



Tallahassee  
Museum

TREE TO TREE ADVENTURES

# Parent Handbook

Tallahassee Museum Preschool  
Summer Camp



# Welcome to Tallahassee Museum Preschool

**Dear Families,**

We are delighted to welcome you and your child to The Tallahassee Museum Preschool Summer Camp. Our preschool camp is dedicated to providing a warm, nurturing, and stimulating environment where children can explore, learn, and grow.

We are committed to providing your child with a unique and memorable camp experience that they will remember for years to come!

This Parent Handbook serves as a comprehensive guide to help you understand our camp policies, daily routines, and expectations. We encourage you to read through this handbook carefully, as it will provide valuable information on how we can work together to ensure a positive and enriching experience for your child.

If you have any questions or need further clarification, please do not hesitate to reach out to us. We look forward to an exciting and joyful learning journey with you and your child!

**Warm regards,**

**The Tallahassee Museum  
Preschool Team**

# Our Vision

We envision a world where every child begins their learning journey feeling safe, joyful, and connected to nature—developing a lifelong love of discovery, confidence in themselves, and a deep respect for the world around them.

# Our Mission

Our mission is to promote outdoor education and exploration that inspires children's natural curiosity. We are dedicated to fostering a positive relationship between young children and the natural world. Through hands-on exploration of the outdoors, we aim to inspire an appreciation for the world and learning that will last a lifetime. We strive to provide a safe, nurturing, and welcoming environment where children can engage in meaningful play, develop their curiosity, and cultivate a sense of wonder about the world around them. By creating a safe and supportive learning environment, we aim to create a community of learners who are confident, inquisitive, and empowered to explore and protect the wonders of their world.

# Accreditation

These accrediting agencies follow the highest standards that go above and beyond our state's minimum licensing requirements for childcare centers.



The Tallahassee Museum Preschool is accredited by APPLE (Accredited Professional Preschool Learning Environment), a national early learning program accreditation.

We also hold the Florida Gold Seal of excellence, showing our standards reflect high quality in the level of care and supervision provided to children.

As an APPLE accredited and Gold Seal Quality Care program, parents can rest assured their child is cared for in a high quality insitution that meets Florida's highest standard of care.



Our preschool also operates within a nationally accredited history and natural science museum, accredited by the American Alliance of Museums.

# Daily Schedule

Time	Activity	Description
<b>8:45 – 9:30 AM</b>	Arrival & Free Play	Children are dropped off at the preschool and put away their belongings
<b>9:30 – 10:00 AM</b>	Outdoor Museum Experience	Nature Walks, Wild Life Trail, Farm, etc *In inclement weather we will do indoor movement activities*
<b>10:00 – 10:30 AM</b>	Morning Snack	Wash Hands and Morning Snack
<b>10:30–10:45 AM</b>	Morning Circle	Songs and Stories
<b>10:45 – 11:20 AM</b>	Free Choice Centers	Inside Play with choices of Dramatic Play, Construction/Blocks/ Art, Sensory Activities, Puzzles, etc
<b>11:20 – 12:00 PM</b>	Outdoor Play	Outside Free Play
<b>12:00 – 12:30 PM</b>	Lunch	Wash hands and eat lunch <b>*Half Day pickup is at 12:30*</b>
<b>12:30 – 2/2:30 PM</b>	Rest time	<i>Soft music and audio books</i> <i>Awake children will be taken outside or to the other classroom at 2</i>
<b>2:30 PM – 3:00 PM</b>	Afternoon Snack	Wash hands and afternoon snack
<b>3:00 – 4:00 PM</b>	Mixture of indoor and outdoor play	Centers in the classroom or outdoor play in the preschool play yard

# Enrollment Eligibility

## Toilet Training

All children must be toilet trained before they may enroll in the Tallahassee Museum Preschool summer camp

**A child being fully toilet trained includes the following:**

1. Be able to TELL the adult they have to use the restroom BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
2. Be able to pull down their underwear and pants and get them back up without assistance.
3. Be able to wipe themselves after using the toilet without assistance.
4. Be able to get on and off the toilet by themselves.
5. Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the school.

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Please bring a labeled change of clothes to be kept at the preschool in case of an accident. This should include underwear, pants, shirt and socks. If the child requires bathing after an accident a parent will be contacted for pick up. **If a child has frequent accidents, and does not appear to be toilet trained, the child will be withdrawn from the program.**

# Registration & Fees Policy

All camp registration will be done online. Campers are registered on a first-come, first-served basis. The preschool summer camp is for preschool, VPK, and rising Kindergarteners. If the week is sold out, email [registrations@tallahasseeemuseum.org](mailto:registrations@tallahasseeemuseum.org) to get on the waiting list.

