she can calm down and regain control.
- The child may return to the group whenever he/she and the teacher feel that the behavior is under control. Written incident documentation will be given to the parent about the child's disruptive behavior.
- After the third written incident documentation and after speaking with the parents, if a change in the child's behavior is not being exhibited and the child's behavior continues to disrupt the classroom or the child continues to physically harm other children or staff members; Tampa's Lowry Park "Zoo School" reserves the right to dismiss the child from the facility.

TUITION PRICE

Please be advised effective January 1, 2009, a \$35 per month increase will be applied to the Academic Day tuition. This is the first academic day tuition increase made since Zoo School opened in 2001.

Kindergarten and Pre-School Academic Day prices per month (8a.m.-2:30p.m.)

Kindergarten: Monthly \$464 (M-F)	Beginning Jan 1, 09, tuition will be \$499
5-Day Class: Monthly \$464 (M-F)	Beginning Jan 1, 09, tuition will be \$499
3-Day Class: Monthly \$296 (M, W, F)	Beginning Jan 1, 09, tuition will be \$331
2-Day Class: Monthly \$212 (T, TH)	Beginning Jan 1, 09, tuition we be \$247

Kindergarten and Pre-School Extended Day prices per month (7a.m.-8a.m. and 2:30a.m.-6p.m.)

Kindergarten Extended Care: Monthly \$200
5-Day Extended Care: Monthly \$200
3-Day Extended Care: Monthly \$120
2-Day Extended Care: Monthly \$80

Early Childhood (ECE) Academic Day prices per month (8a.m.-2:30p.m.)

5-Day Class: Monthly \$546(M-F)	Beginning Jan 1, 09, tuition will be \$581
3-Day Class: Monthly \$326 (M, W, F)	Beginning Jan 1, 09, tuition will be \$361
2-Day Class: Monthly \$218 (T, TH)	Beginning Jan 1, 09, tuition will be \$253

Early Childhood (ECE) Extended Day prices per month (7a.m.-8a.m. and 2:30a.m.-6p.m.)

5-Day Extended Care: Monthly \$200
3-Day Extended Care: Monthly \$120
2-Day Extended Care: Monthly \$80

TUITION PAYMENT OPTIONS

Tuition is due the by or on the 1st school day of each month.

Tuition is paid once a month or in a lump sum for 10 months.

- Via automatic debit from credit card or debit card.
 - Sign off of on the Credit Card Information sheet for direct withdrawal.
 - Between the 1st-5th of the month our reservation staff will debit your credit or debit account.
- Cash/Check payments must be made to our reservations staff in the Resource Center and placed inside the Tuition Mailbox located at the top right corner of the staff mailboxes
 - Please make checks payable to: Tampa's Lowry Park Zoo

If you would like to change your payment to a credit or debit card please contact our Reservation Staff at Jamie.Myers@lowryparkzoo.com or (813) 935-8552 ext. 268.

Parents are responsible for tuition on days the zoo school is closed and services are not being rendered.

LATE TUITION PAYMENT POLICY

Tuition is due by or on the 1st school day of each month.

- A 5% late fee will be added to your regular monthly tuition for the first late week.
- A 10% late fee will be added to your tuition if it is more than two weeks late. The credit card on file will be charged.
 - You must have a valid credit card kept on file, even if the card is not charged monthly. This is only used in case you have been late over two weeks.
- After the third week, if payment has not been made, you will be charged on your credit card for the full month's fee plus the additional late fees. No notification is required.

VACATION, ABSENTEE AND PRORATED TUITION POLICY

Vacation Policy

Vacation weeks are two FREE weeks during the school year obtained when your child has attended at least 5 month of Zoo School. An Absentee and Vacation Notice must be filled out TWO weeks prior to vacation. If vacation weeks are not used during the school calendar year that runs August-May; you cannot receive a reimbursement at the end of the year nor can they roll over to the following year. Please contact Jamie Myers at Jamie.Myers@lowryparkzoo.com or call (813) 935-8552 ext. 268 to request a vacation form to be picked up or sent via email, fax or U.S. Postal mail.

Absentee Policy

Whether your child is absent or present, tuition payments are applied to benefits that your child enjoy when they are present. Daily and/or weekly absences are still payable, except in the case of extenuating circumstances with approval. If you have any questions regarding this policy, please contact the Education Director.

