



2017-18 CHURCH ALIVE PRESCHOOL

Parent Handbook

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SCHOOL DETAILS

Admission requirements

Church Alive Preschool is licensed through the Florida Department of Children and Families. We have met all the necessary requirements and guidelines stipulated by the agency. Requirements with which parents must comply:

- Prior to enrollment, a completed registration form must be submitted with the enrollment fee.
- Immunization form and FDCF certificate of Medical Exam is required for each child. These documents must be signed by your physician and contain a statement of the child's general health including any significant medical condition such as allergies or physical limitations. If you choose not to immunize your children, please provide the exemption form from your child's doctor.
- You must, also, return a signed acknowledgment of the Discipline Policy found in your enrollment packet.
- Children are placed in rooms according to ages and accommodations.

Tuition & fees

Church Alive Preschool accepts checks and cash. We do not have change, so if paying with cash, please bring the exact amount due.

Tuition is due on Mondays, and every child will receive one vacation week per year (from August to August). Your tuition is due all other weeks in order to hold your child's spot.

A \$35 late fee will be placed on your account, if payment is not received by Tuesday morning at drop off. If payment is not received by Wednesday, the child may not return until payment is received. If payment is not received by the following Monday, the space will be given to the next child waiting for a spot. You can re-enroll your child once payment is received, space is available and enrollment fee is paid again.

Student pricing (2017-2018)

To learn more about our pricing and fees, call 407.744.5424.

Child withdrawals

If a child must be out for an extended time, he/she must be withdrawn and then re-enrolled later, if space is available. A re-entry fee will be assessed upon enrollment. If it becomes necessary to withdraw your child, a two-week notice is required so the vacancy can be filled.

School holidays

VPK is Monday through Friday 9 a.m. – 12 p.m. The VPK portion of our center follows the Osceola County School schedule for all teacher holidays, work days and breaks. We offer a wraparound program so your VPK student can stay all day for \$115 a week.

Holidays off:

- Labor Day, New Year's Day, Good Friday, Veteran's Day, Memorial Day, Independence Day, Thanksgiving Day, Day after Thanksgiving and Christmas Break.

Release of children

Children will be released only to those persons listed on the enrollment packet. Please keep your pickup information current. If any unlisted person needs to pick up your child, parents must fill out an additional form available in the office prior to pickup. Any person picking up a child will be asked for identification before that child is released. All changes must be in writing, no changes will be made over the phone.

CHILD NECESSITIES

Clothing

Send children in comfortable, washable clothing. Clothes may get dirty or even stained with all the fun activities they will be participating in each day. Straps, complicated buttons, slippers and belts that will cause your child frustration should be avoided. If one-piece outfits are worn, the children must be able to get in and out of them by themselves. Tennis shoes or closed toed shoes are required to ensure safety. Please *no* flip flops.

Supply list

Please label all items clearly with your child's first and last name.

- Backpack with a zipper; large enough to hold their nap items and a change of clothes.
- Change of clothes.
- Crib sheet for nap mat.
- Small blanket.
- Diapers/Wipes, weekly or as needed.
- One reusable, non-spill water bottle for ages 2-4-year-olds, sippy cups for infants and one-year-olds.

Toys

Since it is difficult to share personal toys, we ask that children not bring toys from home unless the teacher requests them. The preschool is not responsible for toys brought from home.

CHILD HEALTH PRACTICES

Health practices

If a child becomes ill with any of the below symptoms, his/her parents will be notified and the child must be picked up immediately and may not return until they are symptom free for 24 hours. If the parent cannot be reached, we will notify the next person from the pickup list. If a child contracts a communicable disease, the parent must notify the Director.

What is considered a sick child?

- Colds (with mucus that is thick or yellow to green in color); congestion, coughing & sore throats
- A fever of 100 degrees or higher.
- Vomiting or diarrhea.
- Head Lice (must be completely free of nits to return to school).
- Rash or eye infection.

A first aid kit will be used for minor incidents. In the event of a major incident, the Director will make contact decisions. Parent notification will be made as soon as the child's' immediate needs are met.

Parents, please keep the school office up-to-date with all personal information and emergency numbers to avoid any delay in the event of an emergency.

Medication

If a child needs a prescribed medicine during the day, he/she must have a "medication form" filled out stating the time and quantity of medicine needed. The medicine must be in its original bottle; otherwise, we can not dispense it. Over the counter medications require a doctor's note if they are not age appropriate according to the box.

Allergy alert

In addition to informing the Director of allergies at registration, please be sure to make your child's teacher aware of any allergies. Church Alive Preschool is a peanut free school.