## Summer Camp Fees (Per Child, Per Week)

Class Level	Full Day	Half Day
Preschool Summer Camp	\$275	\$175

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## Refunds

Please inform us if you need to cancel a registration so others may take advantage of our programs. If you need to transfer a child from one camp to another, you will be charged a \$25 transfer fee.

Email [registrations@tallahasseeemuseum.org](mailto:registrations@tallahasseeemuseum.org) for any refunds or transfers.

### **Full refunds will only be issued if:**

- You need to cancel and we are notified 2 weeks before the start date of the camp your child is registered for.
- You need to cancel within the two weeks, but we are provided a doctor's note letting us know your child cannot participate.

**A 50% refund** will be issued if you need to cancel within the 2 weeks before the start date of the camp your child is registered for.

**No refund** will be issued if you need to cancel within 72 hours of the start date of the camp your child is registered for.

# Camp Hours & Drop-Off/Pick-Up Policy

## Operating Hours

Monday – Friday, 8:45 AM – 4:00 PM

## Morning Drop-Off

8:45 AM – 9:30 AM

## Afternoon Pick-Up

Half day pick up: 12:30pm

Full day pick up: 4pm

Late fees apply after designated times

## Pick-Up Authorization

Only listed guardians may pick up a child.

### Drop-Off Policy

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- Parents or guardians must sign in their child upon arrival.
- Children must be escorted to and from the classroom by an adult.

### Pick-Up Policy

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- Only authorized individuals listed on the child's emergency contact form may pick up the child.
- Late pick-up fees apply after 12:30 PM for half day or 4:00 PM for full day
- Parents must sign out their child before leaving the premises.

# Lunch and Snack Guidelines

- Students should bring their lunch and snacks, clearly labeled with first and last name in a lunch box with an ice pack. Any food left will be packed up and sent home to allow parents to be aware of how their child is eating. Keep in mind that we often enjoy lunch and snack out on the Museum grounds.
- We do not heat up or refrigerate food for students.
- Make sure all food containers sent can be independently opened by your child.
- Please don't pack anything that is a choking hazard. **Whole/round hot dogs, pretzel nuggets, whole grapes, cheese cubes, nuts, popcorn, and any food that is of similar shape and size of the trachea/ windpipe may not be served to any child under the age of 4 according to DCF Child Care Licensing Regulations.** Please cut these items appropriately.
- All food must be kept inside lunch boxes at all times. We do not store opened food or snacks inside lunch boxes unless there is an airtight container sent for that purpose.
- All foods will be checked for freshness before being served, determined by sight, smell, and temperature. The Tallahassee Museum Preschool reserves the right to refuse serving any food that is not fresh, does not meet food safety or nutritional guidelines, or if it is not age appropriate.

We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our dress code promotes practicality, safety, and school identity while allowing children to express themselves.

## **Dress Code Guidelines**

### **Comfortable, Play-Appropriate Clothing**

- Children should wear loose, breathable clothing that allows free movement.
- Dress children for outdoor play

### **Shoes for Safety**

- Closed-toe shoes are required.
- No sandals, flip-flops, or shoes with wheels (to prevent injuries).
- Please do not send your child in laced shoes, if they cannot tie them themselves.

### **Extra Clothing Requirement**

- Parents must provide a labeled extra set of clothes (shirt, pants, socks, and underwear) in case of spills or accidents. Please change these out seasonally.



## What To Bring

### All children will need:

- Morning Snack and Lunch
- Water bottle with a handle (we recommend avoiding screw-top bottles –they tend to spill!)
- Bug spray and sun screen applied before drop off

### For Full-Day Kids:

In addition to the above please also pack:

- Afternoon snack
- **A nap mat cover** – a crib sheet works well (there are also nap mat covers sold online)
- **A small blanket and a stuffed animal** (if your child would like to bring one for rest time)

# Discipline Statement

Our goal, as staff members of the Tallahassee Museum, is to encourage and nurture self-discipline in our students. We can achieve this goal by taking positive action to develop a healthy learning climate and by using effective intervention techniques to interrupt inappropriate behavior.

To create a healthy learning environment, the teacher will provide the students with love and respect. The teacher will provide a balance of interesting, stimulating, and challenging physical and intellectual activities for the children.

Discipline should be positive, clear, consistent and fair. Florida law prohibits any form of discipline that is severe, humiliating, frightening, or associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited by all child care personnel.