Prorating for December

To account for winter holiday school closings, tuition for the academic day and extended care for the month of December will be at ½ the normal rate.

DISCOUNT OFFERED TO PARENTS AND STUDENTS

- **Sibling Discount**- We do offer sibling discounts to those with more than one child attending the Kindergarten, Preschool or ECE programs. You will pay regular price tuition for the first child, and each child after that will receive a 5% discount. Discount applied to the lower tuition rate.
- **Membership Discount**- Families of children currently enrolled in Zoo School will receive a 10% discount off the price of an annual Zoo Pass. To receive your discount you must email Jennifer.Bacon@lowryparkzoo.com to request a special "zoo parent" membership form.
- **Winter, Spring and Holiday Camps**- Children who are 5 years old and enrolled in our Kindergarten have the opportunity to attend the **winter, spring and holiday camps at 50% off** when The Florida Environmental Education Center Licensed Pre-School and Kindergarten are on closed. Payment for camp must be paid in advance and booked through reservation staff located in the Resource Center to receive discount. Discount cannot be applied to extended care.

- **Summer Camps-** Currently enrolled kindergarten students can attend **summer camps** at the Zoo for a discounted rate of **20% off** per week enrolled. Payment for K-1 summer camp must be paid in advance and booked through reservation staff located in the Resource Center to receive discount. Discount cannot be applied to extended care.
 - There is no discount on Pre-School and ECE during the summer months (June, July) due to this program is completely separate from our K-8th grade summer camps.

LATE PICK UP AND DROP OFF POLICY

Late Pick Up

Non-Extended Care:

- 2:30p.m. pick up. (3:00p.m.-Kindergarten)
- \$15 late fee will be charged for pick-up any time after 2:30 pm. (3:00p.m.-Kindergarten)
- \$1 per minute fee will be charged for pick up any time after 6:00p.m.

Extended Care:

- Pick up is by 6:00p.m.
- \$1 per minute fee will be charged for pick up any time after 6:00p.m.

Late Drop Off

Daily activities begin at 8:00a.m. and instructional time begins at 9:00a.m. Drop offs later than 10:00a.m. will not be permitted without prior arrangements with the classroom teacher as late arrivals are very disruptive to the class and routine.

REFUND POLICY AND CANCELLATION NOTIFICATION

Refunds for Newly Enrolled Students

- \$50.00 processing fee paid at the time of registration is non-refundable.
- An 80% refund will be given if you cancel less than seven days after the first of the month.
- A 50% refund will be given if you cancel eight to twenty days after the first of the month.
- A 10% refund will be given for anything more than twenty one days.
- Cancellation must be received in writing by mail, in person or by fax. Fax # 813-933-7949. Cancellation Notification must be in writing. Any other form will not be accepted.
- PRICES ARE SUBJECT TO CHANGE.

Cancellation Notification

- Two weeks notice is required to remove a student from Tampa's Lowry Park Zoo School.
- Please contact Jamie Myers at Jamie.Myers@lowryparkzoo.com to request the cancellation notification paperwork
- Cancellation must be received in writing by mail, in person or by fax. Fax # 813-933-7949. Cancellation Notification must be in writing. Any other form will not be accepted.
- If less than two weeks notification is given or if cancellation is not submitted in writing, you may be responsible for the full month's tuition.

RESERVING SLOTS FOR CHILDCARE

To reserve your child's slot upon initial enrollment; you must:

1. Complete the full registration packet
2. Provide \$50 processing fee
3. If you do not start at the beginning of the month; pro-rated tuition will need to accompany your registration packet.

This is the only way you can reserve your child's slot at Zoo School

In the event that you must remove your child from our year-round program, you must continue to pay enrollment fees (even if your child is not physically attending our program.) Paying your regular monthly tuition is the only way to guarantee that your slot will be held. Unfortunately, we are unable to sell the slot for just a few weeks or month(s). You have the choice to hold the slot by continuing to pay tuition, or risk losing the slot by not paying tuition.

SECURING SLOTS IN OUR SUMMER CAMP PROGRAM

Pre-K Policy: Our Pre-K follows a 10 month school year. During the month of February Pre-K parents will receive a confirmation form that will need to be completed in its entirety and returned quickly to ensure that your child is secured our Summer session for Pre-K (3 and 4 year olds). Reserving your slot for summer is on a first come, first served basis.

