



Parent Handbook 2017-2018



St. Petersburg, FL



Curriculum

Our school offers a well-planned curriculum to help each child experience intellectual growth and educational stimulation, to become emotionally sound, socially well-adjusted to acquire a sense of physical well being, and to lay the foundation for moral values and independent skills. We strive to create and build a healthy attitude toward learning by encouraging the development of a child's natural curiosity in a warm and spontaneous atmosphere.

The daily program will incorporate the following:

FREE PLAY: A time for independent choice, learning to follow rules and sharing. Consists of manipulative toys, easel painting, block building, housekeeping or dramatic play (access to arts, crafts and books).

CLEAN UP: To help encourage self-confidence. All children will be encouraged to clean up and put away art materials, toys, crafts and books.

SNACKS: Nutritious snacks are determined from 2 groups of the USDA Food Guide Pyramid.

GROUP TIME: Preparation time for success in "big" school, team work and problem solving. Consist of stories, finger-plays, games, creative movement, educational videos, compact discs, songs, poems, math concepts, letter concepts, science experiments, exercise, individual sharing, cognitive experiences, etc. Different units of study are offered weekly including computers, sign language, Spanish, and group singing.

OUTSIDE PLAY: Safe place for your child to enjoy running, jumping, climbing and participating in age-appropriate games and exercise. Outside play is teacher- supervised but non-directed.

CREATIVE CHOICE - Experiences to help develop self control, cooperation and communication. Consists of experimentation through directed activities (interest areas set up to provide for diverse and varied curiosity). Arts and crafts projects, role playing, sorting or matching games, classification, special books (different and unique offerings weekly).

LUNCH- Monday through Friday a nutritious, well-balanced lunch is to be provided by parent. See your child's teacher for menu suggestions.

NAPTIME - A period of one and a half to two hours has been scheduled for children who attend on a full day basis. Although many children don't require a nap at home, all are required to rest quietly during this period. The group situation with planned activities is more tiring to the child.



AFTERNOON ACTIVITIES – Are also designed to encourage self-confidence and accomplishment. A repetition of morning-type activities will be shared in the afternoon with our afternoon teachers.

CHAPEL - Weekly Chapel Service will be held for the children by our teachers or ministers. The service is a simple conversational talk on a child's level about God's world, including music, flannel board stories, puppets, etc.

MUSIC - Helps express feelings through dancing, free movement and playing rhythm instruments.

Health

All children must have a Physician's Examination Form completely filled out and signed by the physician or County Health Department before attending school. This form must be renewed every two years. The school complies with all Pinellas County License Board regulations governing children's centers.

ILLNESS:

Please keep your child home when the child:

1. Has had temperature of 101 degrees or more within the last 24 hours.
2. Has had vomiting or diarrhea within the last 24 hours.
3. Has a sore throat.
4. Has an unidentified rash.

We will insist on your abiding by these four above-mentioned symptoms. This helps us greatly in preventing an epidemic of the same. Children have an informal health inspection upon arrival each morning.

For a child who becomes ill during the day, parents or other authorized persons will be notified so the child can be picked up immediately.

Only minor first aid treatment is given at school. Parents will be informed of such treatment. All accidents (scrapes, bumps, scratches, etc.) are logged in our Accident Report Book. Parents are notified by phone or hand-written note. Parents are required by the Pinellas County License Board to sign the Accident Report Book upon arrival the day of the accident.



A signed and notarized emergency form is mandatory for your child's file. This form must be updated annually. In the event that an emergency arises where it is necessary for your child to be treated other than by your own child's physician, you have given your permission to have your child treated by another physician or hospital staff.

MEDICINE

Please do not ask the staff to give medicine. Dosages and times of day can be changed by your child's physician so that giving medicine at school would not be necessary.

Notify the teacher if the child has a contagious disease. The school must have a signed note from the physician indicating that the child is free of disease before he/she may return to school.

Please inform your child's teacher about allergies or any other pertinent information about your child's health.



Preparing Your Child

Parents, for your child's protection, we require that the children may only be picked up as specified on the registration form. A written note is required if a child is to be picked up by a person who doesn't regularly pick up the child, or by a person not listed on the registration form.

Full day children must be picked up no later than 6:00 p.m. and half day children must be picked up no later than 12:30 p.m. Parents arriving late will be notified of the late fees. Parents habitually arriving late will be asked to find alternate child care.