# Screen Time Policy

At Tallahassee Museum Preschool, we believe in using technology in a limited, responsible and purposeful way to enhance children's learning experiences.

We understand the importance of balancing educational tools with active, hands-on play and interaction. Cell phones or tablets may be used periodically by staff to show short, age-appropriate educational videos or content that supports the curriculum and enhances children's learning experiences.

Educational videos will be selected carefully to align with the developmental goals of the children and will be used as a supplement to active learning activities.

Video viewing time will be limited to no more than 5 minutes at a time, and this will occur only occasionally as part of a balanced day of learning activities.

When outdoor play is not possible, due to weather, our school may occasionally show a 10-15 minute movement or yoga video to encourage physical activity and help children stay active indoors.

VPK Only: Students will use a touch screen laptop to do required VPK Progress Monitoring 3 times a year.

# Teacher-Student Ratio

Class Level	Age Group	Teacher-Student Ratio
Summer Camp	3 - 5 years	1 teacher : 6 students

Each class has two qualified early childhood educators to ensure a safe and fun environment at all times

Our max class size is 12 students. Small class sizes allow for individualized attention and active engagement in all activities.

Maintaining a low student-to-teacher ratio is crucial for the hands on, nature based learning we strive to provide.

At Tallahassee Museum Preschool, we follow or exceed national guidelines to ensure an optimal learning environment.



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## Dismissal Policy

1. Any child who runs away from staff will be removed from the program. If staff cannot convince a child to return, the police will be called.
2. Any child who harms themselves or another will be removed from the program (physical and/or verbal abuse)

**Physical violence is not permitted in this program. The Tallahassee Museum reserves the right to dismiss a participant whose behaviors endanger the safety of themselves or others.**



# Parent Code of Conduct

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As members of our museumcommunity, parents are expected to uphold a high standard of conduct, follow all program rules, and treat staff, children, and fellow parents with respect at all times. Any program-related concerns, comments, or issues should be directed to the Preschool Director.

The following behaviors are strictly prohibited on campus:

- Threatening, harassing, yelling at, or otherwise disrespecting staff, parents, or children
- Swearing, cursing, or using foul or obscene language or gestures
- Engaging in arguments or quarrels with staff or other parents
- Making negative or disparaging comments about the school or staff to anyone other than Administration, including outside of school

A child whose parent violates these expectations may be removed from the program. In cases of severe misconduct, including verbal abuse or out-of-control behavior, the police may be contacted and the family may be immediately withdrawn from the school.

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At Tallahassee Museum Preschool, we prioritize student health and well-being. Our policies help create a safe, clean, and supportive environment for all children.

## **Illness Policy**

### When to Keep Your Child at Home

Children must stay home if they have:

- Fever of 100.4°F or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.

# Medication Policy

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Tallahassee  
Museum Preschool  
does not  
administer non-  
prescription  
medication.

All medication  
including, EpiPen's  
and inhalers, must be  
current and **not  
expired.**

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Prescription medication must be in the original container with a label stating the name and contact of the physician, child's name, name of the medication, and medication directions.

We recognize the importance of rest in a child's development. Our Nap & Rest Time Policy ensures that children have a comfortable and relaxing break during the school day.

## Nap Time Schedule

Nap/Rest Time: 12:30 PM -2/2:30	All full day children participate in nap time.	Children are encouraged to rest quietly, even if they do not fall asleep.
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**Rest time helps improve attention span,  
mood regulation, and cognitive function.**

## Nap Supplies

Parents must provide the following labeled items for nap time:

Small blanket (required)	Nap mat cover (required)	Stuffed animal/comfort item (optional)
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- All nap items will be sent home for weekly washing.
- Nap mats are provided by the school

# Weather Policy

- During the winter months, we will go outside if the feels like temperature is above 40 degrees.
- During the summer months, outdoor times will be limited when the heat index is above 100 degrees.
- If there is thunder and lightening, we will remain indoors.
- During inclement weather alternative activities will be provided.

Camp Parents and Guardians:

**PLEASE DON'T FORGET YOUR I.D.**

For everyone's safety, valid government issued identification is required for anyone picking up a camper.

Teachers will do their best to learn names and faces quickly, however, with the large number of different parents and children each week it is challenging.

Your cooperation is appreciated.

# Contacts

## **Registration information:**

Registrar 850-575-8684 ext. 136;  
registrations@tallahasseemuseum.org

## **Program Information:**

Preschool Director, Kacie Bacot  
kbacot@tallahasseemuseum.org  
or contact on ClassDojo