Kindergarten Policy: Our Pre-K follows a 10 month school year. During the month of February, Kindergarten parents will receive advance registration for our K-8th grade Summer Camp. You will be the first to receive the Zoo School Summer Camp catalog in addition to receiving 20% off each week of summer camp (excluding extended care). Payment for summer camp must be turned in with registration form and given to the reservation staff in the Resource Center. We strongly suggest securing your summer camp slot as soon as you are presented the Summer Camp registration form because our K-8th grade camps sell out quickly.

ECE Policy: Our ECE program follows a 12 month school year. During the month of February ECE parents will receive a confirmation letter form that will enable you to share with us if you will be taking any vacation weeks for the summer.

ONGOING FUNDRAISING OPPORTUNITIES

Zoo School has enrolled in the Target Take Charge for Education. If you have a Target Credit Card you can assign the Zoo School to receive a percentage of charges through Target twice a year.

- You can call to designate Zoo School 1-800-316-6142 (125407)
- Or visit www.target.com/tcoe and enter our school ID (125407) to view and designate our school.

Zoo School is enrolled in Box Tops for Education. Each school year we collect Box Tops for Education from our Zoo School families. If you are interested in being our Box Top Coordinator for the 2008/2009 school year please contact Kellie Hales.

DROP OFF AND PICK UP PROCEDURES

Signing In and Out

Please remember to sign in your child and include initial and time. This helps us ensure that each child is accounted for at all times.

Drop Off

All children should be dropped off before 9:00. Children arriving after 10:00a.m. will not be permitted into class without prior notification of classroom teacher or the director. We would appreciate a quick drop off and exit by parents to make the transition smooth for all involved. Please drop your child off in his/her classroom as quickly as possible. Many children have difficulty separating from a parent when arriving at school. One of the best methods for helping children adjust is to demonstrate confidence in the teachers and enthusiasm for the day's activities, give their children a hug and kiss, smile, and say goodbye. Parents who are concerned after a difficult separation may call the school later in the day to find out how their child is doing. If you wish to talk to other parents, you may do so in the breezeway.

Pick Up

Please let us know in person and in writing if you need to add to your child's Authorized Person for Pick Up list. We will not release a child to anybody who is not on the pick-up list. Also, we will ask to see a photo ID from the person who is picking up the child. This is a security measure for the safety and well being of the children at the center.

REST/NAP TIME

Our rest/naptime occurs between 12:30 – 2:30 for Pre-School and ECE. Children will have their own mat to rest or sleep on. You can send in a SMALL cuddle blanket and/or soft sleep toy for them to rest with. We ask that you please do not send large pillows because they are too big to store in our classrooms. Linens will be sent home each Friday for washing and can be returned on Monday. Please label all blankets, toys, pillows and sheets as many items look alike. It is not our practice to force the children to sleep, nor do we force them to stay awake. If you are having difficulties with sleeping at home, please talk to one of the teachers to come up with a naptime solution.

COMMUNICATION

Communication is a key aspect of the teacher and parent relationship. It is imperative to work together with you, the parents/guardians, to provide the best experience for your children. If you have any questions, concerns, ideas or compliments, please feel free to speak with the classroom teacher or director anytime. They will all be taken into great consideration. We are all here for the children's well being, let's all work together to make their time at Zoo School a happy and memorable one.

Daily Communication

Please check your child's file daily to assure that you receive all messages, art, work, calendars, notices, etc. Please remember that detailed discussions about day events are often difficult during drop-off and pick-up times.

Monthly Newsletters and Calendars

A monthly newsletter containing general information about upcoming school activities and events will be placed in your child's folder before the first of the month. Additionally, you will receive a monthly classroom calendar from your child's teacher that will include specific classroom information and will be posted in the class as well.

Parent/Teacher Conferences

Classroom teachers and staff are available for parent/teacher conferences throughout the year. Please feel free to schedule a conference with your child's teacher or with the Early Childhood Education Coordinator at anytime.

Formal Conferences for Kindergarten

Conferences are scheduled and held in October and March to discuss student's progress and future growth and development goals.

