



## **Tech Tots**

# **Child Care and Learning Center Parent/Guardian Handbook 2026-2027**

**Teach. Learn. Grow.**



## Contents

|                                                     |    |
|-----------------------------------------------------|----|
| Mission Statement.....                              | 4  |
| Learning Center Goals .....                         | 4  |
| Learning Center Staff .....                         | 5  |
| Open Door Policy .....                              | 5  |
| Philosophy .....                                    | 5  |
| Programs.....                                       | 6  |
| Toddler Program .....                               | 6  |
| Preschool Program .....                             | 6  |
| VPK Program .....                                   | 6  |
| Attendance .....                                    | 6  |
| Parent/Guardian and Community Participation.....    | 7  |
| Parent/Guardian Communication .....                 | 7  |
| Medical Exclusion Policy.....                       | 7  |
| Arrival and Departure .....                         | 8  |
| Sign In/Sign Out Procedures.....                    | 8  |
| Pick-up Policy .....                                | 8  |
| Safety in the Parking Lot.....                      | 9  |
| Medications .....                                   | 9  |
| Minor Injuries and Medical Emergencies.....         | 9  |
| Funding and Scholarships .....                      | 9  |
| Enrollment .....                                    | 10 |
| Procedure for Enrollment.....                       | 10 |
| Immunizations and Medical Assessment .....          | 10 |
| Admission Policy for Re-enrollees:.....             | 10 |
| Withdrawal from the Program .....                   | 10 |
| Toys from Home/Personal Possessions .....           | 11 |
| Dress Code and Clothing.....                        | 11 |
| School Parties and Birthdays .....                  | 11 |
| Diaper Changing .....                               | 11 |
| Potty Training .....                                | 11 |
| Naptime .....                                       | 11 |
| Meals and Snacks.....                               | 11 |
| Transportation Arrangements .....                   | 12 |
| Confidentiality .....                               | 12 |
| Enrolling Children with Special Needs .....         | 12 |
| Formal Complaints.....                              | 12 |
| Crisis Response Plan .....                          | 12 |
| Discipline .....                                    | 12 |
| Our staff will use these guidance strategies: ..... | 12 |
| Termination from the Program .....                  | 13 |
| Rates and Tech Tots Tuition Policy .....            | 13 |
| Part Time Children.....                             | 14 |
| Fees.....                                           | 14 |
| Weekly Tuition .....                                | 14 |
| Daily Schedule .....                                | 14 |
| Operating Schedule .....                            | 15 |
| Tech Tots Hours.....                                | 15 |
| Transportation.....                                 | 15 |
| Holidays.....                                       | 15 |
| Summer Hours and Fees .....                         | 15 |
| CHARACTER COUNTS! in St. Johns County .....         | 16 |
| Six Pillars of Character Counts.....                | 17 |
| Parent/Guardian Handbook Signature Form.....        | 18 |



George Mastoridis, Director  
First Coast Technical College  
2980 Collins Avenue  
St. Augustine, FL 32084

Dear Parents/Guardians,

Welcome to the Tech Tots Childcare and Learning Center. We are excited to work with you and your child to develop the foundation for your child's future social, emotional and cognitive learning. We strive to offer a quality program that recognizes and values each child's unique traits and potential. The curriculum is child-centered and reflects best practices as set forward in Teaching Strategies Gold, The Creative Curriculum for Preschool approved by Florida Department of Education. We look forward to a year of amazing growth for your child.

We adhere to all state, county and district rules regarding childcare licensing, fire, safety and nutrition. Our goal is to provide a safe, nurturing and healthy learning environment for all children in which to learn and develop.

This handbook is designed to acquaint you with our program policies and procedures. Please read and refer to this handbook as needed. Feel free to discuss any concerns or questions with our staff. The Tech Tots office is located on the main campus of First Coast Technical College in Building E, Room 202.

Sincerely,

*Curemia Dailey*

Curemia Dailey, Extended Day Coordinator  
Director/Operator

## **Mission Statement**

We believe children learn and develop when exposed to a rich and stimulating environment. This requires highly qualified teachers, a child-centered curriculum and developmentally appropriate educational materials and equipment. A quality preschool education provides activities that encourage children to learn through a balance of pre-literacy, numeracy activities, structured free choice and hands-on experiences.

