

**Beginnings Preschool
at Good News Methodist Church
License #CO1WA0012
PreK-2 - PreK-4 Handbook
2024-2025**

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“In the beginning, God created...me”



Table of Contents

Absences	15
Arrival Time & Early Drop Off	11
Birthday/Special Occasions Policy	9
Child Abuse or Neglect Policy, Reporting to DCF	12, 14
Church Information & Service Times	3
Communication between staff & parents (monthly classroom calendars)	14
Communication Folder/Teacher Communication	14
Confidentiality	15
Illness Related Policies/School Closure	6, 7, 10, 18
Culinary Days/Special Day	9, 10
Daily Schedule (All Classes)	4, 5
Discipline Policy/Bite Policy/Hitting Policy/Tantrum Policy	13, 14
Distracted Adult and Flu Brochure	16
Dress Code/Accessories (extra clothes, jewelry, diapers, backpack)	8
Early Release Days	15
Emergency and Safety, Emergency Transportation	11, 12
Entrance Requirements (age for all classes)	7, 8
Equipment & Supply Fee and Tuition	5, 6
Evacuation Location/Reunification Procedures	12
Expulsion Policy/Termination of Services	6
Fieldtrips	11
Fire Drill, Inclement Weather & Lock Down	13
First-aid & Injury	11, 12
Fundraisers	16
Health/Medical Release Forms/Live Insects/Animals	10
Health/Illness (Sick Children , Medication, Hand sanitizer)	10
Late Pick up, Late Stay	11
Letter from the Director	3
Mission Statement and Philosophy	3
Newsletter, Director's Monthly Newsletter	14
Nutrition Policy (Snack, Lunch, Sippy Cups, Pizza Day)	8, 9
Parent Concern Policy	15, 16
Parent-Teacher Meeting/Conferences	15
Periodic Additional Day	15
Pickup Time	11
Potty Trained Policy	7
Preschool Advisory Council (PAC)	9
Program Overview	5
Registration	5
Rest Time	8
Room Mom/Parent, Parent Committee, Special Days	9
Sanitation	14
School Calendar	16
Student-Teacher Ratio	7
Substitute Teachers & Volunteers	15
Transitions (life changes for the child)	15
Tuition Schedule/Fees, ED, LS	5, 6
Transportation: Arrival Time; Early Drop; Pickup; Late Stay	11
Walton County/Beginnings Preschool School Schedule	17
Withdraw Notice/Termination of Services/Expulsion Policy	6

Beginnings Preschool at Good News Methodist Church
PreK-2 – PreK-4 Student/Parent Handbook 2024-2025
Currently using the Brightwheel Childcare Software

Mission Statement:

Beginnings Preschool strives to provide a caring and Christian based educational environment to promote the growth of each child.

Philosophy:

Beginnings Preschool believes that learning in the first five years of life is vital to future successes in education and society. Students will be taught a Christ-centered, Florida Department of Education approved curriculum using center areas in the classroom and outdoor play. The qualified staff aims to promote the five child development theories of growth through teacher directed lessons and facilitated independent play. The five areas of development are social & emotional, physical health, motor development, language & communication, and cognitive development. Beginnings Preschool will celebrate and focus on the true meaning of all Christian holidays. Teachers will adapt fundamental Christian beliefs into everyday lessons. We encourage parent involvement and ask parents to pray for the school each day. A newsletter will be posted monthly on the preschool website to keep parents informed of the exciting updates of Beginnings Preschool.

Church Information:

Traditional Service @ 8:15 AM; Contemporary Services @ 9:30 & 11:00 AM

Letter from the Director:

“But Jesus called the children to him and said, “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.” Luke 18:16 Good News Methodist Church’s vision to offer a preschool to the community became a reality in 2007. This ministry is the result of the support from our congregation, the hard work of several people, and the need for education for the preschool age group in the South Walton community. It is my pleasure and honor to be the Director of Beginnings Preschool at Good News Methodist Church for the past 17 years.

The Preschool Advisory Board, Preschool Teaching Staff, and I will work very hard to provide a loving, caring and professional education environment for your children. Little feet, hands, and voices filling the halls of the church is truly God’s will and work at its best. We encourage parents and guardians to be involved. I am available via phone at the church during school hours, (850) 622-9191 and email Brenda@goodnewschurch.life. I can be directly messaged through your Brightwheel account.

I will do my best to accommodate you and your children. We employ qualified teachers with loving hearts and caring attitudes. God is working at Good News Methodist Church and Beginnings Preschool. Please pray for the preschool staff, students, and the community. Welcome to our church and preschool. We look forward to meeting you!

Director, Brenda Ousley

Daily Schedule

Educational Curriculum, Christian Curriculum, & Music/Specials

These schedules are flexible and will be adjusted based on student acclimation and need.