Special Daily Instructions or Advisements

If there are any recent changes at home or any changes in the behavior, health or life of your child, (moving, ear aches, parents away on trips, nightmares from a scary movie) please inform the classroom teacher in person or in writing. Changes in schedule or mood at home may arise during the school day as well. Any information you can provide will help the teacher to appropriately and sensitively handle any issues or disruptions that may occur during the day.

ACCIDENT/INCIDENT REPORTS

Any time a child is injured, an accident report will be filled out for you to read and sign at the time of pick up. We will keep these reports in your child's folder for our records, if you would like a copy for yourself, one of the staff will be happy to make a copy for you.

Incident reports are used to keep a record and inform parents of disruptive behaviors or other events that the classroom teacher determines necessary.

BREAKFAST, LUNCH, AND SNACKS

Tampa's Lowry Park Zoo does not provide lunch or snack for the children.

If your child is only participating in the academic portion of the day:

- An A.M. snack and a lunch need to be provided.

If your child is enrolled in extended care:

- Breakfast may be eaten in A.M. extended care before 7:45a.m.
- Two snacks (A.M. and P.M.) and a lunch need to be provided.

All children should have:

- A bottle of water and a hydrating and nutritional drink for lunch and snack times.
- Healthy snack and lunch items to help us teach the children about good health and nutrition.

Please DO NOT bring:

- Food that needs to be cooked or refrigerated (an icepack in their lunch box may be used)
- Soda, sugary drinks, or beverages that do not provide hydration
- Gum or candy

PEANUTS AND CHOKING HAZARDS

Peanuts are not approved in the ECE 12-36 month classrooms. Before sending peanuts with a Pre-School or Kindergarten student, please check with the classroom teacher to ensure that there are no students in the classroom with severe allergic reactions to peanuts.

If you pack grapes, carrots or hot dogs in the ECE 12-36 month classrooms please slice the item down the middle and slice into bite size pieces. Grapes, carrots or hot dogs are the cause of the highest choking hazards for children under the age of 36 months.

WHAT TO WEAR TO ZOO SCHOOL

- Please label all clothing and personal items that come to zoo school as many children's items look alike.

- Please do not send your child in their “good” clothes or something you don’t want to get ruined. We try very hard not to let them get too dirty, but some things are beyond our control. Also, please send them in weather appropriate clothes.
- Please make sure that the children wear closed-toe shoes and socks.
- On “water play” days, children will need wear a swim suit and sunscreen to school and bring water shoes, towel and a complete change of clothes.
- Please send two complete sets of seasonally appropriate clothing items in a Ziploc or plastic grocery bag that can be kept in the classroom at all times for potty accidents and spills. As items get used, please remember to send something back in its place.

OUTDOOR PLAY/ZOO HIKES

We will be going outside on a regular basis, so please dress your child accordingly. If your child is well enough to come to school, then he/she is well enough to participate in outdoor activities.

- We strongly suggest children bring a water bottle to school each day to keep them hydrated during the day.
- Please make sure your child has breakfast before class so they can stay energized until mid-morning snack. Breakfast is only consumed at school in A.M. extended care before 7:45a.m.

POLICY ON TOYS AT SCHOOL

Please don’t send in any toys or other items with your child that you don’t want to be broken or lost. If children want to bring a toy from home, please try to bring something that all the children can enjoy like books, nature objects or anything else that can be used for a classroom discussion. We discourage the children from using violence, so please, no toy guns, knives, swords or anything else that can be used as a weapon.

CELEBRATING SPECIAL OCCASIONS IN THE CLASSROOM

We encourage parents to share the celebration of a child’s birthday with his or her class. If you would like to provide a treat for the class, please speak to the classroom teacher ahead of time to make arrangements. Please ask your teacher for an updated list of the number of students and any allergies in the class. We encourage parents to share a selection of fruit or “healthy” treats and ask that any “favors” or “goody bags” be saved to dispense at the end of the school day.

ANIMALS ON SITE

We are unable to allow any animals on Zoo grounds that are not in care of our Zoo Veterinarian. The Zoo does not accept injured or abandoned animals or wildlife but we would be happy to provide you with a lengthy list of qualified Wild Life Rehabbers for Hillsborough and Pinellas County

VOLUNTEERING IN THE CLASSROOM

We greatly encourage parent/family support in our school. Classroom teachers will coordinate parent volunteer times and activities. Volunteering can encompass a broad range of activities from reading a story to the class, helping with an art project, joining the class for a zoo hike, or chaperoning during water play. The teachers, as well as the children, appreciate any time you can offer. Just make sure that you make prior arrangements with your child’s teacher. All Volunteers must fill out a volunteer application and background check prior to volunteering. Applications can be obtained through your classroom teacher.