The goal of the **Tech Tots Childcare Center** is to ensure that all children are making progress in the domains of physical, cognitive and social-emotional development. We use The Creative Curriculum by Teaching Strategies for Preschool, ages and stages assessments, VPK assessment standards for VPK and Framework designed by Florida Department of Education, to assess the development of children.

Children are assessed within 60 days of enrollment and every six months thereafter. Parents/guardians input is a necessary component of this assessment. The assessment is also used to plan and conduct age and developmentally appropriate activities for the children.

## **Learning Center Goals**

Our goal is to address the needs of the whole child by enhancing their social, emotional, cognitive, physical and creative development. We will provide learning experiences that promote:

- Learning to get along in groups
  - Social Development
- Learning responsible behavior
  - Moral Development
- Making choices
- Acquiring respect for individual differences
  - Emotional Development
- Promoting positive self-image
- Promoting trust, independence and harmony
- Improving hand and eye coordination
- Developing self-control
  - Cognitive Development
- Emerging literacy skills
  - Intellectual Development
- Building number sense
- Active learning
- Experiencing science, art and music
  - Physical Development
- Improving large and small muscle
  - Muscle Development
- Encouraging hands-on experiences
  - Creative Development

## **Learning Center Staff**

Curemia Dailey            Director/ Operator / VPK Teacher  
Rosialand Gilmore       Pre-School and Toddler Teacher

Tech Tots Preschool hires only the most qualified staff to work as childcare workers. Employee requirements include having a 45-hour Child Care course, Early Literacy and continuing in-service annually. At all times, there will be someone on-site at the Learning Center certified in first aid, CPR and AED. All staff submit to fingerprinting and a local, state and national background check.

Learning Center personnel are responsible for the day-to-day operations of the program. They develop monthly plans using Teaching Strategies Gold Curriculum, broad themes, monitor weekly plans, daily routines and schedules. They report directly to the Learning Center Director. The Learning Center staff and Director work together to develop, implement, manage and evaluate the Learning Center program.

Concerns may be addressed by Please contact the Learning Center Directors if you have any concerns.

## **Learning Center Director**

The Learning Center Director

1. Oversees the operations of the Learning Center Program and communication with the teachers and staff.
2. Will supervise the Learning Center staff.
3. Assures adequate supplies, materials and equipment are available for the program.
4. Serves as a teacher as needed.
5. Serves as the parent/guardian contact.

The Learning Center Director reports directly to the Director of First Coast Technical College. The Director keeps FCTC's Director informed of the Learning Center activities and operations.

## **Open Door Policy**

Tech Tots invites you to drop in any time to observe your child at work and play. We also have several parent/guardian involvement activities throughout the school year.

## **Philosophy**

Children learn through experiences, hands-on involvement and by using their senses to explore. At Tech Tots, we give children the opportunities needed to expand their sense of curiosity. Children become secure with themselves and the environment around them when their development is exercised and challenged.

As early childhood educators, we believe children learn best in a child-centered learning environment. When children are secure with their environment and peers, they are confident to explore and learn. Our goal is to help children enjoy their experiences and leave with an excitement for learning that enables them to be lifelong learners and problem solvers.

Play is the work of children and is the basic way in which young children gain knowledge. Preschool teachers plan opportunities for spontaneous, guided, or directed play and/or investigative play to teach new skills and concepts. Our preschool program is designed to encourage learning through play, hands-on activities and small and large group discovery time.

## **Programs**

### **Toddler Program**

Two-year-olds will learn and grow in an atmosphere that is developmentally appropriate for the age and stage. The curriculum is set up for individual children to experience success each day. Each toddler's day will be filled with opportunities to develop their fine and gross motor skills, all while playing.

### **Preschool Program**

Three-year-old children are beginning to enjoy more social activities and to interact with each other. Preschoolers will have opportunities for large and small group activities, free choice of center play, role play and creative development. Number sense, language skills and recognition of the alphabet is introduced.

### **VPK Program**

Four-year old children are exuberant and ready for everything...JUST ASK THEM! They will be exposed to letters, numbers, colors, shapes, concept words and writing. Exposure to everything is the goal at Tech Tots. They are not expected to learn everything, just to be exposed to it. They are interested in learning which is fulfilled through play, small and large group activity, song and dance. Tech Tots follows an age and stage appropriate curriculum and unconditional positive regard with a loving, nurturing environment.

