

**Beginnings Preschool
at Good News UMC
License #CO1WA0012
PreK-2 - PreK-4 Handbook
2020-2021**

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“In the beginning, God created...me”



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Beginnings Preschool at Good News United Methodist Church PreK-2 - PreK-4 Student/Parent Handbook 2020-2021

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:

Beginnings Preschool is blessed to have a strong partnership with Good News UMC.

Sunday Worship Services: Traditional Service at 8:15AM and Contemporary Service at 9:30 & 11:00AM

We invite everyone to attend our Sunday Services. Childcare and Kid's Worship available at both services for birth through 4th grade.

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 United 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 United Methodist Church.

The Preschool Advisory Council, 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@goodnewsumc.net. For after hour's emergencies only, I can be reached via text or leave a message at (850) 585-7383.

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 UMC 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

Christian Curriculum & Music Monday-Friday

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

Classrooms: PreK-2

6:45-7:45 A.M.	Extra Early Drop Hour – may be offered based on need and staffing
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 and Free Play <u>You will park your vehicle in the front of the main building and walk your child to the classroom.</u>
9:00-9:15 A.M.	Chapel; Morning Song, Prayer & Pledge
9:15-9:30 A.M.	Free Play/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 in the Sanctuary (Large Motor Skills)
11:00-11:30 A.M.	Music/Dancing
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 main building and walk in to pick up your child from their classroom.</u>
2:00-3:00 P.M.	Late Stay, Nap, Free Play, and Cleanup (based on student acclimation)

Classrooms: PreK-3

6:45-7:45 A.M.	Extra Early Drop Hour – may be offered based on need and staffing
7:45-8:45 A.M.	Early Drop w/ staff member: Centers, Free Play, Reading, and Cleanup
8:45-9:00 A.M.	Arrival – Carpool
9:00-9:15 A.M.	Chapel; 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
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/ cd 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/Carpool from Sanctuary: Pickup window

2:00-3:00 P.M.Late Stay w/ staff member: Centers, Free Play, Reading, and Cleanup

Classrooms: PreK-4

6:45-7:45 A.M. Extra Early Drop Hour – may be offered based on need and staffing
7:45-8:45 A.M. Early Drop w/ staff member: Centers, Free Play, Reading, and Cleanup
8:45-9:15 A.M. Arrival – Carpool
9:00-9:15 A.M. Chapel; 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 Wash
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/ cd 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/Carpool from Sanctuary: Pickup window
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
2020-2021**

Program Overview:

Parent Orientation – Open house: TBA August 2020 at 11:30 AM

School start date for all classrooms is TBD

School end date for all classrooms: TBD

Daily Program for all classrooms: 8:45 AM - 2:00 PM with “extra early drop”, “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 2020-2021: \$150 New Students and \$75 Returning Students

Registration for 2021-2022 begins in February 2020. 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 & Envelope: Starting in August, a tuition envelope will be sent home. You will put your tuition check or cash in the envelope and return the envelope to school.

The Equipment & Supply Fee for the 2020-2021 school year can be paid with registration or no later than **July 15, 2020** and occurs on an annual basis and is non-refundable.

Equipment & Supply Fee and Tuition: Check is written to Beginnings Preschool at Good News UMC

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 15)

5-Day Extra Extended Program (6:45 am to 3:00 pm): Equipment/Supply fee of \$350.00, Tuition is \$875.00 per month

5-Day Extended Program (7:45 am to 3:00 pm): Equipment/Supply fee of \$350.00, Tuition is \$800.00 per month

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

5-Day Program: Equipment/Supply fee of \$350.00, Tuition of \$650.00 per month

4-Day Program: Equipment/Supply fee of \$300.00, Tuition of \$550.00 per month

3-Day Program: Equipment/Supply fee of \$250.00, Tuition of \$450.00 per month

2-Day Program: Equipment/Supply fee of \$200.00, Tuition of \$350.00 per month

1-Day Program: Equipment/Supply fee of \$150.00, Tuition of \$200.00 per month

Daily Rate 8:45 am – 2:00 pm: \$50.00 per day

Daily Rate 7:45 am – 3:00 pm: \$62.00 per day

Daily Rates for XED, ED, LS:

Extra-Early Drop (XED) is offered starting at 6:45 am for \$12 per day

Early Drop (ED) is offered from 7:45-8:45 am for \$6 per day

Late Stay (LS) is offered from 2:00-3:00 pm for \$6 per day

ED & LS Fees: \$6 per day each or monthly rate available to prior sign-up and prepaying students

Monthly discounted rates for XED, ED & LS is for prior sign-up and prepaying students