Classrooms: PreK-2

7:45-8:45 A.M.	Early Drop with staff member: Free Play/Clean-up (child must acclimate)
8:45-9:00 A.M.	Arrival/Drop-off <u>You will park your vehicle in the front of the preschool building and walk your child to the front door or gate of the preschool building</u>
9:00-9:15 A.M.	Chapel in classroom; Morning Song, Prayer & Pledge
9:15-9:30 A.M.	Wash Hands/Bathroom/Diapers
9:30-10:00 A.M.	Snack/God's Pledge/Rules/Calendar (If arriving past 9:30, please feed your child a hearty meal prior to arrival)
10:00-10:20 A.M.	Curriculum/Art/Reading
10:20-10:30 A.M.	Free play time/Bathroom and Diaper Changing
10:30-11:00 A.M.	Playground and/or inside fun time (Large Motor Skills)
11:00-11:30 A.M.	Music/Dancing in classroom
11:30-11:40 A.M.	Wash hands and Diaper Changing
11:40-12:00 P.M.	Prayer, Lunch, Bible Lesson, Story Time If picking up before nap, arrive at 12:00 PM
12:00-1:45 P.M.	Nap time
1:45-2:00 P.M.	Departure: <u>You will park your vehicle in the front of the preschool building and walk to the front door or gate of the preschool building.</u>
2:00-3:00 P.M.	Late Stay, Nap, Free Play, and Cleanup (based on student acclimation)

Classrooms: PreK-3

7:45-8:45 A.M.	Early Drop w/ staff member: Centers, Free Play, Reading, and Cleanup
8:45-9:00 A.M.	Arrival/Drop-off <u>You will park your vehicle in the front of the preschool building and walk your child to the front door or gate of the preschool building</u>
9:00-9:15 A.M.	Chapel in classroom; Morning Song, Prayer & Pledge
9:15-9:45 A.M.	Wash Hands, Bathroom, God's Pledge, Snack , Rules, Calendar, Cleanup
9:45-10:00 A.M.	Centers: Fine Motor Skill Development, Art, Math, and Social Studies
10:00-10:20 A.M.	Organized Play/Centers; Colors, Shapes, & Patterns; Routine
10:20-10:50 A.M.	Christian Curriculum & Music in classroom
10:50-11:30 A.M.	Playground & Clean-up or Indoor Active Play, Water, Wash Hands
11:30-12:10 P.M.	Circle: Physical Health and Whole Group: Science & Literacy
12:10-12:40 P.M.	Lunch , Wash Hands, Bathroom – Cleanup
12:40-1:30 P.M.	Nap/Rest on mat w/ music and/or reading by teacher, self-reading
1:30-1:45 P.M.	Wake-up, Bathroom & Wash Hands, Collect Belongings
1:45-2:00 P.M.	Departure: <u>You will park your vehicle in the front of the preschool building and walk to the front door or gate of the preschool building.</u>
2:00-3:00 P.M.	Late Stay w/ staff member: Centers, Free Play, Reading, and Cleanup

Classrooms: PreK-4

7:45-8:45 A.M.	Early Drop w/ staff member: Centers, Free Play, Reading, and Cleanup
8:45-9:00 A.M.	Arrival/Drop-off <u>You will park your vehicle in the front of the preschool building and walk your child to the front door or gate of the preschool building</u>
9:00-9:15 A.M.	Chapel in classroom; Morning Song and Prayer & Pledge
9:15-9:45 A.M.	Hands, Bathroom, God's Pledge, Snack , Rules, Calendar, Cleanup
9:45-10:15 A.M.	Christian Curriculum & Music in classroom
10:15-10:50 A.M.	Playground & Clean-up or Indoor Active Play, Water, Wash Hands
10:50-11:20 A.M.	Centers: Fine Motor Skill Development, Art, and Math
11:20-11:45 A.M.	Curriculum-Reading-Writing; Whole Group: Science & Literacy
11:45-12:15 P.M.	Circle: Physical Health and Social Studies
12:15-12:45 P.M.	Lunch , Wash Hands, Bathroom – Cleanup
12:45-1:30 P.M.	Nap/Rest on mat w/ music and/or reading by teacher, self-reading
1:30-1:45 P.M.	Wake-up, Bathroom & Wash Hands, Collect Belongings
1:45-2:00 P.M.	Departure: <u>You will park your vehicle in the front of the preschool building and walk to the front door or gate of the preschool building.</u>
2:00-3:00 P.M.	Late Stay w/ staff member: Centers, Free Play, Reading, and Cleanup

Beginnings Preschool's Parent-Student Policies and Procedures 2024-2025

Program Overview:

Parent Orientation – Monday, August 12, 2024 @ 11:00 AM

School start date for all classrooms: Tuesday, August 13, 2024

School end date for all classrooms: Tuesday, May 20, 2025

Daily Program for all classrooms: 8:45 AM – 2:00 PM with “early drop” and “late stay” offered to a limited number of paying students

Holiday Breaks & school closures will follow the Walton County School Calendar

Note: A copy of the school calendar is located on the last page of handbook

Registration Fee 2024-2025: \$200 New Students and \$100 Returning Students

Registration for 2025-2026 begins in February/March 2025. The registration fee occurs on an annual basis and is non-refundable.