## **Attendance**

Attendance is important and necessary for children to adapt well to new situations. Tech Tots is to be notified when a child is to be absent. We are concerned about each child therefore, absence due to illness should be reported to Tech Tots. Also, children are to know that they are an important part of their school and classroom.

Tech Tots is to be notified of late arriving children and have prior arrangements in place. Tech Tots asks that children arriving late should plan to arrive before the nap time schedule thereby not interrupting the classroom. Those who will be late due to a doctor's appointment should submit a note from the doctor's office.

All children should be in the center by 9:30 AM in order to participate in the learning activities offered. Children will not be accepted after 10:00 AM without a doctor's note or making prior arrangements.

|            |             |          |
|------------|-------------|----------|
| Nap times: | 2-year-olds | 11:30 AM |
|            | 3-year-olds | 11:45 AM |
|            | 4-year-olds | 12:00 PM |

Students in the VPK classrooms should be settled in their classroom 15 minutes before they are scheduled to begin. Experiencing the same routine each day supports learning.

### **Parent/Guardian and Community Participation**

Parents/guardians are encouraged to volunteer in the preschool. Studies have shown that children have greater success when parents/guardian are involved in their children's education. In addition, the program increases in quality as more adult supervision and guidance is provided.

All parents/guardians must have a negative tuberculosis skin test prior to participating in the classroom. Community resources are also an important part of each preschool's operations. Donated goods and services enhance our program.

The program recruits volunteers for additional resources. High school and local community college students are also welcomed volunteers. All volunteers must have an approved volunteer card from SJCSD.

### **Parent/Guardian Communication**

The SJCSD- Tech Tots Preschool Program encourages an "open door" policy that includes visitation and observation. Parent/guardian activities, talents and skills are always welcome.

Formal parent/guardian teacher conferences occur twice annually. Informal conferences may take place any time throughout the year.

Newsletters will be sent home weekly. The Parent/Guardian Communication Board is located near the classroom entrance. It contains menus, weekly lesson plans, calendar of events, parent/guardian volunteer sign-up sheet, program information and the class newsletter. This board should be checked on a daily basis.

### **Medical Exclusion Policy**

Tech Tots is a program for healthy children. A child who is not well will not benefit from the program and can adversely affect the health of other children. If you have any doubts about your child's health, please keep your child at home and contact your family physician.

No child shall come to class or stay in class when the following symptoms are present, and children brought to school with the following symptoms will be sent home:

- Fever
- Diarrhea
- Vomiting
- Body rash
- Sore throat and swollen glands
- Eye discharge or pink eye
- Head lice or nits
- Severe coughing
- Yellow skin or eyes
- A child with discolored discharge from the nose or extreme congestion causing difficulty breathing.
- Fever within the last 24 hours
- Failure to comply with the mandated health examination, immunization and tuberculosis skin testing requirements.

***Children must be symptom free for 24 hours before returning, and fever free for 24 hours without the aid of medication.***

A sick child that is sent home from school is required to stay home the following day to ensure that they have had a chance to recover. A child out for more than three (3) days will require a medical release from a doctor to return to school. A child that is too sick to go outside should remain home from school. The teacher will note the health status of each child every morning.

### **Arrival and Departure**

All children should be in the center by 9:30 AM in order to participate in the learning activities offered. Tech Tots is to be notified of children arriving late and have prior arrangements in place. Children will not be accepted after 10:00 AM without a doctor's note or making prior arrangements.

### **Sign In/Sign Out Procedures**

Children must be signed in and out each day by the designated responsible adult 18 years of age or older. Signature must include full first and last name and include the time of sign in and sign out. Only adults listed on the child's application form/emergency card will be permitted to remove the child from the preschool program.

Anyone picking up the child must be prepared to show photo identification. No person other than those who appear on the child's emergency card will be permitted to pick up a child. In the case of separation/divorce, court documents must be provided to inform the site of custodial rights. The schedule must be clearly stated that allows for a non-custodial parent/guardian child pick-up rights. Changes to the pick-up authorization form will NOT be accepted by phone. This policy is strictly enforced to ensure the safety of your child. The Department of Children and Families requires a sign in/out log to document individuals on campus premises. Therefore, it is required that you sign in/out your child accurately each day.

### **Pick-up Policy**

Prompt arrival and departure of students to and from the program is expected. Late pick up of a child will result in a fee at the rate of \$1.00 per minute beyond the preschool closing time. The Sheriff's Office and/or DCF office will be notified of late arrivals of 30 minutes or more beyond the preschool closing time. A total of five (5) late pickups may result in termination from the program.