HEALTH POLICY

The first line of defense against illness or injury is prevention. We will provide a clean and safe learning environment for the children. We will promote hand washing before and after snack, after using the restrooms, after outside exploration and play, and any other “messy” activity. Even with the precautions we take, there will be times when your child is ill, and we ask that you inform the Zoo School as soon as you know your child may be sick and/or absent. We ask that you please keep your child home if he or she is exhibiting any signs of illness. We do not want to infect any other children or staff. Please do not send your child if he or she is unable to participate in class activities.

All of the staff and administration have been trained on the prevention and detection of communicable diseases in children. The teacher and director will make the determination that your child is or is not exhibiting symptoms of a communicable disease. Please be aware of the following signs and symptoms that have been set by the State Child Care Licensing Division. Children who are observed having any of these signs of illness or communicable disease will be isolated to avoid infecting the other children and a

parent or guardian will be notified and asked to have the child picked up as soon as possible. Isolation of a child from the group means removing the child from the room but not out of sight of a staff member. The child will most likely be taken to the administrator's office until the parent/guardian can pick him or her up. A doctor's note will be required in order for the child to return to the center.

COLDS AND COMMUNICABLE DISEASES

If your child is suspected of having a communicable disease or shows any other signs or symptoms, such as those listed below, they will be isolated as not to infect the other children, and you will be called and asked to pick your child up as soon as you can.

Diarrhea

Your child should stay home or will be sent home if experiencing:

- Frequent, watery, mucousy, and/or sometimes bloody diarrhea.
 - Your child can return to school after the stools are no longer explosive or watery. Stools may still be loose but your child is not contagious.

Colds and Fevers

Your child should stay home or will be sent home if experiencing:

- A persistent temperature of at least 101° F, thick nasal drainage and is mopey or sluggish.
 - Your child can return to school after temperature is 100° F or less and nasal drainage has thinned.

Cough

Your child should stay home or will be sent home if:

- Cough is accompanied by fever, chills and coughing up of green or yellow mucous.
 - Your child can return to school after fever subsides. The cough may linger for a week or two.

Sore Throat

Your child should stay home or will be sent home if experiencing:

- Fever of 101° F and throat spots.
 - Your child can return to school after the fever and throat spots are gone.

Eye Drainage

Your child should stay home or will be sent home if experiencing:

- Eye drainage accompanied by bloodshot eyes
- Symptoms of Pink Eye or Conjunctivitis
 - Your child can return to school the day after antibiotic eye drops or ointment has been applied.

Rashes

Your child should stay home or will be sent home if experiencing:

- Any type of rash accompanied with fever.
 - Your child can return to school 24 hours after the fever is gone.

Head lice

- Your child must be nit free to return to the center.
 - Your child can return to school after treatment and must be checked by a staff member.

DISPENSING MEDICATION AND SEIZURES

If your child needs to take medication during the day, a Parent Authorization for Medication form needs to be filled out and medication and form should be given **directly** to the teacher or director. All medication will be kept in our refrigerator or in the office and needs to go home at the end of each day. We will not administer any medication without proper written permission.

Epi-Pens

If your child does have an Epi-Pen, and is over the age of 3 he or she **MUST** be trained by a physician and be fully knowledgeable of how and when to use the Epi-Pen. If your child is under the age of three or becomes incapable of administering the Epi-Pen

themselves, a Zoo Staff member would administer the Epi-Pen under the Good Samaritan Law. In both circumstances we must immediately call 911 for your child to be checked over by emergency medical personal. This can include a trip to the ER if emergency medical personal deem necessary. Your child's teacher will contact you when this situation occurs; in addition a staff member will accompany your child to the ER.

Seizures

If your child experiences a seizure and does or does not have a history of seizures it is our policy that we must call 911 immediately when the seizure takes place for your child to be checked over by emergency medical personal. This can include a trip to the ER if emergency medical personal deem necessary. Your child's teacher will contact you when this situation occurs; in addition a staff member will accompany your child to the ER.