Upon enrollment, each child will be required to submit all necessary medical forms no later than 15 days from the first day of school, and a family/child questionnaire no later than 15 days from the first day of school.

Tuition Schedule: Pay full tuition amount monthly from August-May through Brightwheel childcare software or send in a check monthly.

The Equipment & Supply Fee for the 2024-2025 school year can be paid with registration or no later than **June 20, 2024**, and occurs on an annual basis and is non-refundable.

Equipment & Supply Fee and Tuition: If paying by check, write your check to Beginnings Preschool at Good News Church

PreK-4: 4-Year-Old (must be 4 on or before September 1)

PreK-3: 3-Year-Old (must be 3 on or before September 1)

PreK-2: 2-Year-Old (must be 2 on or before August 1)

5-Day Extended Program (7:45 am to 3:00 pm): Equipment/Supply fee of \$475.00, Tuition is \$910.00 per month

Base Price Tuition Hours: 8:45 AM to 2:00 PM

5-Day Program (M-F): Equipment/Supply fee of \$475.00, Tuition of \$740.00 per month

4-Day Program (M-TR): Equipment/Supply fee of \$450.00, Tuition of \$665.00 per month

3-Day Program (M-W): Equipment/Supply fee of \$425.00, Tuition of \$590.00 per month

2-Day Program (TR/F): Equipment/Supply fee of \$400.00, Tuition of \$515.00 per month

Daily Rate 8:45 am – 2:00 pm: \$75.00 per day

Daily Rate 7:45 am – 3:00 pm: \$95.00 per day

ED & LS Fees and Daily Rates for ED & LS:

Early Drop (ED) is offered from 7:45-8:45 am for \$10 per day

Late Stay (LS) is offered from 2:00-3:00 pm for \$10 per day

Monthly rate available to prior sign-up and prepaying students:

5-day-per-week program ED or LS only: \$85.00; 5-day-per-week program ED & LS: \$170.00

4-day-per-week program ED or LS only: \$75.00; 4-day-per-week program ED & LS: \$150.00

3-day-per-week program ED or LS only: \$65.00; 3-day-per-week program ED & LS: \$130.00

2-day-per-week program ED or LS only: \$55.00; 2-day-per-week program ED and LS: \$110.00

Daily Rates: ED or LS is \$10.00; ED and LS: \$20.00

*Please send a “late stay” snack if your child is attending “late stay”

Tuition is due by the 10th of each month. Tuition is billed through Brightwheel. Brightwheel charges a processing of 2.95% if paying by credit card and 0.6%, \$0.25 minimum, \$2 max when paying by ACH/Debit card. You can pay by check or cash with no additional processing fee.

Make your check payable to Beginnings Preschool at Good News Church. A \$10 fee will be applied to late payment.

\$10 Fee on all NSF returned checks. Full tuition will be paid every month August through May.

Withdraw Notice: If you need to withdraw your child, a 30-day written notice to the Director is required. You would need to notify the Director in writing of the withdrawal by the 1st of the month to withdraw at the end of the month.

Example: Notification of withdrawal on November 1 will allow you to pay November tuition and withdraw by November 30. Notification of withdrawal on November 15 will result in you paying tuition for November and December with withdraw being effective on December 31.

Termination of Services/Expulsion Policy: There may be situations in which termination of service to an individual child or family is initiated by the Preschool. Although each circumstance is unique, efforts will be made by the parties concerned to improve the situation prior to a termination decision. Should termination become necessary; a two-week written notice is generally provided, but not required.

Classroom Closure Tuition Policy/Statement: Parents are required to pay full tuition August – May. In the event of a county wide school shut down or classroom shutdown during a month, for

any reason, from the 1st-15th, including Beginnings Preschool, tuition will be due in full for the current month. In the event of a county wide school shut down or classroom shutdown during a month, for any reason, from the 16th-31st, including Beginnings Preschool, parents will be required to pay the following month's tuition in full.

If a Beginnings Preschool classroom is closed for any reason, no tuition reimbursement will be given. In addition, no make-up days will be given.

Student-Teacher Ratio:

PreK-2A (not potty trained, ages 24-36 months)	Teacher: Students	2:10
PreK-3A (potty trained)	Teacher: Students	2:11
PreK-3B (potty trained)	Teacher: Students	2:12
PreK-4A (fully, independently potty trained)	Teacher: Students	2:12
PreK-4B (fully, independently potty trained)	Teacher: Students	2:13

Each classroom will have a lead teacher and a co-lead or an aid. The Director will be on-site daily. We strive to maintain a safe and healthy learning environment.

Entrance Requirements:

Registration form is filled out and registration fee is paid. Equipment & Supply fee is paid by the due date. Medical forms are complete and on-site at the preschool by August 30.

