

Dispensing of Medication

Palm Bay Christian Preschool will not dispense any medication to a student unless ALL of the following requirements are met:

- An Authorization for Medication form must be completed by Parent or guardian .
- Medication must be in original containers with date, child's name, physician's name and directions for use clearly visible.
- Medication must be handed directly to the staff member, along with authorization form. DO NOT put medication in children's lunch boxes or back packs.

Allergies

We ask that medical forms be complete and updated as needed throughout the school year. If your child suffers from any allergies (either food, or environmental) we ask that you provide our administration with full step by step instructions on treatment and notification procedures.

If a food allergy is severe, we ask that you please provide a snack that can be kept in your child's classroom in case the class snack is not a safe choice for your child.

Parent Handbook

2009-2010 School Year



Palm Bay Christian Preschool

A Ministry of Palm Bay Christian Church

Tracey Duharte, Interim Preschool Administrator

Alan Tison, Senior Minister

Bethany Boring, Family Minister

321-724-5503

Illness Policy

In order to help keep all of the children and teachers in a healthy environment, we require that you DO NOT bring your child to school if they are exhibiting any of the following:

- Vomiting or Diarrhea (within the past 24 hours)
- Fever (within the past 24 hours)
- Yellow or Green Discharge from the nose (without Doctor consultation).
- Rash or Impetigo
- Deep or Hacking Cough
- Head lice (nits or bugs). All Children must be cleared through the front office before returning to the classroom.
- Chicken Pox or any other contagious disease
- Conjunctivitis (Pink Eye)
- All open sores must be covered at all times

If your child is sent to school with any of the above symptoms, they will be sent home, and will not be permitted to return without Doctor approval. This policy is imperative for minimizing the spread of disease within the school. By limiting the amount of sickness, we can ensure that absences are kept to a minimum. We appreciate your cooperation in remaining compliant with this policy, and in your efforts to keep our school healthy and safe. Again, if you have any questions or concerns, please feel free to contact any member of administration for further clarification.

Attendance Policy

Please call the school office and let us know if your child will not be attending school on any given day. This helps with teacher planning and snack preparations.

Procedures for absences from school are as follows:

- All VPK students must have an excuse form filled out and on file with the front office for ALL absences from the program. Please be advised that all VPK students must be present for more than 80% of instructional learning time in order to be eligible for the program.
- If your child will be absent from our program for more than three consecutive days, we require a physician's note or other legal documentation to excuse the absence.
- More than 5 absences during any month will be considered excessive and may impede learning and social adjustment.
- Any extenuating circumstances may receive some lenience within the program. Please speak with Tracey Duharte, Preschool Administrator for possible approval.
- All classes (except for our 3-Day VPK program) begin promptly at 8:30 AM. Our 3-Day VPK class begins at 8:15 AM. We ask that your child arrive 5 minutes before the scheduled class time to ensure that all students are ready to begin learning at the start of class. We require that all students arrive no later than 10 minutes after scheduled class time. Excessive tardiness impedes on his/her ability to learn and may be cause for discharge from our school and/or the State VPK program.

In order to receive the greatest benefit from our program, we feel strongly that children must be present on a consistent basis. We are always here to help with any extenuating circumstances; as always communication is of the utmost importance. Please feel free to contact the front office with any questions or concerns.

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Program Information

Licensing Information

Palm Bay Christian Preschool follows the policies and regulations set forth by the Florida State Department of Environmental Health Services, Department of Education, Department of Children and Family Services, The Early Learning Coalition of Brevard, as well as the Brevard County Child Care Association.

Monitoring

Our school is routinely inspected by the Brevard County Health Department, and Palm Bay Fire Department. We are monitored by ELC of Brevard for our Early Childhood Program.

