






Welcome to your first  
day of preschool at






1291 Capricorn Blvd, Port Charlotte, FL 33983  
941-624-6400

Welcome to the Sprout family! As you and your family begin your new adventure with us here at Sprout, please remember that our entire staff is here to answer any questions that you might have and that it is our goal to make this transition as smooth and stress free as possible. We have included in this some helpful tips and information to help you prepare for the first day, and the days after!







#### Morning Drop Off:

-  Upon arrival be sure to clock in at the touch screen in the lobby. We will be available to assist you in the first couple of days.
-  Sprout opens at 7:00am and Standard drop off hours occur between 7:30am-9:00am, if you plan to drop off during these hours you will drop your Sprout off at their respective classroom, prior to this your student may meet in the Bumblebee classroom (main room.)
-  We ask that all students are dropped of by 9:00am. Drop off after 10:30am is prohibited.
-  We have found that drop off routines that are consistent, short and sweet allow for the least amount of stress for new students. Rest assured that we will provide lots of TLC to help your child feel right at home. Feel free to call us to check in at 941-624-6400. We will reach out to you if we have any concerns and will post a picture on Kid Reports shortly after drop off.
-  If your child will not be attending school for a scheduled day, please notify us by email, in person or by phone. If we do not hear from you prior to 9am, we will reach out to you via text or phone to ensure all is well!


#### Pick Up:

-  Standard pick up time is from 2:30pm to 5:45pm daily. If you plan to arrive earlier please notify the office, so that we can let you child's teacher know.
-  Please be sure that you come into the classroom or within sight of staff when picking up your student to ensure they can properly document the pick-up person.
-  Photo identification must be available at pick up in the event that a staff member is not familiar with the pick-up person.




#### Meals:

-  Sprout provides and serves breakfast, lunch and afternoon snack.
-  Breakfast is served at 8:30 or 8:45 daily. School age children are offered breakfast at 7:00am prior to departing for the bus stop at 7:30am.
-  Lunch is served from 11:00am to 12:00pm (youngest to oldest classrooms.)
-  Afternoon snack is served from 2:30 to 3:30 pm (youngest to oldest classrooms.)
-  Packed lunches are not necessary, but if brought, must be insulated and cooled. The must also have your child's first and last name on the lunch box. Packed lunches are to be dropped off at the kitchen upon drop off.
-  We provide all cups & sippy's. However, if you choose to leave a sippy in your child's bag, please be sure the cup is labeled with your child's first and last name. The cups should only



### Shoes:

-  Please send your child in CLOSED toed shoes. All children age 1 and up must be sent with shoes.


### Kid Reports Communication Application:

-  Prior to your first day at Sprout, you will receive an email invitation to join our communication application, Kid Reports.
-  Once you have set up your account online, you will need to download the Kid Reports app on your phone.
-  Kid Reports is our main source of daily communication. It includes information ranging diapering, meals and activities. Teachers will post picture observations and you will be able to communicate with them using this app. We recommend that ALL parents get connected.





### Sunscreen:

-  We recommend that you apply sunscreen on your child everyday before school.
-  Our staff will re-apply a mineral based, child safe sunscreen after naptime daily.



### Diaper Supplies:

-  Sprout provides all diapers and diapering supplies. We utilize chlorine free/harsh chemical free diapering supplies.

### School Bags:

-  We recommend that children's belongings be brought to school in a reusable grocery bag labeled with their first and last name. We have found that these ease of use for even our youngest toddlers. Allowing them less frustration when attempting to access the items in their bag.
-  Please ensure that you do not send MEDICINE, CHAP STICK, BUG SPRAY, HAND SANITIZER or any other item that reads "keep out of reach of children" or could pose a choking hazard. We provide all of the essentials and these items could pose a serious threat to the safety of the children in our care.
-  We encourage parents to send their child's bag in on the first day of attendance each week, and then leaving it at Sprout until the last day of attendance for the week.
-  All bags must be taken home at the end of the students week for washing.

### Friday Folders:

-  Art work and important papers will be sent home on your child's last day of attendance for the week in your child's Friday folder.
-  Please return the folder every week for reuse.

## Sickness Policy:

- 🌱 Please ensure that your child is healthy prior to sending them to school each day by doing a quick health check. Below is our sickness policy to guide us in creating a healthy environment for our Sprouts.

General Guidelines: Children should remain out of school if any of the following symptoms have been present within the past 24 hours.

- A temperature of 100.5 degrees or higher
- Diarrhea (more than one abnormally loose stool within a 4 hour period.
- Vomiting
- Rashes not diagnosed by a physician
- Impetigo, a skin infection consisting of blisters surrounded by a reddened area, when the blister breaks the surface becomes raw, weeps and oozes. The lesion eventually becomes crusted and yellowish.
- Conjunctivitis, an eye infection commonly referred to as "pink eye"
- Severe coughing causing the child to make a whooping sound
- Pediculosis
- Difficulty or rapid breathing

## Parent Volunteers:

- 🌱 We LOVE having parent (& relative) volunteers. If you would like to come read to one of our classes or just lend a hand, check in with the front office and we will get the necessary paperwork completed to get you on our volunteer list.

## School Age Children:

- 🌱 Please be sure to send notify the school that your child will be attending Sprout Academy afterschool, and will ride the public school bus to our location. We will have an attendance list daily and will ensure that we account for every child prior to leaving the bus stop. If you have signed your child up for morning care, please note that we make our way to the bus stop at 7:30am. Deep Creek Elementary students arrive back at Sprout each afternoon between 3:00-3:15pm.

## Parking:

- 🌱 Our parking lot is very small. Please feel free to park in the grassy areas surrounding the parking lot. Be sure not to block the emergency lane at any time.

Thank you for choosing Sprout. If you have any questions or concerns, we would love to hear from you! We look forward to your little one's first day at Sprout, their new home away from home.

Tina Rambo Owner/Director

Ramona Moeller Owner/Accounts Receivable

*Sprout Academy, Where Kids Dream BIG!*

Office 941.624.6400

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