Age: Students must be 2 by August 1 and must be 3, 4, or 5 years of age on or before September 1. To enter PreK-3, students must be potty trained and if not 3 by September 1st, must meet age-appropriate criteria.

Potty Trained: Your child must be potty trained. This includes undressing & dressing and wiping. We understand that occasional accidents may occur. If your child has 3 accidents, you will be contacted regarding a parent-director/teacher meeting. Continual accidents of 5 or more may result in placement in the younger classroom and for extreme circumstances, the dismissal of your child from Beginnings Preschool. If the extra underwear you provide for your child is soiled, we will provide a pair of new underwear for the child. The cost is \$2.00 per pair, and you keep the underwear.

Age-appropriate criteria for a 2-year-old to attend PreK-3: This is an exception and will be accepted on a case-by-case basis.

We have a minimum placement of 2-days-per-week in our PreK-3 program. We also have a September 1st birth date cut-off date. We make exceptions to the cut-off birth date if a child meets several criteria for entry into Pre-K.

The criteria includes, but is not limited to:

The child turns 3 by October 15, preferably turns 3 by September 15 (for maturity)

Fully, independently potty trained

Follows 2 step instructions the first time asked

Exhibits self-control

Advanced speech and/or communication skills (for a 2-year-old)

Communicates wants and needs

Optimal attention span (for a 2-year-old)

Dress code:

For the safety of your child, **tennis shoes or closed-toed shoes will be worn daily**. You will be called to the school to bring tennis shoes or close-toed shoes for your child. Casual, play attire is requested. Teachers reserve the right to request certain colors be worn on certain days.

Extra Clothes: Please provide an extra set of clothing (seasonally appropriate) in a plastic bag in the child's backpack each day. Please clearly mark all removable clothing with the child's name. Check the backpack daily and replace any used clothes.

If desired, please apply bug spray and sunscreen each day prior to arrival.

Jewelry: State Regulations require that students except for pierced ears wear no jewelry. Please do not send your child with necklaces, watches, bracelets, rings, stick-on earrings, etc.

Backpack: Your child's backpack must be large enough to hold the child's tuition envelope, folder, extra clothes, snack, lunch box, water bottle and blanket.

Diapers for PreK-2: You will provide diapers for your child as well as wipes. The PreK-2 teacher will discuss this with you.

Rest Time: State regulations require that we provide a rest time during our school day. The students rest for approximately 60-90 minutes and Beginnings Preschool provides a mat for your child. The mat is cleaned weekly. Please send a small blanket or towel in your child's backpack for rest time. The "resting things" will be sent home weekly for washing. Please do not send your child's favorite security item, unless otherwise discussed with the teaching staff & director.

The Lead Classroom Teacher will communicate any other needs for your child.

Nutrition Policy – Preschool Classes:

We are not a peanut free school, and it is your responsibility to tell us if your child has a peanut allergy. Beginnings Preschool reserves the right to accept or deny a child into our program due to a food allergy.

Snack: Each child is required to bring a personal snack including food and water (in a spill-proof cup) each day they attend Beginnings Preschool. Please pack the snack in a brown paper bag labeled with the child's name and date or send in a reusable lunch box labeled with the child's name. If you write a special note to your child on the bag or in the box, the teacher will help them read the note. Healthy snacks & meals are essential for your child to perform to the best of their ability. Acceptable snacks include, but are not limited to Goldfish, pretzels, cheese, granola, bars, fresh fruit, trail mix, healthy cereal, Yogurt, crackers, etc.

Sippy Cup or Water Bottle: Pack one of these spill-proof cups in your child's bag each day. Label the cup with the child's first & last name.

Unhealthy Snacks include, but are not limited to Airheads, Candy, Chocolate, Cup Cakes, Gummies, potato chips, candy bars, fruit roll-ups, full-sugared juice, full-sugared pop-tarts, sugared cereal, brownies, etc.

Lunch: Each child is required to bring a personal lunch including food and water each day they attend Beginnings Preschool. For all items needing refrigeration, please include a "cool pack" in the child's meal/lunchbox with the child's name written on it.

No refrigerator or microwave will be provided for student use.

For health and safety concerns, all used and eaten food will be thrown away daily.

Please remember to pack a utensil and napkin if needed.

The child can use their reusable water bottle or sippy cup as a drink for lunch.

Forbidden Foods as stated in the Florida Childcare Facilities Rules and Regulation

Guidelines: “Foods 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 cubes/sticks and any food that is of similar shape and size of the trachea/windpipe. Food for infants must be cut into pieces ¼ inch or smaller, food for toddlers must be cut into pieces ½ inch or smaller to prevent choking. This applies to all food, even food provided by parents/guardians.”

Pizza Day: Pizza Day may be held periodically. Look for the dates in the Director’s Newsletter and/or Teacher’s calendar. The cost is \$8.00 per pizza day and can be included in your tuition check or the student can bring cash on pizza day. The charge covers pizza, crackers, fruit, plate, and napkin. Parents are not required to participate in pizza day and can send a regular lunch on pizza day. Parents send a snack for their child on pizza day.

