

HBPC PRESCHOOL



Where love goes around

**PARENT
HANDBOOK
2018 / 2019**

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PRESCHOOL ORGANIZATION

Hodges Preschool is a self-sustaining and self-governing ministry of Hodges Boulevard Presbyterian Church. A Board of Directors responsible to the Christian Education Mission Team and the Church Session guides the program. The program is self-supporting and depends totally on student tuition.

MISSION STATEMENT

HBPC Preschool exists to provide a safe, developmentally appropriate environment for preschool children 2 years of age - pre-kindergarten. Our focus is to provide a stimulating early care and education experience which promotes each child's social, emotional, physical and cognitive development. Our goal is to support children's desires to be life-long learners and understand God's love for them.

PHILOSOPHY & GOALS

Goals:

1. Teach the love of God and the promise of eternal life for the purpose of bringing children to a saving knowledge of Jesus Christ. (John 1:4-6)
2. Develop a child –centered program acknowledging that learning is sequential and happens at different times according to each child's individual growth and maturity. (Proverbs 3:1-6)
3. Uphold the family by providing opportunities for the involvement of parents and other adults in the educational process, recognizing that the school is an extension of the home. (Deuteronomy 6:6-7)
4. Ensure the program provides a warm, enthusiastic, highly competent staff; recognize the importance of setting the proper example as role models of the Christian life. (Psalms 84:11)

Philosophy:

Research has revealed the importance of the formative years; thus, increasing the emphasis on early childhood education. Children's minds, bodies and spirit develop rapidly with extreme ease during the informative years. Their experiences significantly influence their overall development and attitudes.

This program will play a vital part in preparing the child for future success. The key to this program is in understanding that children are individuals who develop at their own pace with distinct needs, varying learning styles, and varying abilities. Our teachers understand early childhood development and accept and treat each child as "unique" and do not expect uniformity in the reaction of children to classroom experiences.

Curriculum

Concepts regarding God, Jesus, the Bible, church, self, family, the natural world and others are the basis of our curriculum. This curriculum based on developmental/Bible values, endeavors to teach children by meeting both the development needs of the child and the values of the Judeo/Christian faith. We incorporate praise, thanksgiving, concern for others and reinforce the family lifestyle in our teaching. Multicultural values will be instilled as we teach that God has a different plan for each unique, special individual. Biblical truths will also enable children to evaluate right and wrong in order to make wise choices for their own behavior.

Curriculum continued.

Weekday Early Education (WEE) published by the Baptist Church is used in each classroom as a guideline for weekly themes and also gives age appropriate Bible stories to support such themes.

Pre –Kindergarten and VPK students use the VPK state standards and evaluations for Pre-kindergarten readiness. Jolly phonics is used as a pre-reading curriculum which incorporates music and movement for children to begin blending letters and begin simple words.

Physical Environment

The physical environment will be bright, varied, and visually stimulating. Numerous materials of various difficulty levels will be provided in order to meet individual interests and developmental needs of children. Our program is designed through the “learning center” approach, which allows children to be children in an enriched environment. Our curriculum provides for intellectual, physical, moral/spiritual, emotional, and social growth.

We understand “growth” is an exemplification of the principle of continuity, therefore materials and experiences will be related in an organized and sequential manner. The children will participate in activities moving them from that which is familiar to broader, unknown experiences. We will strive to provide each child with a strong foundation upon which to build further knowledge and success. Our program encourages parental involvement because early childhood programs are an extension of teaching that occurs in the home and not a substitute for this teaching.

Licensing

Hodges Preschool is operating under OCA # 16-1590 of the Florida Department of Children and Families. VPK by Early Learning Coalition.

ADMISSIONS PROCEDURES/ Eligibility

Church membership receives priority over community registration. Once your child attends HBPC preschool you are given priority to the next school year based on your current day’s enrollment. Children must be at least 2, 3, or 4 years old by September 1st for the respective 2, 3 or 4-year-old class.