Staff Background Screening

Palm Bay Christian Preschool is required by law to perform background checks on all employed staff. These are done in the following ways:

- Via fingerprint submission to FDLE
- Locally through the Police Department
- Federally through the FBI and National Abuse Registry
- Reference and employment screening

Staff Continuing Education

PBCP Staff are required to continually update their educational qualifications by earning college credits, CEU's and in-service hours annually. All VPK teachers are CDA certified, as required through Florida State Law.

Preschool and Parent Responsibilities

It is the responsibility of the preschool to:

- Provide a clean and safe environment for your child.
- Hire and train qualified and quality teachers and staff.
- Abide by all regulations set forth by Brevard County and the State of Florida.
- Live and encourage appropriate Christian lifestyles.
- Communicate effectively with parents, guardians, and children.

It is the responsibility of the preschool parent or guardian to:

- Communicate all concerns to the child's teacher or preschool administration, including any diagnosis in regards to mental or physical development.
- Ensure that all phone numbers and addresses are up to date and accurate at all times.
- Pay monthly or weekly tuition and before and aftercare charges when due.
- Follow the school's policies and health regulations.
- Attend school conferences as requested by either the student's teacher or school administration.
- Ensure that their child arrives at their classroom prepared with any supplies that may be needed.
- Ensure that a healthy snack is made available to the student's class on his/her assigned snack day.
- Arrive and depart with child at corresponding pick up times and in a timely manner.

store them in a bag labeled with your child's name. Every Friday, please make sure that you bring your child's blanket and pillow home for cleaning. You may return them on Monday.

Closing Procedures

Our school closes promptly at 5:30pm every evening. If your child is not signed out of our computer system by 5:30 you will be charged \$1.00 per minute for every minute thereafter. This charge will automatically be added to your monthly after-care bill. Please be sure to call the front office in the event that you are going to be past the 5:30 time.

Discipline Policy

Palm Bay Christian Preschool Staff believe that basic Christian principles are essential in providing children with a well-balanced base for their future growth. We believe that children learn what is right and wrong from positive guidance and praise.

Should a child disturb other children in a way that prevents learning to take place, the Teacher will use "redirection techniques" such as "Stop and Think". It is sometimes necessary if a behavior becomes severe, aggressive, or endangers others to remove the child from class. If this occurs, the following procedures will take place:

- Child is brought to the main office for some quiet time to gather him/herself.
- A note will go home to the parent explaining the day.
- If behaviors continue, a conference will be scheduled between the parent, teacher and preschool administration. A plan of action will be agreed upon, listing actions that need to be taken by the preschool, parent and student in order to resolve the behavior issue. A probation period will follow.
- If there are any infringements, or the plan of action is broken, school privileges can be revoked.

We believe that it is important for both the school and family to work as a team whenever a behavioral issue is present. If there is ever a time when you feel as though a conference may be necessary,

Speak with your teacher directly. She will contact administration, and a time will be set aside to discuss your concerns. If you feel a matter needs immediate attention, call us or stop in the office, as we will be more than happy to speak with you and address any concerns.

Enrollment Procedures

Immunization Requirements

The Florida State Department of Environmental Health requires that all students in attendance have current and updated Blue and Yellow Immunization and Health Record Forms on file at all times.

Tuition

Monthly tuition payments are due by the first school day of the month, in the full amount. Weekly payments for full-time students are due on Friday BEFORE the start of the week. A \$10.00 late fee will be assessed after day five for monthly students and by close of business on the first day of the week for weekly students. There is no credit for sick or vacation days used by the student. A minimum of one week's notice is required to withdraw a student from the program. Contract and tuition terms are valid for one school term only. All policies are subject to change with previous notice to parents. **Please note:** a \$25.00 fee will be added for all returned checks.

Security

We welcome all parents/guardians to visit our preschool anytime to have the opportunity to observe the classroom programs and to see the facilities, activities and equipment that are available to the

report must be signed by the parent. A copy will be placed in the child's file, and another will be provided to the parent.