DISCIPLINE

The staff will use methods of discipline which encourages self-control, self-direction and self-esteem. Methods include encouragement and praise for appropriate behavior and an explanation of inappropriate behavior. Teachers will inform parents of behavior problems. Parents are encouraged to use these methods of discipline also.

With documentation, children who continually act aggressively or disrupt classroom procedures will be asked to leave the program.

Promiseland Preschool will adhere to the regulations set forth by the Pinellas County License Board governing Pinellas County children's centers.

1. Many discipline problems can be prevented through:
 - a. Scheduling and structuring the day
 - b. Appropriate expectations
 - c. Giving clear directions
 - d. Telling children what to do, rather than what not to do
 - e. Listening to the child

2. Appropriate behavior is encouraged through:
 - a. Positive reinforcement
 - b. Praise
 - c. Modeling



3. Inappropriate behavior is discouraged through:
 - a. Structuring the environment
 - b. Redirecting child behavior – perhaps repeatedly
 - c. Appropriate time-out management (separating the child from the others but within view of the caregiver, in a positive way; to give the child time to be able to collect himself and think over his actions, not as punishment).
 - d. Following through, consistency is important
 - e. Immediate response to behavior
 - f. Restriction of privileges

 4. Negative discipline practices (such as yelling, hitting, embarrassing the child, etc.):
 - a. Does not teach the child what to do
 - b. Does not change long term behavior, only behavior that will be observed by the disciplinarian or authority figure
 - c. May harm the relationship between the child and caregiver

 5. Guidelines to help encourage acceptable and appropriate behavior in preschoolers
- Ages 2-3:
- a. Prevention
 - b. Diversion
 - c. Use of clear simple language
 - d. Explanation of consequences
 - e. Age appropriate choices given
 - f. Removal from the situation
- Ages 4-5:
- a. Prevention
 - b. Diversion
 - c. Use of clear language, i.e. direction, explanations
 - d. Age-appropriate choices
 - e. Have child explain consequences of his/her behavior and take responsibility for his/her behavior
 - f. Problem solving; have child suggest alternate solutions for change
 - g. Provisions of challenging activities
 - h. Removal from the situation



6. Guidelines for School Age Children

A. Prevention Measures:

- a. Use of clear directions
- b. Communication of age-appropriate, positive expectations
- c. Explanation of reasons for actions
- d. Positive reinforcement
- e. Listening to child
- f. Avoid labeling of children
- g. Provision of challenging activities

B. Discipline Measures:

- a. Problem solving with the child (have the child participate in a plan to change the behavior)
- b. Use of natural and logical consequences
- c. Commitment to follow-through
- d. Restriction of privileges

Let your child know that his/her school is a safe, secure and loving place for him/her to grow and learn. With caring teachers and a well planned program, our activities are designed to help develop a child's self-confidence and feeling of self-esteem.

Your reassuring attitude can make the first days of school a smooth and happy experience. This will be a period of adjusting and adapting to a new routine for some children. We suggest that you confidently leave your child with his/her teacher. Assure him that you will return for him and then leave promptly.

You may also help prepare your child by:

1. Speaking of going to school as a joyful, pleasant event.
2. Getting to know the teacher. Your child will be happy and secure if he knows that his teacher and parents are friends.
3. Admiring your child's art work, but letting him tell you about it. Remember, the process is more important than the product. However, if your child does not bring home art work every day, do not be concerned. Art might not be his interest at that particular time.



CLOTHING: Children can work and play easily in play clothes. This allows freedom to paint, crawl, tumble, run and participate in daily activities without the fear of getting them dirty. Please encourage independence in your child by having him/her wear clothing that can be fastened and unfastened easily. Sneakers are preferable when possible. High heels, clogs, thongs, or boots are not to be worn. All removable clothing should be labeled with your child's name, especially sweaters and jackets. Necklaces, dangling earrings, rings and drawstrings on necklines of clothing are dangerous and should not be worn.

EXTRA CLOTHING: Each child must keep a complete change of clothing in his/her cubby. Please be sure to label them with your child's name.

TOYS: Your child may bring books, cassette tapes, cds, and/or items that pertain to the unit of study to share at any time. Do not allow your child to bring gum, candy, money, or toys (with the exception of a sleep toy) to school.

DAILY ARRIVAL AND PICK-UP: Please walk to the classroom with your child. Be sure that a teacher knows when your child arrives and leaves school. The center requests that the parents come to the room or playground for their child. Please do not drive up and drop him/her off, as we cannot be responsible until the child is with his teacher and signed in. Be sure the teacher knows the child is leaving at the close of the child's day. The worker must see you personally, as the parent or caretaker is required to sign the child out.