HOURS

Children are welcomed into the classroom at 9:00 AM. School doors open at 8:55 AM. 2 & 3 year old classes picked up from the classroom at 12:00 or 1:00 PM. VPK has curbed pick up starting at 2:45-2:55. At 2:55 children are brought back into the building for parents to pick-up. Please be prompt. A \$10.00 late fee for each 5 minutes, or part thereof, will be assessed and **added to your monthly tuition. VPK late fee is due the next morning before your child attends class.** Call the school, (254-7304) or the church office, (223-6922) to inform teachers of an emergency situation. 24 hour notice must be given for extended day. No phone calls will be accepted. Late fees will be assessed by school clocks. School starts the week of August 14, 2018. Start date and end date varies on days he/she is enrolled. Please note your child's schedule. **VPK children MUST attend the first and last day of school or will be subject to a fee for these days.**

HBPC PRECHOOL 2018-19 School year

8/13	Open House visit the school with parents
8/14 & 8/15	First days of school (according to enrollment)
9/3	No School
10/19	No School
11/12	No School
11/21 - 11/23	No school - Thanksgiving Holiday
12/24- 1/7	No School - Christmas Holiday
1/11	No School
1/21	No School
2/18	No School
3/15— 3/22	No school - Spring Break
4/19	No School Good Friday
4/22	No School Easter Monday
4/29	VPK M, W, F Last Day and Graduation, 2 & 3-year-old M/W/F Last day
4/30	2 & 3-Year-old T /TH Last day
5/1	VPK T/TH begin 5 days
5/31	4-year-old & VPK T/Th Last day

The Early Learning Coalition of Duval will determine if any days will be added to this schedule due to an unforeseen closing. Parents are notified of emergency closings through our social media accounts.

TUITION AND FEES

There is a yearly enrollment fee for all classes (Non-VPK). Enrollment fees are non-transferable and non-refundable and due at registration. A yearly rate is provided for each class and encouraged for payment. Option to break payments into 7 monthly payment Starting September 1st – April 1st will have a one-time processing fee of \$100 added to the Sept 1st Payment. May Days are first come first serve and eligible for full refund with written notice before January 1st. Camps and May Days after January 1st are non-refundable non-transferable. Early and Extended day is offered in a daily sign-up book. Once you reserved a space you will be charged regardless if your child attends or not. Annual Early and Extended day is offered at a discount and is not transferable or refundable. Late Fee's/ Return payments are as follows; Returned payments - \$25.00. Tuition – (including extended and early care) - \$20 applied on the 5th of the month. Late Pick up – A \$10.00 late fee for each 5 minutes, or thereof, will be assessed. VPK the late fee is due the next day your child attends class.

VPK students must register with the ELC and must sign and abide by the attendance policy written by HBPC preschool. Students must attend the first and the last day of school or will be subject to a fee for these days based on private pay tuition for the class enrolled. VPK parents must sign a monthly attendance form. Guidelines are strictly enforced.

WITHDRAWAL PROCEDURES -Parents withdraw: A 30-day WRITTEN notice with the child's last day is required. Annual tuition not used will be reimbursed after the 30 days. Processing fee [for monthly payments], Early and Extended day paid advance are non-refundable. **Schools withdraw:** If the director feels that a child is harmful to him or herself, or to others, or determines the child is not potty trained. The director will notify the parents if necessary to withdraw child from HBPC Preschool. A written notice will be given of when the child's last day will be. All attempts will be made to give proper notice for the family to make other childcare arrangements. If child is asked to withdrawal from HBPC Preschool by the director, the family is not responsible for future payments.

EMERGENCY CONTACTS - In the event of an emergency, parent will be contacted. If there is no response from the parents, the next emergency contact number listed on the application for enrollment form will be used. It is important for all contact numbers to be accurate and up to date on the Procure parent portal.

DROP-OFF AND RELEASE PROCEDURES - Children in the two and three-year-old rooms are to be brought to the classroom door and picked up in the classroom each day. 4 year old and VPK Children are to be brought to the classroom door and will be picked up in a car line at the front of the church from 2:45- 2:55. Teachers are not allowed to place children in car seats. Parents must meet their child at the curb and sign them out and place them securely in the car seat. Children are not released to anyone other than those listed on the Application/ Enrollment Form. If someone other than a custodial parent picks up your child, they must be listed in writing to be allowed to pick-up your child. This must be done prior to pick up. We will ask for photo identification from any person picking up your child who is unfamiliar to us. This procedure will be strictly enforced. In addition, teachers are not allowed to accept a sleeping child into the classroom.

DISCIPLINE POLICY

Good discipline is maintained through praise and kindness. Teachers will intervene to prevent problems and redirect situations. Teachers will be loving, positive, consistent and firm.