Before/Aftercare Procedures

Before-care Program

Hours of care are from 7:00am-8:15am. In order to limit any child losing their backpack or other personal items, please drop these off at the student's classroom before bringing them to before-care. Please make sure that all students are walked to the before-care classroom and that the teacher has acknowledged his/her arrival. No child will be permitted to enter the room after 8:15. After the before-care door closes, parents will have to wait until the beginning of class time to drop their child off.

After-care Program

Hours of care are from 11:30am-5:30pm. If your child is staying for after-care please make sure that you pack a nutritious lunch. Our staff is able to microwave any food that is sent in, however under the Department of Health regulations, we may not mix or prepare any food for your child. If you have any questions as to whether or not a particular food is appropriate, please direct the question to the classroom teacher. If a child remains in after-care past 12:00 and was not provided a lunch by his/her parent or guardian, the school will provide a Peanut Butter and Jelly Lunch. A charge of \$2.00 will be added to the monthly after-care bill. Please note: Every effort will be made to ensure that your child finishes all of the food that you provide for him/her, we will not however, force any child to complete their entire meal. The foundation of their meal will be eaten before any snacks are provided.

Nap-time Procedures

Every afternoon between the hours of 12:45-2:30 PM, our after-care students have a rest period. If you choose to have your child nap during this time, you must provide the school with a nap mat, and whatever pillows, blankets, and/or snuggly your child uses for naptime. Please put your child's name on each of these items, and

their child is released from our care. The preschool will remain closed until the warning is lifted from our area.

In the event of a Hurricane **Watch** parents are advised to repeatedly check for updates in the event that the “watch” becomes a “warning” and have a plan for the pick-up of their children if needed. Classes will continue as long as a warning is not posted.

For information on school closings please contact the Brevard Public Schools Info Hotline at: 633-1000 ext.797 or access this information online at: <http://emergency.brevard.k12.fl.us>. PBCP follows the Public School procedures. If they are closed, we are closed.

First Aid

Most of our staff members and teachers have obtained certification in both CPR and First Aid. In the event that a serious injury occurs our staff members have been trained on how to handle the situation until help arrives. All staff members will use protective gloves when administering first aid to scrapes, cuts, bumps and bruises. The Director is notified in the case of any serious injury immediately. The parent will then be contacted by telephone. If the parent can not be reached, the emergency contact will be called. If the situation is severe or becomes worse, emergency personnel may be contacted first. It is extremely important that you keep our school files updated with a current medical release form, and that this form have important information pertaining to doctor, hospital, and any existing medical conditions.

Accident/Incident Reports

An accident report will be completed and signed by the parent for EVERY situation when a child gets hurt. The report is to be placed in the child’s file for future reference. A copy will be provided to the parent.

Any disciplinary action that involved removal of the child from class and/or aggressive behavior such as in hitting, biting, pinching, or pushing will be written in detail on an incident report. This report should fully explain what occurred and how it was handled. The

children. All volunteers must be fingerprinted and screened through Florida Department of Law Enforcement and the Department of Children and Family Services. We are always in need of volunteers in the classroom. If you are interested, please contact Tracey Duharte in the front office.

Any person doing business within our school that does not have a child in the building is required to sign both in and out of our visitors log, located by the check-in computer. All visitors will be escorted through the building by a member of management or other authorized employee.

Arrival and Dismissal Procedures

The doors to our school are kept secured throughout the school day and before and aftercare hours. The front lobby doors are unlocked during the hours of 8:15am -8:45am and 11:15-11:45am to make the arrival and dismissal procedures run more smoothly. Because of this, we ask that all students are walked to their classroom by their parent or guardian and are not left until contact has been made with the classroom teacher. For the safety of your child, we must be made aware that your child is present. On the same note, a child will not be dismissed from the classroom unless they are handed directly to the parent/or other authorized pick-up person.