Special Day: Some months Beginnings may hold a “Special Day” such as Donuts with Dad, or Muffins with Mom. This is an opportunity for our Parent Committee/Room Moms to plan and assist with a periodic special event. This is also an opportunity for parents to volunteer at Beginnings. Some monthly special events require a fee for the event to take place. The monetary charge may appear on your tuition statement or may be included in an RSVP flyer.

Room Moms/Parents and Parent Committee: Each classroom may have up to 2 room moms. The room moms will serve on the Parent Committee and attend a monthly meeting. The Parent Committee is made up of a group of parent volunteers who assist the Director and Preschool Staff with coordinating volunteers and planning monthly events.

Preschool Advisory Council: The PAC is made up of a group of Good News Church Members, Church Staff, and/or Preschool Staff, and is the governing body of Beginnings Preschool at Good News Church.

Birthdays/Special Occasions/Celebrations: Birthdays are very important to you and your child and Beginnings Preschool is happy to help you celebrate. We will celebrate during snack time or lunchtime. You may send a special treat such as store-bought cookies, brownies, or mini cupcakes. **We prefer small portions and sizes of sugary sweet.** Only store bought, unopened packages of treats can be served. Due to COVID we will always follow CDC guidelines. Please send party invitations to the school only if every child in the class is invited.

Please do not bring hard candy, gum, nuts or peanut butter products for celebrations!

By order of the Walton County Health Department: No homemade foods of any kind can be served to the students of the preschool. All celebration food must be store bought and/or prepared at the preschool.

Culinary Days (Cooking in the Café): Most classes will participate in periodic culinary classes throughout the school year. The classes may include, but are not limited to, Pumpkin Bread Baking, Pumpkin Carving, Cookie Baking, Cupcake decorating, Resurrection Rolls. Each parent

is required to sign a consent form, located on registration papers, allowing their child to participate in the culinary classes.

Health/Medical Release Form: The State of Florida requires that a school physical form (form 3040) & immunization record (form 680) or religious exempt (form 681) be on file at the school. These forms must be filled out & signed by your pediatrician. These forms are available at your pediatrician's office or the Walton County Health Department. The shot record will expire several times in the first 3 years of life and 2 weeks after a child's 4th birthday. The physical form will expire 2 years from the date of the physical. Please inform the staff if your child has any food or medication allergies.

Live Insects/Animals: Live insects or animals such as, but not limited to caterpillars, butterflies, and fish may be present in the preschool classrooms.

Medication Policy: Our policy is to **not administer medication** to students during school hours. Parents/Guardians are welcome to come to the school during school hours to administer medication to their student. Consideration may be given for extreme circumstances. Please see the Director for additional information. Diaper cream, sunscreen, bug spray, hand sanitizer, and antibiotic cream are all considered medication and cannot be sent in a child's bag.

Health/Illness:

Frequent hand washing is encouraged throughout the school day.

If your child shows any indication of illness on a school day, the child should not be brought to school. Examples of illness include, but are not limited to, fever, vomiting, diarrhea, deep or persistent cough or chest congestion, rapid or difficult breathing, conjunctivitis or "pink eye", undiagnosed rashes, runny noses with cloudy or colored mucus, boil-type skin infections, or any contagious diseases.

All Illnesses: Please complete a short wellness check each morning. See page 18 of this handbook for further guidance.

Sick Child: If your child arrives at school exhibiting any signs of illness, the Director or Teacher will decide whether to let the child remain at school. If your child begins to exhibit symptoms of illness during school hours, the child may wait in the Director's office or preschool lobby until the parent or other emergency contact person arrives to pick up the child. Please promptly pick up your child when called. **Your child can return to school after being symptom free for 24 hours. For stomach virus, the child must be symptom free for 48 hours before returning.** If your child is sent home from school exhibiting signs of illness, the child will not be allowed to return to school for 24 hours.

The preschool staff performs periodic head lice checks on all students.

We request that you bathe your child each day to help control contagious and infectious diseases. Mumps, lice, chicken pox, or other such communicable diseases should be reported to the Preschool immediately so that parents of other possibly exposed children can be notified.

Because Fifth's Disease poses a risk to pregnant women, please report any case of this disease to the Preschool Office at 622-9191.

Transportation: Parents are required to provide transportation to and from school.

Arrival: Arrival time to school is between 8:45-9:00AM. The Director or other staff member will be present outside the preschool building to welcome the children. Staff members will be located inside the building to direct students to their classroom. A preschool staff member will record student attendance in Brightwheel. The director will keep an attendance records daily. WE WILL FOLLOW ALL CURRENT CDC GUIDELINES AT DROP-OFF & PICK-UP.