Arrive promptly at dismissal time. Sign your child out when you exit the classroom. Tech Tots must be notified of late arrivals.

### **Safety in the Parking Lot**

Our parking lot can be a busy place at certain times of the day. Help us in providing a safe environment by adhering to the following rules:

1. Hold your child's hand in the parking lot.
2. Make sure your child does not run ahead of or lag behind you upon arrival and pick up.
3. Upon arrival, turn the engine off in your car.
4. Drive slowly in the parking lot.
5. Do not park in the designated bus area.
6. Do not leave younger children in the car.

### **Medications**

Our staff can administer medications to a child, if necessary. Parents/guardians are encouraged to administer medications at home prior to or after school hours. Tech Tots does not keep or stock medicine in the school. Children that require medication during school hours must follow the following:

- All medications must be age appropriate.
- All medications (prescription and over the counter) must be in the original container.
- Medications that are not age appropriate require a doctor's note. The note must include the following: the child's name, medication name, recommended dosage, time intervals for administration, expiration date, prescriber's name and license number.
- All medication (prescription and over the counter) must have a completed, Child Care Facility: Authorization for Prescription and Non-Prescription medication form, signed by the parents/guardians.

Medications will be stored according to the instructions on the label, kept out of the reach of children and returned to the parent/guardian, when no longer needed.

### **Minor Injuries and Medical Emergencies**

Minor injuries will be given first aid attention by a qualified staff member. In the event of a medical emergency or accident, you will be contacted per the information on the emergency card. This agreement is also your authorization for SJCS-D-Tech Tots to contact your family doctor and take whatever emergency measures are deemed necessary for the care and protection of your child.

### **Funding and Scholarships**

Funding may be available for Tech Tots children by Episcopal Children's Services 904-770-2565, toll -free 1-800-238-3463 or CareerSource 904-819-0231. First Coast Technical College students may qualify for several on-campus programs that may help with childcare expenses.

Please see the director for any information you may require.

## **Enrollment**

Tech Tots accepts enrollment applications from the community, students and staff of FCTC and St. Johns County School District. Persons wishing to enroll their child in Tech Tots childcare must complete all enrollment forms, provide a physical form 3040 and shot record form 680-D. These forms are available through your child's physician or the county health department.

## **Procedure for Enrollment**

To enroll children in the preschool, you may call Curemia Dailey at 904-547-3490 or email [Curemia.Dailey@stjohns.k12.fl.us](mailto:Curemia.Dailey@stjohns.k12.fl.us). You may call and come visit for a tour at your leisure.

When you come to enroll, please bring the following documents with you:

- Birth Certificate
- Immunization record

## **Immunizations and Medical Assessment**

Each child must have immunizations up to date for their age. Tech Tots Preschool may admit a child who is lacking one (1) or more required doses if the doses are not currently due on the condition that they receive the remaining doses when due.

Parents/guardians are required to submit a completed physical exam of the child entering our program within 30 days. If this is not received within the timeline, the student may be released.

When the forms have been completed, a contract for preschool services will be written and a date of entry into the program agreed upon. This contract will indicate days and hours for preschool services following the St. Johns County School District calendar.

No child will be admitted to the center until this procedure and all forms have been completed. Preschool procedures ensure that personal information concerning students in the program are given to authorized individuals; furthermore, no information with respect to the confidential record of a student will be released at any time without the written approval of the parents/guardians unless under court order. That release will only be done by the Preschool Director.

## **Admission Policy for Re-enrollees:**

Parents/guardians that wish to re-enroll a child that was dropped from the program, for any reason, will be notified of an opening and the child will be considered a new enrollee.

Re-enrollment will require a new preschool contract with the program including emergency information and notice of action. Children who wish to attend preschool for a second year and are too young to enter kindergarten must be re-enrolled.

## **Withdrawal from the Program**

Parents/guardians that wish to withdraw their child from the program must notify the Director with a 2 week notice in writing. Failure to follow these procedures will result in payment due for any fees on the child's account.

### **Toys from Home/Personal Possessions**

A cubby is provided for each child in our program. Label all of your child's belongings. **Items such as toys, candy, gum and money are prohibited to avoid hurt feelings, breakage or loss.** In the event of show and tell, children are not permitted to bring toys associated with violence including guns, knives and swords. We are not responsible for lost, damaged or stolen personal items.