Clocking In and Out

We ask that your child be clocked in and out of our system each time you drop and/or pick them up. The check-in computer is located in the front lobby by the front office window. Each family is assigned a PIN code, to be entered into the computer upon check-in and out. This PIN code is the last four digits of your home phone number. The purpose behind this system is, in case of emergency a report can be run stating exactly which children should be accounted for within the program.

Legal and Custodial Issues

If there is anyone who is LEGALLY not permitted to visit with or see your child, we require copies of all legal documentation supporting said decision. Palm Bay Christian Preschool is not legally able to keep a child from visiting with a biological or legal parent unless there is legal documentation stating that this child may NOT be released to the parent.

We ask that all parents or guardians, and anyone on your child's pick-up list, have their identification ready for inspection at all times. The persons you have listed on your child's emergency contact information sheet will be allowed, at any time, to remove your child(ren) from campus providing they have adequate identification or are personally know to us. Please consider wisely the people you list in this area. Any changes need to be made in writing to the school's administration immediately. Any person sent to pick-up your child that is not on the enrollment paperwork will not be allowed to receive your child until we have contacted a parent or guardian for authorization. Relatives and persons on the contact list other than a parent or guardian can not authorize a pick-up by someone else.

If a parent or guardian cannot be reached for authorization, the child will remain in the preschool's care until closing. All usual tuition rates for aftercare services will apply. If the child is not picked-up or authorization has not been granted after the preschool's standard hours of operation, PBCP is obligated to call the proper authorities including the Palm Bay Police Department and DCF.

Parents are encouraged to inform the child's teacher in advance of any changes that day of pick-up persons. "Authorization to Pick Up" forms will be available in the front lobby, adjacent to the PBCP Community Bulletin Board. You may hand this form to the teacher for pick-up notification. We understand that sometimes situations may arise that cause last minute changes in transportation. If this occurs, please call the front office to speak with either Tracey Duharte or Cindy Balkaran, and provide us with the name of the pick-up person. We will then attempt to contact you back using our phone information on file, to confirm authorization.

Please note: The preschool has the right to contact the parent or guardian at any time to verify dismissal arrangements.

Emergency Procedures

Fire Drill/Evacuation

Teachers are to immediately follow the exit path as displayed by each room's entrance. Each teacher/staff member is responsible to have an accurate count of the number of children in their care and upon reaching the predestinated safety area outside, they are to immediately count and verify each child is present. Re-enter the building only when given the okay by emergency personnel or preschool director. Practice drills will be held on a monthly basis.

Thunderstorm/Lightning

During severe weather children are not to be near windows. A flashlight will be accessible at all times in case of power failure. Should a staff member become increasingly concerned for the safety of the class, they will move to an interior room.

Tornado Warnings

In the event that a tornado warning is issued within our area children will immediately be escorted to an interior room and will sit with their heads between their knees until the warning has been lifted.

Please note: At no time will a child be released from the preschool while a drill, warning or alert is in progress. (Hurricane warnings are an exception)

Hurricanes

The preschool will be closed if a hurricane **warning** is issued for Brevard County or North Indian River County. If the warning is posted during preschool or aftercare hours, parents are to immediately pick up their children. Our classrooms are not designated safety shelters. Parents will be contacted repeatedly until

2009-2010 School Year Calendar

Palm Bay Christian Preschool follows the Brevard County Public School Calendar. Important Dates are outlined below:

Monday, August 10 th	First Day of School
Monday, September 7 th	No School- Labor Day
Monday, September 14 th	No School- Teacher Inservice
Friday, October 16 th	No School- Teacher Inservice
Wed, November 11 th	No School- Veteran's Day
November 25 th -27 th	No School- Thanksgiving
December 21 st - January 4 th	No School- Christmas Break
Tuesday, January 5 th	Second Semester Begins
Monday, January 18 th	No School- MLK Jr. Birthday
Monday, February 15 th	No School- Teacher Inservice
March 29 th – April 2 nd	No School- Spring Break
Friday, May 21 st	Last Day of School

Parents will be notified of any changes to the above calendar in writing.