Early Drop (ED): ED begins at 7:45 AM and is calculated as a prepaid monthly rate. Daily early drop-ins will be accepted if room permits and will cost \$10 per morning. You will enter the preschool building and walk your child to their classroom.

Pickup: The pickup window is from 1:45-2:00 PM. The Director or other staff members will be present outside the building. Staff members and students will be located inside the licensed preschool area. A preschool staff member will record student departure time at pickup.

Early Pickup: If you choose to pick up your child prior to 1:45 PM, please notify your classroom teacher or Preschool Director via Brightwheel messaging or the director via phone at 850-622-9191, X202. Come to the front door of the preschool building for pickup.

Late Stay (LS): Late stay students will remain at the school no later than 3:00 PM. Late Stay is calculated as a prepaid monthly rate. Daily late stayers will be accepted if room permits and will cost \$10 per afternoon. Late Stay students and parents will use the front door of the preschool building to enter and exit.

Late Pickup Fee Starting at 2:00 PM is \$1.00 per 1-minute until 2:05 and your child can be picked up from the late stay classroom. After 2:05 PM, a charge of \$10.00 will apply and be charged on your tuition statement the following month. For late pickup, a courtesy message on Brightwheel to the Director or your child’s teacher is requested.

Late Pickup Fee Starting at 3:00 PM is \$1.00 per 1-minute. After 3:10 PM A \$25 LATE PICKUP CHARGE APPLIES!

Fieldtrips: No off-site fieldtrips are planned at this time. Beginnings Preschool will invite and encourage community leaders to come to the school for special events. All classes take periodic “mini fieldtrips” throughout the church building. The areas include, but are not limited to, the lobby, Sanctuary, choir room, family restroom, women’s restroom, etc.

Emergencies and Safety:

No child is ever left alone or unsupervised. Attendance is taken daily. A master roster of children in attendance daily is kept in the Director’s office. Classroom teachers take classroom attendance daily on Brightwheel. The teachers monitor attendance via the Brightwheel app on their phones which are in their possession throughout the school day.

A current attendance record must accompany the preschool staff during a drill or actual emergency and must be used to account for all the children. Daily classroom attendance records must be used to account for all children once gathered in a safe place after exit and upon return to the program.

A master “Emergency Contact List” of parent names and phone numbers is in the Brightwheel software and will be available on the Brightwheel app throughout the day. A printed master list will also be available for each classroom, in the director’s office, and on the playground cart.

First-aid & Injury: First-Aid supplies are available in each classroom and on the playground cart. A fully stocked first-aid kit is available in the Preschool office area. Most members of the staff are certified in basic first aid and CPR. In the event of broken skin, staff members will wear disposable gloves and the area will be washed with soap and water and a Band-Aid will be applied. Antibiotic cream/ointment will not be applied. An Accident/Incident report is completed whenever first aid is given; there is a blow to the head; and when emergency services are required. Parents will be notified either by phone or at pickup. The parent will be asked to sign the report and the report will be filed in the student's file.

Emergency Transportation: Beginnings Preschool obtains written emergency transportation authorization from each parent or guardian before the child begins attending the school. We will not accept any children whose parent or guardian refuses to grant permission for emergency transportation. If a child is seriously injured and needs treatment immediately, the school will dial 911. In the event the child must be transported to the hospital; a staff member will go to the hospital with the child and will take the child's records. The parents will be called to meet the child and staff person at the hospital. The staff member will remain at the hospital until the parent arrives.

Reporting to DCF: Beginnings Preschool will report to the DCF hotline any incident or unusual occurrence that is threatening to the health, safety, or welfare of the children, staff or volunteers. The following types of incidents must be addressed: Lost or missing child; Suspected maltreatment of a child; Injuries or illness requiring hospitalization or emergency treatment; Death of child or staff member; Presence of a threatening individual who attempts or succeeds in gaining entrance to the facility. After a fire or natural disaster, the operator must notify the licensing authority within 24 hours as to their operational status for the licensing authority to ensure health standards are met for continued operation.

Evacuation Location: The evacuation location or "safe area" is located to the south of the preschool building on the grass and inside the fenced area. If this area is not safe, the "safe area" becomes the south parking lot of the church and/or the children and youth building located on the Good News campus. If the Good News campus is not "safe", the children will be walked to the condominium complex/shoppes located directly west and adjacent to the Good News Campus.

Reunification Procedure: Onsite: Once an emergency is cleared, children will be released to their parent or guardian. The preschool staff member will note the child's departure in the Brightwheel software. **Offsite:** Once an emergency is cleared, children will be released to their parent or guardian. The preschool staff members will note the child's departure in the Brightwheel software.

Fire Drill: A monthly fire drill or emergency drill will be conducted & recorded by the Director. Beginnings Preschool must prepare and post an emergency evacuation plan, including a diagram of safe routes by which the personnel and children may exit in the event of fire or other emergency requiring evacuation.