We strictly adhere to the following Florida Department of children and families Child Care Standards on Discipline. [10-M-12.012 Child Discipline]

1. Child care facilities must ensure appropriate, constructive disciplinary practices are used for children in care.
 - Children shall not be subjected to discipline, which is severe, humiliating, or frightening.
 - Discipline shall not be associated with food, rest or toileting, nor elimination of entire gross motor development (outside time)
 - Spanking or any form of physical punishment is prohibited.

In situations where a child is endangering the well-being of another child, time-out will be utilized. (We usually call this the thinking place). One minute of time-out per year of age is appropriate. If child becomes uncontrollable, hurting other children and/or staff, you will be called to remove your child for the day. You will be expected to pick up your child within 30 minutes of notification. Parents will be notified of recurring discipline problems. A discipline plan will be developed in conjunction with parental desires and teacher advice.

SAFETY INFORMATION - The safety and well-being of your child is our top priority. Precautions are taken to prevent accidents. Parents must walk their child in and pick their child up each day. Children will not be released to unauthorized persons. If the staff member, who releases the child, does not know the adult, identification will be required.

Parent's sign to authorize their children to go on the grounds of the church with teachers and chapel or participate in the car pick-up for extended and Pre-K classes.

Children are supervised while using the restroom. If a child needs assistance, a teacher will remain in the bathroom with the child. If no assistance is needed, the teacher will stand outside the bathroom. Children are not allowed to go to the bathroom unaccompanied. Curtains are in each bathroom for privacy. Teachers count the children before they leave a room and again when they reach their destination. No child leaves or enters a room unaccompanied.

EMERGENCY PROCEDURES - In the event of an accident or emergency while at school, we will follow these procedures: First aid is administered to minor injuries. The teacher will report it to you, and an accident report will be completed for your signature. If the accident is such that further treatment is required, we will call the parent and if the parent is not available we will call the emergency contacts provided on the Application for Enrollment Form. In an emergency, we will call 9-1-1 if necessary; the parents will be called after contacting emergency personnel. If a child needs to go to the ER, he/she will be transported via ambulance.

BIRTHDAYS - Children wishing to celebrate a birthday at Preschool may bring a **store bought, individually packaged** treat for their classmates that will be sent home. Please confer with teachers in advance as to food allergies or restrictions. Teachers will celebrate the birthday according to their schedule. **No balloons**, small or chokeable items may be used in the classroom. Please mail /email invitations for parties outside of school. No party invitations may be distributed in class. Teachers will provide a class list.

CELEBRATIONS / Parents welcome in the classroom - HBPC has an open-door policy to all parents. To maintain a safe, comfortable, predictable setting for all children we ask Parents to let your teacher know if you plan on eating lunch or visiting during the school day. Maximum of two adults are allowed and younger siblings are NOT permitted to attend due to maximum space /ratio guidelines. Throughout the year teachers will invite parent involvement in the way of projects, donations or participation in our trike-a-thon or trunk or treat. Families are encouraged to attend Chapel times and lunch bunch with their child's class.

VOLUNTEERS - Adult Volunteers Must be oriented on program policies and also screened for criminal history background. It is the discretion of the Preschool Director if volunteers are to be used.

ACCEPTIBLE ATTIRE

Children should be dressed in comfortable play clothes and outerwear appropriate for the weather. **CLOSED TOED SHOES ARE ESSENTIAL FOR COMFORT AND SAFETY. Open sandals and Crocs are not permitted. Children will be asked not to play on equipment if not dressed appropriately.** Please label all coats, hats and personal items. An extra set of clothes is required. Children, who are not yet potty-trained, need to bring 3 disposable diapers or pull-ups that have Velcro tab and wipes. Please have these children wear easily removed clothes, e.g. elasticized pants and Velcro fastening shoes. Avoid tights, buttoned waists, belts and one-piece outfits etc. HBPC Preschool staff will take all measures to protect children's clothes from paint, glue etc. However, we will not be responsible for clothing in the event of accidents.

SNACKS - Parents are responsible for packing and labeling child's full name on a non- perishable, nutritious snacks and drinks daily.

LUNCH - Parents are responsible for packing non-perishable, **nutritious**, finger food lunch, and a drink in a spill proof/non-breakable cup/box. e.g. half sandwich, yogurt and a piece of fruit is adequate. Please **label everything with your child's full name.** Lunches will be kept in your child's cubby during the day. The school is unable to refrigerate or heat children's lunches. Ask your teacher for individual classroom guidelines such as all grapes cut, no popcorn etc... All classrooms promote healthy eating. If you include a treat your teacher will encourage healthy foods first and send home treats if other foods have not been eaten.

