

Parent Handbook
2008

Little Lambs Preschool

**A Ministry of
First Baptist
Church of Poinciana**

**601 Walnut St
Poinciana FL 34759
863-427-0075**

**Accredited by Green Apple Association of Christian
Schools**

Main office: 954.839.6565 Fax: 972.421.1584
www.gaacs.org (Website)
4611 South University Drive Suite 406
Davie, Florida 33328

Little Lambs Preschool provides parents with a safe, accredited child-care facility with a nurturing Christian environment for children ages 1 to 4 years old. Monday through Friday, year-round. Cost is relative to care required.

Statement of Philosophy & Mission Statement: Little Lambs Preschool is a ministry of First Baptist Church of Poinciana, which recognizes the value of each child in God's kingdom and the importance of challenging the child's mind intellectually through academic programs and creative activities. As partners with parents, Little Lambs Preschool is committed to developing each child's understanding and awareness of God as the child grows emotionally, physically and socially in a safe and nurturing Christian environment.

Letter of Welcome

Welcome to Little Lambs Preschool. We're glad that you are part of our family. Clear communication is one of the keys to a successful preschool program. This handbook contains specific information and requirements set forth by Little Lambs Preschool, Green Apple Association of Christian Schools, and the State of Florida. After reading it, please sign the handbook verification stating that you have received, read, and understood this information. This verification will be kept in your child's file and must be turned in within 30 days of his/her enrollment at the preschool. This handbook is designed as a handy reference for you. We suggest you keep it in a convenient place for easy referral throughout the year.

Robert Green, Preschool Director

Preschool Financial Policy

All parents and/or guardians are expected to abide by the following conditions concerning tuition and fees:

1. The \$75 registration fee is non-refundable.
2. If a child must be withdrawn from school, tuition must be paid through the week that the child withdraws. Notification of all withdrawals must be at least two weeks prior to the date of withdrawal.
3. Tuition is due every Monday or the first day your child comes to school for the week.
4. Full tuition must be paid every week regardless of illness or vacation.
5. If any account becomes delinquent (delinquent being defined as one week past due), the child will be subject to dismissal from school.
6. If a child damages or destroys preschool property, parents will assume full responsibility.
7. Parents will be charged five (10) dollars for checks that are returned from the bank.
8. For tuition not received prior to 5:00pm on the first day of scheduled attendance for that week, a \$5.00 late tuition payment fee will be charged.

Preschool Tuition

Registration fee is \$75 per year

Full Week (7:00AM to 6:00PM):

1 to 2 yr olds:

\$125.00 per week

3 to 4 yr olds:

\$115.00 per week

Book Fee for 3 & 4 yr olds: \$50.00

Price includes after care from 3 pm to 6 pm.

NOTE:

- Children need to bring their own lunches.
- Weekly tuition is due the first attendance day of each week.
- Full tuitions due regardless of attendance.
- Vacation fees are 1/2 the normal tuition. This will hold your child's position while you are on vacation. Vacation time is limited to 2 weeks per year.
- Late fees for after school care are \$1 per minute for the first 15 minutes and \$5 per minute thereafter.

Preschool Discipline

Discipline in the Preschool will be administered immediately in a firm, loving and consistent manner. In an attempt to avoid a disciplinary situation we will:

1. Recognize what each child is capable of doing.
2. Carefully explain to the child what is expected.
3. Provide a loving and accepting atmosphere.
4. Anticipate and attempt to prevent problem situations.

When a situation occurs that requires discipline, the teacher will discuss the problem with the child so the child understands what rule(s) were broken. The teacher will then choose an appropriate follow-up:

1. Redirect the child to a different activity.
2. Verbal reprimand.
3. Time out in a quiet area of the room not to exceed two minutes.
4. Conference with parents to determine appropriate and effective discipline.

Children will not be subjected to discipline which is severe, humiliating or frightening. Discipline will not be associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited.

All staff members have been trained in identifying and reporting child abuse. Any bruise, cuts, welts or burns seen on a child upon entering the school will be recorded in writing and dated. The child's explanation for the injury will also be recorded. A second person will observe the injury and sign the paper as a witness. This information will be filed in the child's office records.

Child Abuse

The staff of Little Lambs Preschool is required by Florida state law to report any suspicion of child abuse.

Preschool General Information

Foreign Language

Little Lambs Preschool is truly an “international” school in the sense that we have many students from various nationalities, cultures and languages. In order for our school to maintain the highest standard of education and discipline, our policy is that English is the language to be spoken on our campus and at our school activities. If a student has difficulty in understanding an instruction or explanation that is given in English, he/she may ask permission from the teacher to have a student restate the explanation or instruction in their own language. We appreciate the difficulty that students experience when they are learning a second language – however, in order for students to become proficient in English, they must use English as much as possible.

Additionally, our teachers are required to be in control of the classroom at all times – in order to maintain such control, a teacher must be able to understand what is being said at all times by the students.