Fire/Emergency Plan:

Remain calm

Tell the children to remain calm and to quietly line-up at the door
Teacher retrieves attendance pad and/or cell phone with the Brightwheel app
Count children before leaving the classroom or area (take attendance)
Open the door and secure with doorstop
Lead children to designated “safe area”
Count children (take attendance)
Remain calm and quiet
The Director will check each classroom and area, close all classroom doors, and go to the “safe area” for a head count
Return to classroom or area when “all clear” is given
The Director will inspect classroom and hallway fire extinguishers monthly

Inclement weather: In the event of inclement weather, Beginnings Preschool will close when public schools close. In the event of a tornado warning in the area, children are escorted to the inner hallways of the first floor. Teachers will remain calm and take attendance. Pickup of students will not be allowed during inclement weather. An inclement weather drill shall be conducted a minimum of one time per operating year when children are in care.

Lock Down: In the event of an intruder or imminent danger situation, the preschool hall will be locked from the outside and all classroom doors will be closed and locked with the children inside the classroom. The classroom window blinds and/or drapes will be closed. The children will shelter in place inside the classroom. Teachers will remain calm and take attendance. Pickup of students will not be allowed during a lockdown situation. A lockdown drill shall be conducted a minimum of one time per operating year when children are in care.

Discipline: Beginnings Preschool uses positive reinforcement and conflict resolution to promote appropriate behavior. Children will never be denied outdoor/active play because of misbehavior. Children will be encouraged to work out disagreements. If the teacher’s attention and/or intervention is needed, the child/children will be directed to another activity or sent to the “Safe Place” established inside each classroom or on the playground. The “Safe Place” may be a reading area, chair, wall space, bench, or other designated quiet area either inside the classroom or on the playground. Upon continual disruptive behavior, the child will be sent to the director’s office to “cool down”. In extreme circumstances, the director will notify the parent to remove the child from school for the rest of the day. Sometimes our program does not meet an individual’s needs and the preschool reserves the right to determine if our program is appropriate for the child. In accordance with state regulations: Children shall not be subjected to discipline which is severe, humiliating, or frightening; Discipline will not be associated with food, rest, or toileting; and Spanking or any other form of physical punishment is prohibited.

Bite Policy: A child who bites another child or staff member 4 times may be subject to dismissal from the program.

Hitting/Pushing Policy: A child who hits or pushes another child or staff member 4 times may be subject to dismissal from the program.

Tantrum/Behavior Policy: A child who throws a tantrum or uncontrollable behavior fit that endangers the safety of themselves, another child, or staff member 4 times may be subject to dismissal from the program.

Child Abuse or Neglect is defined in s. 39.201I, F.S., as “harm or threatened harm” to a child’s mental or physical health or welfare by the acts or omissions of a parent, adult household member, or other person responsible for the child’s welfare, or for purposes of reporting requirements by any person.

All childcare personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with section 39.201 of the Florida Statutes (F.S.)

Reports must be made immediately to the centralized Florida Abuse Hotline Information System at 1-800-962-8273.

All reports are confidential. However, persons who are mandated reporters (childcare personnel) are required to give their name when making a report.

Childcare personnel must be alert to the physical and behavioral indicators of child abuse and neglect. Categories include:

Physical Abuse (i.e. unexplained bruises, burns, marks...)

Physical Neglect (i.e. hunger, poor hygiene, lack of supervision...)

Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms...)

Mental Injury (i.e. impairment in the ability to function, depression...)

Sanitation:

Bathrooms: each classroom is equipped with a bathroom containing a toilet and sink. Each classroom has at least one sink inside the classroom. Additional bathroom facilities are located near the classroom area. A staff member will clean the classroom bathroom daily.

The classroom toys, fixtures, and rest mats are cleaned weekly. Parents are encouraged to volunteer at least once per month to assist in classroom cleaning. Parents are encouraged to donate cleaning supplies such as Lysol Wipes, Lysol Spray, paper towels, Kleenex, latex-free gloves, etc.

Communication between Staff and Parents:

We welcome parents to share their interests, talents, and occupations with the class. We encourage parents to volunteer and be involved. If you would like to help your child’s teacher, please let the teacher know. Duties will vary by classroom and teacher request. You may be able to communicate with your child’s teacher via messaging in the Brightwheel software. We strongly encourage voice communication over written communication especially when a concern is addressed.

Monthly Classroom Calendars: Each class will provide a monthly calendar with daily classroom activities listed. The calendar will be sent home at the beginning of each month.

Communication Folder/Teacher Communication: Most days your child will bring home a folder. Please be sure to check this folder for work and communication and return the folder to school in your child’s backpack. Any special notes or information for your teacher or the director can be placed inside the folder. Your teacher will communicate through Brightwheel messaging.

Director’s Newsletter: A monthly newsletter will be posted in the Preschool building front lobby window and on the church website. www.goodnewschurch.life

Parent-Teacher Meetings/Conferences: Scheduled conferences are held twice per year; first semester and second semester. During conferences, teachers share observations with parents. Additional conferences can be arranged. Conferences may be held in person or another way.