### **Dress Code and Clothing**

Children should wear comfortable, casual clothing. We will be doing many hands-on and messy projects including painting, playing in dirt and cooking. All clothes, especially coats and sweaters, should be marked with your child's name in permanent ink. Children need an extra set of marked clothing left at school. Place this set of clothing in a plastic bag with the child's name on the outside for easy storage.

### **School Parties and Birthdays**

Classrooms may have several parties throughout the year. Parent/guardian must inform the teacher of a child who is not able to participate in these events. Parents/guardians who choose to bring a birthday treat are encouraged to bring nutritious treats, healthy and store bought. Parent/guardian must inform the teacher of a child who is not able to participate in these events. Written consent must be on file for your child to participate.

### **Diaper Changing**

We are required to change a child's diaper as soon as it is known to be wet or soiled. An ample supply of diapers must be available at Tech Tots at all times. A medication slip must be completed for any creams, powders or ointments that are to be used on your child.

### **Potty Training**

Tech Tots will work with each family when your child is ready to be potty trained. Notify the Tech Tots Learning staff or teacher to inform them that you are interested in potty training. Children not potty trained at home will NOT be potty trained at school. Consistency at home and school is a MUST. When ready, supply plenty of clothes that are easy for your child and teacher to pull up and down (elastic waist) as this will help make potty training a success.

### **Naptime**

Tech Tots will provide a quiet rest or naptime for all full-time children. Some children may need sleep; others may only rest. We will try to accommodate each child's sleep needs. Each child needs to bring a blanket for naptime. During quiet time, your child may be provided a book or nap comfort item.

### **Meals and Snacks**

Meals are provided at no cost. The menus are prepared in accordance with state nutritional guidelines. A copy of each month's menu will be posted on the parent/guardian communication board.

Children may also bring nutritious meals from home. Parents/guardians must provide food for children on special diets (Department of Children and Families a doctor's note must be

provided). The teacher must be informed of any known or suspected food allergies for your child.

### **Transportation Arrangements**

St. Johns County School District Tech Tots does not provide transportation to and from preschool. Parent/guardian are responsible to make their own arrangements.

### **Confidentiality**

Information relating to your child is confidential and will not be released unless written authorization is provided by a parent/legal guardian. An exception will be made in the event of suspected child abuse. Preschool staff are mandated reporters and any such suspicion will be reported to Child Protective Services for immediate investigation and action.

**Copies of a child's attendance record are available to parent/guardian, and funding agencies upon request, all others must accompany a court ordered request and will take two (2) weeks to process.** In the case of a separation/divorce, court documents must be provided to inform staff of custodial rights. The documents must be on file with the school office.

### **Enrolling Children with Special Needs**

Enrollment for special needs children is made on an individual basis and based on Individualized Education Program (IEP) recommendations.

### **Formal Complaints**

We strive to maintain a quality program. Prompt and equitable resolutions of complaints are practiced in the following manner:

- Initial contact should be made with the teacher. Unresolved issues can be directed to the director.

### **Crisis Response Plan**

The St. Johns County School District site crisis response plan will be followed in the event of crisis necessitating emergency preparedness such as severe weather, evacuation or lock down. Details of this plan are available in the school office for staff only.

### **Discipline**

St. Johns County School District Tech Tots Preschool believe that all children are entitled to a safe environment in which children's behavior that might pose a risk to the safety of others is minimized. The goal of this policy is to work with parents/guardians in a partnership to encourage the children to become creative, independent, responsible and socially appropriate. This involves teaching children to make responsible choices and accepting the consequences of such choices.

### **Our staff will use these guidance strategies:**

- Active listening
- Positive verbal praise and acknowledgement
- Redirection
- Modification of the environment/schedule/transitions
- Clear and consistent direction

- Problem-solving with open-ended questions
- Thinking time (intervention technique where staff may remove child from area, either sitting next to or within teacher's view to assist a child in gaining self-control so they may safely return to the group)

Aggressive behavior may result in a phone call to parents/guardians to pick up their child from the program. Aggressive behavior is defined as deliberate, repeated and uncontrolled attacks on others physically and/or verbally and uncontrolled behavioral patterns including, but not limited to, defiance, disrespect, biting, hitting, profanity or throwing of equipment.

