



# Parent Handbook

## 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 wellbeing, 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 from (2) two groups of the USDA Food Guide Pyramid are to be provided by parent daily. Additional information regarding food can be found in the lunches section of the handbook.

**GROUP TIME:** Preparation time for success in "big" school, teamwork and problem solving; consists 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 not exclusively teacher directed. Please make sure that your child is dressed "weather appropriate". Please do not send them in long sleeves and pants when the outside temperature is 80 degrees or in shorts and a t-shirt when the temperature is 60 degrees. Parents are responsible for applying sunscreen and/or insect repellent on their child prior to coming to school.

**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. Snacks and lunches are required to meet the guidelines of the USDA and include a serving of milk. Please make sure to include an ice pack in your child's lunch box to keep refrigerated foods fresh. We do not have a way to warm lunches; please pack items in a thermos to keep them warm. Foods that are associated with young children's choking incidents must not be served to children under 4 years of age; such as, but not limited to, whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese sticks/ cubes and any food that is of similar shape and size of the trachea/windpipe. This applies to all food, even food provided by parents/guardians. If we suspect an item in your child's lunch box is spoiled or does not meet nutritional value than we will replace it with an item from our food reserve.

**NAPTME:** A period of two hours has been scheduled for children who attend on a full day basis. Although many children do not require a nap, all are required to rest quietly during this period. We provide bedding that is laundered weekly on Fridays. You may bring a very small pillow, but it must fit inside their nap bag or container.

**AFTERNOON ACTIVITES:** Are designed to encourage self-confidence and accomplishment. A repetition of morning-type activities will be presented in the afternoon by 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.

## **ENTRANCE REQUIREMENTS & FEES**

In accordance with the regulations of the Pinellas County Licensing Board, all families are required to submit an application for enrollment to be kept on file in the center. We accept children 2 years to 5 years of age. Promiseland Christian does not discriminate based on sex, age, religion, national origin, color, race, marital status, physical or mental disability, or veteran status. We strive to include children with special needs when possible and make reasonable accommodations according to the American with Disabilities Act.

### **REGISTRATION:**

1. Complete enrollment form including tuition agreement.
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. Flu form
7. Food form
8. Distracted Driver form
9. The registration and supply fee for each child is renewable one year from enrollment.

**TUITION:** Our program exists on the tuition paid by the participants. All weekly tuition 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. Your account will be charged a \$10.00 late fee starting on Tuesday morning if your child's 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 enrollment, 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 you fall more than 2 weeks behind your child will be disenrolled from the center. 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.

#### **OPEN DOOR POLICY**

Parents are encouraged to visit the center anytime during our hours of operation. Please stop in the office to sign in, before proceeding to the classroom.

## **HOLIDAYS & HOURS**

**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. It is important that full day children be picked up **by 6:00 p.m.** and half day children be picked up by **12:30 p.m.** A late fee of \$5 will be charged after 12:35/6:05 p.m. and an additional fee of \$2 per additional minute will be charged after 12:36/6:06p.m. Parents habitually arriving late will be asked to find alternate childcare.

**HOLIDAYS:** The center will be open Monday through Friday all year, except for these holidays and Staff Development days. 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 or closing in it. **Please note that Promiseland follows the Pinellas County School System for Emergency School Closings. The tuition remains the same.**

Labor Day	Memorial Day
Thanksgiving Day & The day after	Independence Day
Christmas Eve Day, Christmas Day & the day after	
New Year’s Day	
MLK Jr. Day	
Staff Development (4 days total) Dates to be announced	
Good Friday	

\*Closings are subject to change.

**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 have a good relationship.
3. Admiring your child’s artwork but letting him/her tell you about it. Remember, the process is more important than the product. However, if your child does not bring home artwork every day, do not be concerned. Art might not be his/her interest and we provide many other activities and lessons throughout the day that foster your child’s creativity.

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.

**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, especially with our playground surface. **High heels, clogs, open toe sandals/flip flops, or boots with a heel 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 3 sets of complete change of clothing in his/her cubby. Please be sure to label them with your child's name. Florida weather can be unpredictable so please make sure to check frequently to make sure your child has an appropriate change of clothes.

**TOYS:** DO NOT bring toys from home. We have plenty of learning materials to keep your child engaged. Children may ONLY bring toys or books from home on designated show-n-tell days or other special days that are shared with you by the teacher. However, we will not assume responsibility for finding lost items if the child misplaces them in the center. We will NOT allow violent toys to be brought to school such as guns, swords, and knives. If your child brings a toy from home, you may pick them up in the office at the end of the day.

**CLASS PETS:** We do allow our teachers to have class pets. If a class has a pet, you will receive information from your child's teacher regarding pet policies in their classroom. You will also receive a permission slip to handle or hold the animal. All class pets have been vetted.

**DAILY ARRIVAL AND PICK-UP:** Please walk to the classroom with your child. Allow them to put their belongings away in their cubby. Be sure to sign your first and last name along with the date and time in the parent sign in/out sheet located in your child's classroom, when dropping off and picking up. Be sure that a teacher knows when your child arrives and leaves school. Children will only be released to those authorized on their enrollment forms. If you are having an unauthorized person pick up, please make sure to notify the office in writing. We will not release a child to anyone who is not authorized and does not have a valid form of Identification.