Volunteers: We encourage parent involvement and parent volunteers. Contact your classroom teacher and look for volunteer opportunities throughout the school year.

Substitute Teachers: State regulations require that you have a level 2 security clearance and a minimum training of 40 hours. Please see the director to fill out appropriate paperwork and visit the following website for additional information www.myflorida.com/childcare

Absences: If your child will be absent, please message your child's teacher through Brightwheel. You can also contact the director at 850-622-9191, via Brightwheel, or via email.

Transitions: Please notify your teacher if you and/or your child is experiencing a life-altering event, i.e. a move, illness, parent out of town, parent loss of job, etc. This will help the teacher understand any behavioral changes the child exhibits.

Early Release Days: Departure is 11:15-11:30 AM for all students. No late stay available.

Confidentially: Children are very aware when adults are talking and can be sensitive. Please do not talk about children in front of them or other parents. Please do not discuss classroom situations, concerns, etc. with other parents while at Beginnings Preschool. Health concerns regarding illness will be disclosed, but the child it pertains to will not be mentioned. The staff will keep confidentiality always when concerning children.

Parent Concern:

We understand that you may have a concern regarding the program, staff, or a policy. Please contact the Teacher or Director with the concern. We will do our best to resolve the issue in a timely and appropriate manor. We strongly encourage voice communication over written communication especially when a concern is addressed.

Periodic Additional Day: From time to time, parents can request an extra day due to an unforeseen circumstance. Please contact the Director or your child's teacher for availability and the fee for the additional day. Additional Early Drop and Late Stay fees will apply at the daily rate.

Fundraisers: Periodic fundraisers may be planned to help Beginnings raise funds for specific projects, program needs, and the scholarship fund. Fundraisers may include, but are not limited to; Scholastic Book orders, Usborne Book orders, dinners, catalog order, bake sale, etc.

Labeling: Label all items with your child's first and last name.

Distracted Adult Brochure: During the 2018 legislative session, a new law was passed that requires childcare facilities to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the

facility and instead leave them in the adult's vehicle upon arrival at the adult's destination. You will be asked to sign off that you have received the brochure via hard copy or email.

Flu Brochure: During the 2009 legislative session, a new law was passed that requires childcare facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September. You will be asked to sign off that you have received the brochure via hard copy or email.

Beginnings Preschool School Calendar 2024-2025
License #CO1WA0012

June 20, 2024	Supply Fee Due
August 5-9, 2024	Teacher Work Days (Students Out – NO SCHOOL)
August 12, 2024	Orientation at 11:00 AM for All Classes
August 13, 2024	First day of school
August 30, 2024	Early Release Day for Students (11:30 AM)
September 2, 2024	Labor Day (all personnel out/school closed)
October 1-3, 2024	Open House Lunch Week
October 11, 2024	Early Release Day for Students (11:30 AM)
October 14, 2024	Teacher Work Day (students out – NO SCHOOL)
October 21-24, 2024	Parent-Teacher Conference Week
October 29, 2024	Preschool Fall Festival – Trick-or-Treat
November 11, 2024	Veterans’ Day (all personnel out/school closed)
November 25-29, 2024	Thanksgiving Holiday (all personnel out/closed)
December 17, 2024	Christmas Recital (Day Time)
December 23 – January 7, 2025	Christmas & New Year’s Holidays – NO SCHOOL
January 8, 2025	Classes resume
January 20, 2025	MLK Day (all personnel out/school closed)
February 11, 2025	Donuts with Dad
February 17, 2025	Presidents’ Day (all personnel out/school closed)
March 13, 2025	Early Release Day for Students (11:30 AM)
March 14, 2025	Teacher Work Day (students out – NO SCHOOL)
March 17 – March 21, 2025	Spring Break (all personnel out/no school)
April 7-9, 2025	Mini Tours at 10:30 AM
April 15, 2025	Easter Celebration w/ Egg Hunt
April 18, 2025	Good Friday (all personnel out/school closed)
April 21-25, 2025	Parent-Teacher Conference Week
April 29, 2025	Muffins with Mom
May 5-9, 2025	Teacher Appreciation Week
May 13, 2025	Spring Recitals & PreK-4 Graduation (Day Time)
May 20, 2025	Last Day of School
May 21-23, 2025	Teacher Work Days (Students Out – NO SCHOOL)

Daily Home Health Screening for Students for All Illnesses:

Parents: Please complete this short check list on your child each morning. Answering YES to any of the following symptoms requires you to report your child's information to your classroom teacher and/or the preschool director before your child arrives to school.

Look for the following symptoms prior to school:

The following symptoms may indicate a possible illness that may decrease the student's ability to learn and put them at risk for spreading illness to others.

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat or lack of interest in food
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Barky cough
- Diarrhea, vomiting, or abdominal pain
- Severe headache
- Red, sticky, or crusty eyes with or without discharge
- Lethargic or overly tired