5-day-per-week program ED or LS only: \$75.00; 5-day-per-week program ED & LS: \$150.00; add \$75 for XED

4-day-per-week program ED or LS only: \$60.00; 4-day-per-week program ED & LS: \$120.00; add \$60 for XED

3-day-per-week program ED or LS only: \$45.00; 3-day-per-week program ED & LS: \$90.00; add \$45 for XED

2-day-per-week program ED or LS only: \$30.00; 2-day-per-week program ED and LS: \$60.00; add \$30 for XED

Daily Rates: XED is \$12; ED or LS is \$6.00 add XED \$6; ED and LS: \$12.00 add XED \$6

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

Tuition is due by the 10th of each month. A \$10 fee will be applied to late payment.

Cash, cashier's check, or check can pay tuition. **Make your check payable to Beginnings Preschool at Good News UMC.** A brown envelope will be sent home in your child's backpack around the 1st of each month. Please promptly return payment in the envelope in the child's backpack. If you need to make alternate payment date arrangements, please contact Brenda. \$10 Fee on all NSF returned checks. Full tuition will be paid every month August through May.

Withdraw Notice: In the event that 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 in order to withdraw at the end of the month.

Example: Notification of withdraw on November 1 will allow you to pay November tuition and withdraw by November 30. Notification of withdraw 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.

Student-Teacher Ratio (at most):

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

Each classroom will have a lead teacher and a co-lead or an aid. In addition to the classroom teachers we should have a staff assistant on-site each day. 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 15 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. In the event that 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-PreK-4/5 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 December 31, preferably turns 3 by October 15 (for maturity)

Fully potty trained (as listed above)

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 (seasonal 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.

Please apply bug spray and sunscreen each day prior to arrival.

Jewelry: State Regulations require that students with the exception of 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 small 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 sticks, 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 Air-heads, 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.

Pizza Day: Pizza Day may be held periodically. Look for the dates on the Director's Newsletter and/or Teacher's calendar. The cost is \$6.00 per pizza day and can be included in your tuition check or the student can bring cash on pizza day. The charge covers pizza, chips, 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: Several months Beginnings will hold a "Special Day" such as Donuts with Dad, or Mom's Marvelous Morning. This is an opportunity for our Parent Committee/Room Moms to plan 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 envelope or may be included in a RSVP flyer.

Room Moms/Parents and Parent Committee: Each classroom will have 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 UMC Church Members and is the governing body of Beginnings Preschool at Good News UMC.

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. You are welcome to join us on your child's special day. Please send party invitations to 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): All 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 (crescent roll), Dye hard-boiled eggs, and/or homemade pizzas. Each parent is required to sign a consent form, located on registration papers, allowing their child to participate in the culinary classes. Students are charged a one-time \$10 culinary fee during the month of November to cover the cost of all culinary activities.

Health/Medical Release Form: The State of Florida requires that a school physical form & shot record be on file. 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.

Sick Child: If your child arrives to school exhibiting any signs of illness, the Director or Teacher will decide whether to let the child remain at school. In the event that your child begins to exhibit symptoms of illness during school hours, the child will remain in the Director's office until the parent or other emergency contact person arrives to pick up the child. Please promptly pickup 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.**

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.

All classes are required to use the carpool line between 8:45-9:00 AM for drop-off and 1:45-2:00 PM for pickup. Please do not walk your child into the building through the carpool area during these times. Doing so creates a hazardous situation. If you must walk your child into school, park in front of the main church building and walk in the front door of the church building.

If arriving between 9:00 – 9:10 AM, park the car and walk the child into the Sanctuary where chapel is taking place. After 9:10 AM, enter the preschool building through the front door using the front door code (red tower) and locate the Director's office and Director or teacher for check-in prior to leaving the child at school.

Carpool Guidelines listed on next page

Carpool Guidelines:

Drive slow and always in the forward motion.

Complete cell phone calls prior to entering the carpool line.

Carpool drivers should remain in their cars - the preschool staff will load/unload children and will ask the parent for assistance if needed.

Children will be unloaded and loaded from the passenger doors.

Staff members will buckle the seat belts. Please pull forward and double-check buckle.

Put your car in PARK while children are being loaded or unloaded.

Under no circumstances should a child be let out of a car unless a staff member receives him/her.

Please refrain from engaging carpool workers in prolonged conversation.

Never leave a child or valuables in an unattended car

Park only in designated parking areas – please do not park under the covered driveway or carpool line.

Do not let your child stand in the sunroof or hang out the windows.

Carpool Arrival: Arrival time to school is between 8:45-9:00AM. The Director or other staff member will be present outside the building to welcome the children. Staff members will be

located inside the building to direct students to the arrival area. A preschool staff member will record student attendance. Each teacher will keep additional attendance records daily.