CHILD DISCIPLINE & CORRECTION

A safe place

We offer a safe place in each classroom that is used to teach self-regulation and give children a place where they can transform from being upset to learning. We strive to develop discipline within children rather than applying discipline to them.

Discipline guidelines

The term discipline is intended to mean "guidance that improves, strengthens, molds and helps a young child control his/her own actions." Positive guidance, used by loving teachers in an enriched environment suited to the child level of development, can promote desirable, acceptance and satisfying behavior.

Discipline is helping the child learn self-control and self-direction. Therefore, it is our desire to establish this environment in each classroom. At Church Alive Preschool we use the following guidelines to enhance positive behavior:

- Model appropriate behavior for children.
- Teach children what to do rather than what not to do.
- Provide suitable choices.
- Use buffers to stop aggression before an inappropriate act begins.
- Teach communication skills.

Redirection behavior technique

This technique will be used by our teachers and staff to help promote appropriate behavior. It simply involves removing the child from the group for a brief period of time. It is not a fearful or threatening time, but a time for the child to calm down. After the child has calmed down, the teacher will talk to the child about his/her feelings and the proper way to handle them.

If redirection does not improve behavior, we will call the parent for help. We encourage the parents' cooperation in order for us to work through a plan to see improved behavior. If excessive incidents occur, it is up to the director to un-enroll the child.

PARENT INVOLVEMENT

Parent/teacher conferences

Conferences may be scheduled due to special needs or at the request of the child's parent, guardian or teacher. We will encourage parents and teachers to stay in close contact with each other. We ask that you not discuss your child when he/she is present.

Volunteer opportunities

Church Alive Preschool welcomes parents to be part of their child's experience here at our preschool. If you are interested in volunteering, please see your child's teacher and we can help you get connected. Student helpers, periodically serve, during the school year and in the summer months. They have been approved as volunteers and are always supervised while in the classroom.

CHILD ABUSE/NEGLECT

Child abuse/neglect

All teachers and staff are required to read and sign the pamphlet stating they are aware that they are responsible for reporting any signs of child abuse or neglect. The preschool may or may not have knowledge if a call has been made to report such abuse or neglect.

We want every child to be safe and protected and we will follow the guidelines DCF has set for us and we will abide by them. Teachers are not allowed to abuse children in any way, verbally or physically.

SCHOOL POLICES

VPK attendance policy

The state allows 36 days of absences, on day 37, the funding will stop. If you want to continue in the program, then it will be \$90 a week tuition fee for the VPK only hours until the end of the year.

Guidance policy

We are committed to each child's social and emotional development and will strive to support their social and emotional needs. We believe that all domains of learning are supported during play and through strong, positive interactions with adults.

Promoting healthy social and emotional development, including self-control, is one of the fundamental responsibilities of our program. The preschool years are a critical time for children to learn to control their thoughts, feelings, attention, impulses and behavior. They are learning how to get along with others and how to be a friend. Children are not born with these skills. Teachers and caregivers must teach social-emotional skills just as they teach washing hands, or learning colors and shapes.

Our children learn how to handle conflict in a healthy manner (using appropriate words and not hands), develop confidence and skills to help them control their behavior and emotions. When serious concerns arise, we will partner with parents and professionals who specialize in supporting children's social and emotional health. If behavioral concerns continue after seeking help by the parents and outside professionals, we will work with our families to seek the best care for their child. This dismissal may be due to the child's behavior but not limited to any ongoing health concerns, harsh parent interactions with others, and those who are late to pay weekly tuition fees.

Social media policy

Church Alive Preschool is committed to the welfare of the children in our care as well as the welfare of the teachers we employ. So that we may protect your family, your child, and our employees we have adopted the following social media policy:

All communication with teachers, administration and staff of Church Alive Preschool must be conducted on school property. All communication with other families must honor the privacy rights of all children, families, teachers and staff, currently or previously enrolled.

Images should never be posted on social media sites without the expressed permission of the individual involved. Remember your enrollment packet gives Church Alive Preschool permission to utilize your child's image in our materials.

Child nutrition policy

If a parent brings snack for a special occasion, we ask that it be a store bought item with a clear ingredient list, so that we may keep our children with food allergies safe.

- We serve family style lunches and snacks.
- We are a peanut free school.

Infant feeding policy

Church Alive Preschool supports and encourages moms who breastfeed. We ask that you provide one bottle of breastmilk/formula per feed and label with the child's first and last name.