Thirdly, we desire our students to “bond” together as classmates – permitting little groups to separate themselves to speak in another language is a hindrance to the bonding that we would like our student body to experience.

The above policy is not meant to be an “attack” on any culture or language – we realize that parents will want to reinforce their primary language/culture at home, but we also realize that parents have chosen our school for the education and discipline that we can provide. This policy enables us to fulfill those expectations.

Regulations

In compliance with the State of Florida Department of Children and Family Services, Little Lambs Preschool is required to have the following information in your child’s file. It is necessary to have this information updated on an annual basis.

Health Status

A dated, written statement of the child’s current health status, signed by an approved health professional, shall be obtained at least annually for each child less than seven years old, or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child’s general condition indicates the need for such examination. The statement of health status shall be obtained at the time of admission or within 30 days after admission.

Immunization Form

Information regarding all immunizations the child has had, including month and year each immunization was administered. Immunization must be recorded on the certificated of immunization form supplied by the Florida Department of Health. The immunization form shall be obtained at the time of admission or within 30 days after admission.

Emergency Form

Information including parents' home and work emergency contact information, known allergies to foods or medications, release for emergency medical treatment, and a release for field trips shall be obtained at the time of admission.

Medical/Emergency Information

Absences

We plan our programs with the assumption that every child will attend every scheduled class. If your child is unable to attend preschool, please notify the preschool office. If your child is absent due to illness with a communicable disease, please let us know as soon as possible. We are required to notify all parents of communicable diseases.

Sick Children

State regulations require that there be a daily observation of each child on arrival at the center by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at the center will not be admitted or will be separated from the other children until the parent or guardian can pick up the child.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and all parents or guardians of children shall be notified immediately by the center. With any infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

If a child becomes ill while at the center, the parent or guardian will be contacted and expected to pick up the child as soon as possible. The child will be separated from the other children until the parent's arrival.

If a child displays any of the following symptoms, he/she must be kept at home:

- fever
- diarrhea
- nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- sore throat with fever or throat spots
- cough accompanied by fever, chills, and the coughing up of green or yellow mucous, vomiting, or nausea
- eye drainage of any type should be checked by a doctor to rule out infection
- unusual rashes should be checked by a doctor to rule out bacterial infection
- child not feeling well, such as lethargic behavior and/or crying

The child may return to the preschool after illness when:

- fever has broken for 24 hours
- nausea, vomiting, or diarrhea has subsided for 24 hours
- at least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection
- child is feeling well again and normal behavior has returned

Medication

At this time no medication will be given to any child.

Allergies

All allergies to medication and/or other substances must be stated on the emergency and medical forms. Florida state law requires that we have a signed note from your physician stating any food allergies that your child may have. The physician must recommend alternate food choices for your child. Information about children with allergies will be posted in all classrooms and in the kitchen.

Lice Policy

If your child has lice or nits in his/her hair, it is our policy to send the child home immediately for the proper treatment. The preschool realizes this may be difficult for working parents, however children are NOT permitted in school until their head is completely free of lice or nits.

Accidents

All head teachers are certified in infant/child care and infant/child first aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report form that requires the signature of the parent.

Health

Little Lambs Preschool is inspected on a regular basis by the Department of Health. The most recent inspection information is located in the preschool office.

Authorization for pickup

Written authorization giving permission for person(s) other than the parents to pick up the child from the center must be provided. Any person other than the child's parent will be asked to show identification. It is good practice for the parent to notify the staff or director when other person(s) are picking up the child on a given day. In emergency situations, parents sometimes need other person(s) not on the authorization for pickup form to pick up the child. In such cases, the parent must give written authorization or verbal authorization over the phone. The authorization for pickup also includes information indicating anyone who is not allowed to pick up a child. The preschool has specific instructions for the director and/or staff in the event an unauthorized person attempts to pick up a child. These instructions are located in the room.

Handbook Verification

A parent/guardian signed verification that the parent has received, read, and agrees to abide by the policies and practices in the Parent Handbook is kept in the child's file. This information shall be obtained at the time of admission or within 30 days after admission.

Photo Release

A parent/guardian signed consent for your child to be photographed shall be in the child's file.

Video Release

A parent/guardian signed consent for each child to watch preschool approved videos shall be in the child's file.

Sign-in/Sign-out Procedures

Each child must be signed in and out by an adult. Sign-in logs for preschool students are located at the check in counter at the front door. Sign-out logs are located in the rooms.

Preschool Information

The preschool and pre-kindergarten activities revolve around a monthly theme. These themes include Bible-based character-building studies, open-ended art projects, and much more. All activities are presented in an age-appropriate manner.

Parent Involvement

We welcome parent involvement in the preschool classroom, and we feel that it benefits not only the preschool but the parent and child as well. Parents are encouraged to participate in the classroom as a helper on a regular basis. Parent participation enables the teacher to offer a variety of creative activities for students. The state of Florida requires that all parents who participate in the preschool classroom must have a current negative TB test on file. All parent volunteers must sign in when they come to work in the classroom. Other ways that parents can participate in the preschool experience are driving and chaperoning on preschool field trips, special –day themed events, teacher appreciation committee, and much more. Parents driving on field trips must have evidence of insurance in their child's file.