PLAYGROUND

Your children are closely supervised, always. Children are grouped according to their age.

In the event of inclement weather Teachers will find a space inside to allow for gross motor activities.

CONFERENCES & DAILY INFORMATION

It is to the benefit of everyone to collaborate on any issues concerning your child, or family matters. Conferences will be scheduled to discuss your child's progress 2 times a year.

Every effort will be made to inform you of your child's day by day or weekly information sheets, but if you have greater concerns, please schedule a conference with your child's teacher.

HEALTH POLICIES AND GUIDELINES

Immunization records and information regarding allergies, health conditions and special needs must be on file for each child before classes begin. **EXPIRED CERTIFICATES WITH A DOCTOR'S FUTURE APPOINTMENT DATE WILL NOT BE ACCEPTED.** HF FORM 3040, Student Health Examination and HD Form 680, FL Certification of Immunization must be completed and signed by the child's health provider and submitted to Hodges Preschool. A child who does not have HRS Forms on file will NOT be allowed to attend Hodges Preschool. It is the parents' responsibility to keep their child's immunization and physical forms current. Please know when your child's expiration date is and bring forms to school before the expiration date. Doctors must initial if any additional shots given and put on the margin of the form.

MEDICATIONS

Staff will not give medication without written authorization from parents or legal guardian. An Authorization for Medication Form must be completed for ALL medications (prescription and over-the-counter medications). All medication must be in the original container with child's name, name of the physician, medication name, and medication directions written on the label. This includes ointments and creams for the treatment of diaper rash. Medications that have a Doctor's approval are stored in an area inaccessible to children and according to pharmacy requirements. Staff cannot apply medication to minor cuts and scrapes which occur at school. Only staff current with CPR and First Aid certification will administer medication. Staff will not administer the first dose of any medication. See Page 9 for medications delivered by a device.

ACCIDENT/INCIDENT FORMS

Teachers will provide a written accident report of any occurrence that happen throughout the school day. The Director or Assistant Director will sign off on the forms. Parents (or caregivers picking up) will sign and date to acknowledge they were informed and given a copy.

If your child has an accident away from school, teachers will ask parents to fill out a form explaining the accidents upon arrival. Please allow time to fill out this form before your child is to be admitted to the classroom.

DISASTER PREPAREDNESS

In case of any disaster at HBPC Preschool the following procedures will be followed:

Please do NOT call the church or the preschool phone as in all probability they will be out of action or will be needed for outgoing calls.

All children will be removed from the building if necessary.

All children will be taken to the other building or off property if necessary.

All classroom doors can be locked from the inside. If necessary your child's teacher's cell phone will be the contact number, although every attempt to reach you by phone will be made.

Teachers' will remain in contact with each other by cell phone and walkie-talkies.

Each class has a disaster preparedness pack. Teachers are trained on codes and safety drills.

The Director or Assistant Director will handle any media relations in the event of an emergency.

Please talk to your child about the various procedures we do at the school. We practice codes for fire and tornados and for when people may be in the building that should not be. We do not want to alarm your child, but do want them to be prepared for anything that may happen. Reassure your child that teachers will take care of them at all times.

National Disaster or Unsafe conditions of the facility. Every attempt for prompt notification to parents will be made to our social media accounts for an unforeseen school closing. Days missed due to unsafe conditions will not be refunded. HBPC Preschool reserves the right to decide if they days will be made up or not based on the school calendar.

CONFLICT RESOLUTION

We encourage direct communication with your child's teacher/Director if problems arise. Parents or staff members who have concerns that are not met by the Director are encouraged to contact the Preschool Board President who will bring issue to the Preschool Board. The Session of HBPC is responsible for the Preschool Ministry. Preschool Board meetings are announced on our website.

NO SOLICITATION AND NO DISTRIBUTION POLICY

At no time should an employee or parent solicit products or services on the property during preschool hours of 8:30-3:30.

Staff

Teachers are not permitted to baby-sit during their scheduled hours. Teachers are not permitted to use classrooms or facility for care of children outside of scheduled school hours. Teachers are monitored while working with children by the director and other coworkers. Parents should ALWAYS do their own checks as it relates to childcare even if the childcare worker has, or is, a teacher for HBPC Preschool.