The staff will not release a child to any person who appears to be impaired. If a person appears to be impaired in any way, we will ask them to call someone who would be able to drive both them and the child home. If we feel it is necessary, we will call the authorities.

**COMMUNICATION:** Promiseland Christian staff are available to parents for question and concerns via telephone, email, and written communication daily. You may also message **Promiseland Christian** on Facebook at <https://www.facebook.com/PromiselandChristianSt.Pete>. Please do not private message teachers on their personal cell phone/telephone, social media, or email. Each class has a "classroom" page on Facebook so that teachers may post activities, parties, and important information regarding their class. Each teacher has an individual email address through First Baptist Church. The teachers will provide you this address upon request. Please make sure that Promiseland Christian has current and updated phone number, email, and addresses for you and your child.

## **SPECIAL ACTIVITIES**

**BIRTHDAYS/HOLIDAY PARTIES:** When your child has a birthday, you may want to have him/her share the celebration with classmates. If you would like to plan a birthday party during school hours, please notify the child's teacher of your plans at least one week prior. 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.



All food brought into the school must be either whole fruit or commercially prepared items sealed and packaged in its original container.

**IN-HOUSE FIELD TRIPS:** Our school offers in-house field trips, which may include children's theater groups, dental hygienists, firemen, librarians, etc. We try to schedule events that are 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. We welcome parents to come and share their family traditions with our students. We do not leave the church campus for field trips.

## HEALTH

All children must have a current Florida Physician's Examination Form 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.

We must have a current Florida Immunization Form on file at time of enrollment. Immunizations are an important public health policy. As a matter of state law, children in the program must: • be fully immunized, or • be in the process of becoming fully immunized according to the approved schedule, or • have a Medical or Religious Exemption.

**ILLNESS:** We abide by the Pinellas County Childcare Licensing and Pinellas County Health Department guidelines when it comes to sick children. Any child in the children's center suspected of having a communicable disease must be removed from the program or placed in an isolation area until removed. Such person may not return without medical authorization, or until the signs and symptoms of the disease are no longer present.

Signs and symptoms of a suspected communicable disease include the following:

- a. Severe coughing, causing the child to become red or blue in the face or make a whooping sound.
- b. Difficult or rapid breathing.
- c. Stiff neck.
- d. Diarrhea (more than one abnormally loose stool within a 24-hour period).
- e. Temperature of 101° degrees Fahrenheit or higher when in conjunction with any other sign of illness (Any infant younger than 2 months of age with fever should be immediate medical attention).
- f. Yellow or green runny nose
- g. Pink eye.
- h. Exposed, open skin lesions.
- i. Unusually dark urine and/or gray or white stool.
- j. Yellowish skin or eyes; or
- k. Any other unusual sign or symptom of illness.

We will insist on your abiding by the 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. The child may not return to school until symptom free for 24 hours without the use of medications.

Only minor first aid treatment is given at school. Parents will be informed of such treatment. All accidents/incidents are logged on an Accident Report that will be sent home to the parents. Parents will be notified by phone of any injury above the shoulder. 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. If 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:** We will **NOT** administer medication during the school day. Please do not send medications to school with your child or place them in their backpacks or lunchboxes for them to self-medicate. Unsupervised medications present a danger to all children in the program. The only medication that we will administer will be lifesaving medications. These medications must be accompanied by a prescription from the child's doctor with the exact times it needs to be administered and a Medication Authorization filled out. Parents must replace expiring or depleted medication in a timely manner. Promiseland reserves the right to decline to administer non-traditional medications or medications that appear to pose potential harm to the child.

Over-the-counter diaper creams/ointments for those who are not potty trained will be applied if we have a note from the doctor and the original container from the manufacturer. You must fill out a Medication Authorization for the staff to apply the cream/ointment.

**Confidentiality /Child Abuse and Neglect:** All communication between parents and staff will be confidential. Student records shall be kept confidential and will not be shared with anyone outside of Promiseland Christian School without prior parent permission. Promiseland Christian School and our staff are mandated reporters of suspected child abuse and/or neglect.

## **DISCIPLINE & EXPULSION POLICY**

**DISCIPLINE:** The staff will use methods of discipline which encourage self-control, self-direction and self-esteem. Methods include encouragement and praise for appropriate behavior and an explanation of inappropriate behavior. Staff 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 face expulsion from the program.

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

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 (including withholding food or drink, toileting, physical punishment, and belittling, ridiculing or any other emotional abuse):

- 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

## **ASSESSMENTS & CONFERENCES**

Child assessment is a vital and necessary component of all high-quality early childhood programs. Assessments are important to understand and support young children's learning and development. Each classroom completes screenings and authentic assessments that encompass all areas of development; sensory, language, cognitive, gross-motor, fine-motor, and social-emotional. Assessment is also essential to document and evaluate how effectively programs are meeting young children's educational needs, and to inform for program improvement. Children in our program may be assessed by different agencies and educational programs throughout the school year. Programs that we utilize include but are not limited to ELC Florida VPK, ELC School Readiness, Nemours, Apple Accreditation, and Teaching Strategies Gold. Staff will keep parents informed of their child's progress by written or verbal communication. Parent teacher conferences will be held on an "as needed" basis. If you have concerns regarding your child's development, health or safety, please make sure that they are clearly communicated to your child's teacher.

Promiseland Christian School is a smoke free campus. This includes e-cigarette's and vaping. Smoking is prohibited on the Church campus (including parking lots, grass area, and lake front)