Snacks

The preschool will provide two snacks throughout the day.

Lunches

Parents will be responsible for providing your child's lunch. Please bring items which are nutritious and do not need to be heated, as we do not have the capability in our rooms to heat food.

Birthdays

Birthdays are very special occasions for children; If you would like to celebrate by bringing a special birthday snack please contact your child's teacher in advance to coordinate this event. Cakes or cupcakes are appropriate for the occasion.

Preschool Supplies

Parents need to provide the following items for children enrolled in preschool. The first four items on the list are shared among the children in the classrooms. Please label all other supplies.

- *Box of Crayola crayons (large size for small hands)

- *Large box of tissue

- *One school-sized bottle of glue (washable)

- *Large bottle of hand sanitizer

- *Full change of clothing (including socks and underwear) will be kept in cubby (Please see Dress Code section)

- *Nap mat, blanket, and small pillow for nap time.

- *Back pack large enough to hold nap supplies, and change of clothes. Blankets etc. will be sent home on Fridays for washing.

Parent Communication

We want to do our best to keep all our families informed about what is happening here at Little Lambs Preschool. Parents need to be aware of several very important forms of communication that we use.

Parent/Teacher Conferences

A parent/teacher conference will be held during the month of January. At this time the teachers will give parents information about the child and a class recommendation for the following school year. The teachers and the director are available throughout the year for individual conferences with parents.

Message Board

In the entrance to the preschool is a message board that contains FYI Today. This newsletter is updated on a daily basis.

Phone Messages

All telephone calls will be answered in the school office during school hours. Emergencies will be handled immediately. All other messages will be answered as soon as possible.

Dress Code

Children should be dressed in simple, comfortable play clothes. Flip-flops are unsuitable. Sneakers and socks are preferable. All sweaters, jackets, etc. must be labeled. Parents must leave a full change of clothing in their child's cubby.

Nutrition

Children will be provided with a morning and afternoon snack. The monthly snack menu will be posted on the hallway bulletin board. Lunches must be brought to school in lunch boxes or paper bags. They should be marked clearly with your child's name. (Please remember to mark all pieces to the thermos as they can be easily lost or mixed up.) Please be sure your child can eat his lunch unaided. We assist with opening boxes and packages. Children are encouraged to eat all their lunch. Please feel free to send your child with their favorite sandwich filling or cold leftovers. We like to see the child bring nourishing food that they enjoy eating (even if it means peanut butter and jelly... Everyday!) However candy, cakes and sweet non-nutritive drinks are strongly discouraged. Carbonated beverages are definitely not permitted in lunch boxes.

Dismissal Procedure

Children will be dismissed from their classrooms, only to parents or to the people indicated on the registration form. We will not dismiss a child to any other adult without written permission from the parents. We will ask for a driver's license or ID from anyone we are not familiar with.

Emergency Hurricane Plan

In the event of a hurricane/tropical watch, school will be open. If the public schools close or a hurricane/tropical warning is issued, the school will close. Please monitor the radio for weather updates. If a warning is issued while your child is at school, please come for your child immediately. In the event of severe street flooding, school will be closed.

Tornadoes

In the event of tornado warning, students will be escorted to a safe shelter in one of our inner rooms and instructed in proper safety procedures.

Fire Drills

Fire drills are held on a monthly basis in order to familiarize the children with proper and safe procedures for emergency exit of the building. In the event of a fire, students will be evacuated according to plan. The preschool is inspected on a regular basis by the fire marshal. The most recent inspection information is located in the preschool office.

School Visitors

Parents are encouraged to visit the school at any time. When visiting the preschool for any reason, contact or check in with the Pastoral Administrative Assistant.

Solicitation

Preschool may not be used as a setting for solicitation.

Gum/candy

Please do not allow your child to bring candy or gum to school at anytime.

Personal Hygiene

All possible provisions have been made to assure that children and teachers following appropriate rules of personal hygiene. Antibacterial soap is used for hand washing before meals and after toilet use. Disposable paper towels are used for drying hands.

Toys

Please do not allow your child to bring toys to school. A child may bring a special soft toy for rest time, please label. It must remain in the child's cubby except during quiet time.

Holidays

Little Lambs Preschool will be closed on the following holidays:

New Year's Day
Martin Luther King Day
President's Day
Easter (Monday after)
Memorial Day
Independence Day

Labor Day
Columbus Day
Thanksgiving Day & Friday after
Christmas Eve Day
Christmas Day

NOTE: If a holiday falls on a Saturday – Little Lambs will be closed on the preceding Friday.
If the holiday falls on a Sunday – Little Lambs will be closed on the following Monday.

Little Lambs also will schedule 3 additional days off for our teachers to attend important conferences. You will be advised at least 3 weeks prior to the scheduled days off.