HEALTH POLICY AND GUIDELINES

Medications delivered by a device: (EpiPen, inhaler, nebulizer) – Parents must give written instructions on indications for use that include signs and symptoms that the medication is needed. Parents must demonstrate use of the device and any special care to staff administering. A dated list of staff trained to administer will be documented on the parent's medication/instruction form. Training is given annually or as needed with staff or device changes.

Sick children do not enjoy their Preschool experience and may expose classmates unnecessarily. Children with a fever or showing signs of illness cannot attend Preschool. Parents will be called to pick-up a sick child. If a parent cannot be contacted, people on your emergency contact list will be called and until someone is contacted, your child will be isolated from the remainder of the class. If your child is ill and will not attend class, please call or text to notify the school. (904) 254-7304

We have a policy at HBPC of having every child wash their hands as they enter the classroom and whenever they change activities, eat or after toileting. This is because hand washing has been proven to drastically reduce the amount of sickness in childcare facilities.

Chapter 65C-22.004 of the DCF Florida Administrative Code Child Care Standards reads as follows:

Any child, child care personnel or other person in the child care facility suspected of having communicable disease shall be removed from the facility or placed in an isolation area, usually with the director, until removed. Such person may not return without medical authorization or until the signs and symptoms of the disease are no longer present. With a child, the condition shall be reported to the custodial parent or legal guardian.

Many different types of viruses that are easily spread cause COMMON COLDS. Please keep your child at home if he/she has fever, sore throat, watery eyes, persistent cough and or excessive nasal discharge. Children developing these problems at school will be isolated until the parent is contacted and removes the child. IF YOUR CHILD HAS AN ALLERGY PROBLEM, YOU WILL BE ASKED TO BRING A NOTE FROM YOUR DOCTOR AS CONFIRMATION.

If your child becomes ill at Preschool you will be contacted. The child must be picked up within 30 minutes of notification. Your prompt response will add to the comfort of your child.

The following page lists some usual signs/symptoms for your reference. There may be other unusual signs and symptoms not on the list that may warrant a child be kept at home. Please consult your health care provider.

If your child has any of the following signs and symptoms, he/she MUST NOT attend Preschool:

VOMITING - 24 hours symptom free before returning to school, see doctor for possible cause.

DIARRHEA - diarrhea can be defined as more than one abnormally loose stool within a 24 hour period.

FEVER - fever is defined as having a temperature of 100.5° F or higher. A child must be fever free for 24 hours before returning to preschool.

STREP THROAT - a child with a positive strep culture must be kept at home until 48 hours after the antibiotics are begun. Children who have sore throats and are awaiting results of a culture should be kept at home until the results are known.

CONJUNCTIVITIS (PINK EYE) - "Pink Eye" is an inflammation of the conjunctiva, which lines the outside of the eyeball. The eye may be weepy, reddened and contain mater on the eyelids. There is often a burning or itchy feeling in the eye. Children must be kept at home until they have been treated with an antibiotic for at least 24 hours.

IMPETIGO - impetigo appears as a blister rash. When blisters open, they produce a thick, golden yellow discharge that dries crusts and adheres to the skin. Prompt medical treatment is very effective. Impetigo is highly contagious and therefore your child must be kept at home until they're symptom free.

CHICKEN POX - the vaccine against Chicken Pox has decreased the number of cases but the disease still exists and can be very serious for anyone with an impaired immune system. Symptoms include a low-grade fever with cold-like indications three to four days prior to break out. The chicken pox lesions look like small blisters and usually being on the trunk. Incubation for chicken pox is 14-21 days, and children are considered contagious from three to four days prior to break until all the blisters have scabbed over

LICE- Itching, the most common symptom, nits form from eggs laid by the lice. Children must be nit free before returning to school.

INFLUENZA - most flu's cause fever, cough, chills, sore throat headache and muscle aches. The symptoms often begin with a generalized; "I don't feel well." Please be sensitive to this and consider keeping your child at home.

HAND, FOOT AND MOUTH DISEASE - this common childhood disease includes small ulcers in the mouth and small watery blisters or red spots on the palms of hands and soles of feet. The symptoms can last for 10 days. Children with draining lesions need to be kept at home until the lesions heal.

FIFTH'S DISEASE - by the time the symptoms of this disease appear, which is a rash, the disease is over. Nothing can be done except to practice good hygiene. The child may have a slight fever and feel off color beforehand.

SPECIAL NOTES:

Teacher's Name _____



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