St. Johns County School District Tech Tots will convene a student study team for continued negative behavior that becomes chronic. This team will be made up of all those involved with the child, either directly (parent/guardian and childcare staff) or indirectly (SJCSO- Tech Tots Director of Preschool and other professionals, as appropriate). This team may be asked to review the child's progress and develop a behavior intervention plan.

For children that appear to not benefit from the SJCSO- Tech Tots preschool program the student study team will make the determination of discontinuing services based on the following factors:

1. A child's behavior is consistently disruptive to the class.
2. The child is of danger to themselves or to others.
3. The behavior intervention plan has been followed but has not yielded the desired results.

All attempts will be made to assist the family in finding alternative placement and services.

### **Termination from the Program**

St. Johns County School District Tech Tots has carefully developed these conditions to ensure the safety of your child and the quality of the program. Our goal is to provide a safe, nurturing environment for all children with programs designed to suit each developmental level. Fees will not be refunded for services that are terminated for failure to abide by these procedures.

Services may be terminated at any time for the following reasons:

1. Excessive unexcused absences-10 per school year.
2. Excessive late pick-ups of child-five (5) per year.
3. Harm or injury to another child or adult in the program.
4. Continuous disruptive behavior.
5. Failure to submit physician's report within 30 days of enrollment.
6. Failure to update child's immunizations as required by law.
7. Failure to pay for the program service.

### **Rates and Tech Tots Tuition Policy**

Tuition must be paid in advance for services rendered on the Friday before services are provided.

- A \$15.00 late fee will be applied to payments not received by Monday of the current week
- A child may not return to school when tuition and late fees are not paid in full by Tuesday
- Tech Tots will not carry a balance for any reason
- There are no discounts for absences

### Part Time Children

- You must pay for all days they are scheduled to attend
- Part time children may only attend on their scheduled days
- There is no part-time in the one-year-old room

We follow the St. Johns County School District calendar; therefore Thanksgiving, winter, spring and summer breaks are the only times tuition is prorated or waived.

A \$100.00 hold fee will be required for children that will not attend during the summer but will return in the fall; this will guarantee a spot in the fall. This fee is also required to secure their spot while on the waiting list. Once enrolled, this fee will be applied to the first week of tuition.

There is a \$1.00 per minute late fee charged after 4:00PM. This is to be paid in addition to your weekly tuition.

### Fees

Registration     \$125.00 per enrollment and per enrollee  
Supplies         \$100.00 annual due every September

### Weekly Tuition

- Two-year-old room             \$245.00
- Three-year-old room         \$235.00
- Part time daily                 \$65.00 two-day minimum
- VPK wrap                         \$160.00
- Non VPK Days                 \$65.00 additional to regular weekly tuition
- After School Care             \$145.00
- Four-year-old summer        \$225.00
- Summer Camp                 \$220.00
- Field trips                        \$10.00 additional to regular weekly tuition.

Two-week written notice is required when withdrawing from school.

### Daily Schedule

All daily schedules are posted in your child's classroom along with lesson plans for that week. These plans offer opportunities for the children to develop skills learn through play and become socially interactive. We encourage you to read these so that you may let your children know what to expect that day, what color we are studying or perhaps they have something to share that follows the theme of the day.

All children should be in the center by 9:30AM in order to participate in the learning activities offered. We ask that you notify Tech Tots staff should your child be arriving late and make prior arrangements if your child will be late. Children will not be accepted after 10:00 AM without a doctor's note or making prior arrangements.

The daily preschool schedule varies by site. See the site supervisor for a copy. Weekly lesson plans are posted on the parent/guardian communication board. The lesson plans are designed to encourage children to discover, create, explore, experiment, observe, discuss and share.

**Activities include:**

- Dramatic play
- Art and cooking
- Manipulatives: blocks, construction, sand and water
- Music and movement
- Explorations in science and math
- Emerging reading and writing activities

**Operating Schedule**

Tech Tots operates on the St. Johns County Schools Master calendar. Tech Tots will remain open for full days on teacher planning and in-service days.

**Tech Tots Hours**

|                        |                       |                   |
|------------------------|-----------------------|-------------------|
| During the school year | Monday through Friday | 7:00 AM – 4:00 PM |
| During the summer      | Monday through Friday | 7:00 AM – 3:00 PM |

**Transportation**

Transportation of the child to and from the childcare center is the responsibility of parents/guardians.