Hours & Holidays

HOURS: 7:00 a.m. to 6:00 p.m. Our school opens at 7:00 a.m. Please remember that our staff is not allowed to let children in the building until that time.

It is important that your child attends regularly and always arrive at school on time. Erratic attendance and arrival time promote problems for your child, other children, and the teacher. Your child should arrive at school no later than 9:00 a.m. We appreciate your cooperation in this matter.

REMEMBER: It is important that full day children must be picked up by 6:00 p.m. and half day children must be picked up by 12:30 p.m. A fee will be charged after the designated pick up times. Parents habitually arriving late will be asked to find alternate child care.

HOLIDAYS:

The center will be open Monday through Friday all year, with the exception of these holidays and Staff Development Week. At the beginning of the school year, you will receive a "Calendar of Events" with a complete list of closings for the school year. The tuition remains the same during a week with a holiday in it. Please note: that Promise-land follows the Pinellas County School System for Emergency School Closings. The tuition remains the same.

- New Year's Day
- MLK, Jr. Day
- Good Friday
- Memorial Day
- Labor Day
- Independence Day
- Thanksgiving Day & the day after
- Christmas Day & The day After
- Staff Development Week (TBA)

SPECIAL ACTIVITIES

BIRTHDAYS/HOLIDAY PARTIES When your child has birthday, you may want to have him/her share the celebration with classmates. If you would like to plan a party at school during school hours, please notify the child's teacher of your plans in advance. We will have class parties to celebrate special holidays. These parties will be planned by each class. If you wish to help with these parties, please sign the list in your child's classroom regarding your preference. Parents are always welcome to attend.



IN-HOUSE FIELD TRIPS

Our school offers in-house field trips. We have community helpers visit the school to talk about their field of work. Helpers may include children's theater groups, dental hygienists, firemen, librarians, etc.. We and many others find talks informative, interesting and educational. These in-house field trips have become a vital part of our instructional program. If you have suggestions regarding a field trip, please talk with the director or your child's teacher. We welcome parents and/or grandparents to join us for these events.

Entrance Requirements & Fees

In accordance with the regulations of the Pinellas County Licensing Board, all accepted applicants must submit an application form to be kept on file in the center. We accept children two years to five years of age.

REGISTRATION:

1. Complete registration form.
2. Have emergency form notarized. (Our school has a notary on premises.)
3. Have physician's forms completed (health and immunizations).
4. Pay registration fee (non-refundable) These fees include an accident insurance policy.
5. Pay supply fee annually.
6. The registration and supply fee for each child is renewable one year from registration



TUITION

Our program exists on the tuition paid by the participants. All weekly fees are to be paid in advance on Friday prior to attendance, there are NO DEDUCTIONS or refunds from the stated fees for absences as charges are for space reserved for your child in our school. I understand that there will be a \$10.00 late fee added to my tuition starting on Tuesday morning if my tuition is not paid on time. Each child is allowed a maximum of one half price week per year, according to that child's anniversary date of registration, to be used as the family sees fit.

Tuition is payable by check or money order to First Baptist Church/Promiseland. In order to insure your child's continued enrollment, tuition fees must be kept current. If for any reason your child must be taken out of school, Promiseland requires a two-week notice. Full tuition is to be paid until such notification is given. Promiseland charges a \$35.00 non-sufficient funds fee.

Statement of Purpose

The center operates under a license from the Pinellas County License Board and supports a policy that is racially non discriminatory and therefore does not discriminate against applicants and students on the basis of race, color, and national or ethnic origin. Our teachers are skilled in the field of early childhood education. The staff consists of fully certified teachers who have met more than the minimum requirements mandated by the Licensing Board.

We endeavor to merge the child's natural world of work and play as he/she seeks an understanding of himself/herself and his/her relationship with others; to develop an enthusiasm and lasting love for learning; to express his/her curiosity and to have fun. This is done in a loving, positive, Christian, environment that will encourage a love for God and wholesome values.

Mission

Promiseland Preschool was organized as a ministry of First Baptist Church of St. Petersburg. Our goal is to give our community the option of placing their children in a Christian oriented program of Early Childhood Education.

Through planned activities our goals are to offer an enriching academic program to guide the development of preschoolers socially, emotionally, physically, intellectually, and spiritually. It is our belief that our preschool must provide a safe and happy environment with qualified, loving, competent and concerned personnel. Our stimulating activities and experiences prepare the child for future educational processes and are presented in a fun manner that helps encourage a positive self-image.