Drop off & pickup policy

Hours of operation are 6:30 a.m. – 6 p.m. Please drop off children prior to 10 a.m., or call the office to let us know they will be in later. Preschool starts at 9 a.m. in all of our rooms. There will be a \$10 charge during the first ten minutes for children picked up after 6 p.m., and a \$1 per-minute charge every minute thereafter.

Biting policy

As children grow up, they start to learn and use words, but before using words they use actions to communicate. Without words, young children are easily overwhelmed with feelings of anger or frustration and may resort to physical aggression. In case of repeated biting, the child will be removed from the classroom, and the parent will be called to have the child picked up for the day.

EMERGENCY PLANS

Emergency procedures

A carefully planned evacuation route is posted in each class and children will receive instruction during the first week of school on emergency procedures. They will proceed to a designated exit and continue outside until they are a safe distance from the building.

In case of weather emergencies such as a tornado, the children will remain inside safely away from doors and windows.

Fire drill and evacuation:

All staff are required to know where all of the Fire Evacuation Routes are posted in each classroom as well as where all of the fire extinguishers are located. When the Fire Alarm sounds, teachers are to gather the children in their care, take attendance book and their transition log out with them. Teacher leads the children as they follow the Fire Evacuation Route out to the playground away from the building.

All office staff assists in gathering the children out of the building. The person in charge at the time of a drill or emergency will walk the entire preschool center checking all of the rooms, bathrooms and offices to make sure everyone is out of the building. When the center is secured, all staff are asked

for the number of children in their care, the numbers are written down and confirmed that everyone is accounted for. When everyone is accounted for the staff and children may re-enter the building when the person in charge gives approval.

The office staff member takes the Emergency Contact Log out with them to contact parents as needed. As well as the First Aid Kit in case of any injuries.

Fire drills are conducted once a month to meet DCF Licensing requirements and are logged on the Fire Drill log in the front lobby. We are also required to have an Alternate Route Fire Drill once a year. These Alternate Routes are posted by the door too and the drills are logged on the Fire Drill log in the front lobby.

Tornado and hurricane evacuation

When Osceola County is under a Tornado Warning and/or Hurricane warning, the staff person in charge will gather the staff and children in the hallway away from windows and doors. All staff and children are required to stay in the hallway until the warning has expired.

If the Osceola County schools close due to a Tornado and/or hurricane warning, Church Alive Preschool will be closed too. However, we will reopen as soon as the damage has been assessed and it is safe for staff and children to return to the center.

Tornado and hurricane drills are required once a year to meet the DCF Licensing requirements and logged on the Fire Drill log in the front lobby.

Lock down plan

In case of a Lock Down incident, all doors will remain locked and no one will be permitted to leave or enter the center until the center has been cleared and everyone is out of danger.

Lock Down drills are required once a year to meet the DCF Licensing requirements and logged on the Fire Drill log in the front lobby.

Off-site evacuation plan

- Staff and children will walk to the follow location: Mini Storage Parking Lot 3690 Old Canoe Creek Road, St. Cloud, FL 34772.
- In the event of a fire, facility emergency, bomb threat or any other incident that would require the preschool center to be evacuated, all staff should abide by the following:
 - ▶ The center director or designated person in charge, will call 911 and notify authorities of the incident.
 - ▶ The person in charge will take the Emergency Contact Log and First Aid Kit outside with them
 - ▶ Evacuate all staff and children to the designated safe location *Mini Storage Parking Lot 3690 Old Canoe Creek Road, St. Cloud, FL 34772* away from the building as quickly as possible. Staff will take a head count and bring their attendance books to the evacuation site. Staff will take another head count when they arrive at safe location *Mini Storage Parking Lot 3690 Old Canoe Creek Road, St. Cloud, FL 34772*)
 - ▶ During the evacuation, the staff shall abide by the evacuation routes as best as they can.
- However, staff will make necessary adjustments to the route in order to keep the children safe. The staff will evacuate the children as follows:
 - ▶ Infants: Place up to 4 infants into each evacuation crib to evacuate the building.
 - ▶ Toddlers/Preschool/School Age: Gather children in a group and supervise in an orderly manner to evacuate to safe location at *Mini Storage Parking Lot 3690 Old Canoe Creek Road, St. Cloud, FL 34772*.

- When everyone gathers at safe location, *Mini Storage Parking Lot 3690 Old Canoe Creek Road, St. Cloud, FL 34772*, the staff will take another head count to ensure everyone is out safely. No person should return to the center until it has been determined to be safe enough to return.
- The person in charge will carry a cell phone to contact parents of the incident and where to pick up their child safely.