**Holidays**

Tech Tots will be closed on the following days:

|                   |                                     |                         |
|-------------------|-------------------------------------|-------------------------|
| • Monday - Friday | August 3-7, 2026                    | Closed                  |
| • Monday          | September 7, 2026                   | Labor Day               |
| • Wednesday       | November 11, 2026                   | Veterans Day            |
| • Monday-Friday   | November 23-27, 2026                | Thanksgiving Break      |
| • Monday-Monday   | December 21, 2026 – January 4, 2027 | Winter Break            |
| • Monday          | January 18, 2027                    | Martin Luther King Day  |
| • Monday          | February 15, 2027                   | Presidents Day          |
| • Monday-Friday   | March 15-19, 2027                   | Spring Break            |
| • Friday          | March 26, 2027                      | Student/Teacher Holiday |
| • Monday          | May 31, 2027                        | Memorial Day            |

**Summer Hours and Fees**

|                 |                   |
|-----------------|-------------------|
| Monday – Friday | 7:00 AM – 3:00 PM |
|-----------------|-------------------|

2-year-olds                \$245.00

3-year-olds                \$235.00

4-year-olds                \$225.00

5 & up                        \$220.00

**Part time**                    \$65.00 daily 2-day minimum

Weekly field trips for school agers and weekly water play all ages

## **CHARACTER COUNTS! in St. Johns County**

In 1998, the St. Johns County School District, along with area businesses, youth organizations and civic groups, selected the national character education program of **CHARACTER COUNTS!** as a countywide initiative to instill positive character traits in our young people. Each fall during the national observance we honor area businesses that have contributed to the **CHARACTER COUNTS!** effort, and in the spring, the district sponsors the annual American Youth Character Awards program to recognize high school students of good character. As adults we are responsible for modeling appropriate behavior which has been proven as the best way to teach character in others. Several years ago, the SJCS D became the first school district in Florida to implement Pursuing Victory with Honor in all of its athletic programs. Character education is an important part of every School Improvement Plan, a major component of each Student Code of Conduct and our Strategic Plan.



### **How CHARACTER COUNTS! Began**

In July 1992 the Josephson Institute of Ethics brought together an eminent group of educators, youth leaders and ethics scholars to see if a common ground and common language could be found concerning the need for and content of character education. The statement that emerged from that meeting, the Aspen Declaration, lists six core ethical values: trustworthiness, respect, responsibility, fairness, caring and citizenship, that form the foundation of our society.

We have infused the Six Pillars of Character into our school district. **CHARACTER COUNTS!** is not an add-on program but a means of enhancing the school's ability to concentrate on traditional, academic goals. It's a carefully designed, long term, community-based strategy to permanently embed character development goals in schools and youth organizations. We have been training teachers and administrators as to how **CHARACTER COUNTS!** can become a way of life and, in turn, become a part of our entire community.

The **CHARACTER COUNTS!** initiative is non-partisan. Its members include representatives of secular, religious, government and civic entities. It is not a means to introduce religion into public education, though it is consistent with and in no way hostile to religious and spiritually based beliefs about ethics. This initiative has no ideological or political agenda other than strengthening the moral fiber of the next generation.

The St. Johns County School District has embraced the program for all of its students and was awarded the Points of Light Award in 2003 by the Governor for the positive effect this program has had on our youth. The American Youth Character Awards program was honored in 2005 as an exemplary recognition program by the Sunshine State School Public Relations Association. Effective character education must be based on core ethical values, in particular the Six Pillars of Character.

## Six Pillars of Character Counts



**Trustworthiness** Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country



**Respect** Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements



**Responsibility** Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others



**Fairness** Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly



**Caring** Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need • Be charitable and altruistic



**Citizenship** Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer



# Tech Tots Child Care and Learning Center

## Parent/Guardian Handbook Signature Form

Below is a signed agreement confirming that I am in receipt of a parent/guardian handbook.

### By signing this agreement

I, the Parent/Guardian, have read, understand and will abide by the policies and procedures within the Parent/Guardian Handbook of Tech Tots Child Care along with annual changes.

### Where to Find a Copy of the Handbook?

- Most current version is located on the hallway bulletin board and the Learning Center office.
- A current copy is emailed out annually in August.
- You may at any time request a current copy to review by reaching out via telephone or email to the Director.

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

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Reviewed by:

Print Tech Tot Director Name \_\_\_\_\_

Tech Tot Director Signature \_\_\_\_\_

Date \_\_\_\_\_