Extra Early Drop (XED): XED begins at 6:45 AM and is calculated as a prepaid monthly rate. XED money is non-refundable or transferable. Daily extra early drop-ins will be accepted if room permits and will cost \$12 per morning.

Early Drop (ED): ED begins at 7:45 AM and is calculated as a prepaid monthly rate. ED money is non-refundable or transferable. Daily early drop-ins will be accepted if room permits and will cost \$6 per morning.

No students will be accepted during transition time between 8:40 AM – 8:45 AM to ensure the safety of all children and staff.

Carpool Pickup: The pickup window is from 1:45-2:00 PM. The Director or other staff member will be present outside the building. Staff members and students will be located inside the building in the departure 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 the director via phone at 850-622-9191 or text Brenda at 850-585-7383. Enter the preschool building through the front door using the front door code (red tower) and locate the Director's office and Director or teacher for check-out prior to picking up the child from school.

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. LS money is non-refundable or transferable. Daily late stayers will be accepted if room permits and will cost \$6 per afternoon.

At 2:05 PM, the church preschool hallway door will be closed and locked. All late stay pickup will take place through the Preschool building front door (red tower).

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 \$6.00 will apply and charged on your tuition envelope the following month. For late pickup, a courtesy call or text to the Brenda at 850-585-7383 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 and have their attendance roster 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 will be located in each classroom, the teacher work room, 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 Director’s office area. Most members of the staff are certified in basic first-aid and CPR. In the event of broken skin, 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 in order 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. In the event that 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. In the event that the Good News campus is not “safe”, the children will be walked to the condominium complex/shoppes located directly west of 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 on the attendance sheet. **Offsite:** Once an emergency is cleared, children will be released to their parent or guardian. The preschool staff member will note the child’s departure on the attendance sheet.

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 retrieve attendance pad

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 as a result of misbehavior. Children will be encouraged to work out disagreements. In the event that 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. 39.201(e), 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 (child care 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 phone, text, and email. 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. You teacher may choose another form of communication. This is acceptable and may include a media site.

Director's Newsletter: A monthly newsletter will be posted 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 may be arranged. Conferences may be held in person or another way.

Volunteers: You must contact the director or teacher in advance.

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 via phone or email. You can also contact the director at 850-622-9191 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 11:45-12:00 PM 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 concerning children at all times.

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 to 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.

Beginnings Preschool School Calendar 2020-2021

<p>August – August , 2020 August , 2020 August , 2020 August , 2020 August , 2020</p>	<p>Teacher Work Days (Students Out – NO SCHOOL) CPR Training with SWFD at 9:00 AM Orientation at 11:30 AM First day of school Early Release Day for Students (11:45 am – Noon)</p>
<p>September , 2020 September – September , 2020</p>	<p>Labor Day (all personnel out/school closed) Open House Lunch Week: Come eat with Child</p>
<p>October – October , 2020 October , 2020 October – October , 2020 October , 2020</p>	<p>Parent-Teacher Conference Week Teacher Work Day (students out – NO SCHOOL) Pumpkin Carving with one Dad per classroom Preschool Fall Festival – Trick-or-Treat</p>
<p>November and November , 2020 November , 2020 November , 2020 November – November , 2020</p>	<p>Culinary Class – Back Pumpkin Bread Veterans’ Day (all personnel out/school closed) Beginnings Preschool Thanksgiving Lunch Feast Thanksgiving Holiday (all personnel out/closed)</p>
<p>December and December , 2020 December , 2020 December – January , 2021</p>	<p>Pajama Day & Culinary Class - Christmas Cookies Christmas Recital at 6:00 PM Christmas & New Year’s Holidays – NO SCHOOL</p>
<p>January , 20201 January , 2021 January , 2021</p>	<p>Classes resume MLK Day (all personnel out/school closed) Donuts with Dad in Café @ 8:00 AM</p>
<p>February – February , 2021 February and February , 2021 February , 2021 February , 2021</p>	<p>Mini Tour Week Culinary – Decorate Cupcakes Early Release Day for Students (11:45 am – Noon) Presidents’ Day (all personnel out/school closed)</p>
<p>March , 2021 March – March , 2021</p>	<p>Teacher Work Day (students out – NO SCHOOL) Spring Break (all personnel out/no school)</p>
<p>April , 2021 April , 2021 April , 2021 April – April , 2021 April , 2021</p>	<p>Easter Celebration w/ Egg Hunt Good Friday (students out - NO SCHOOL) Mini Tour Parent-Teacher Conference Week Mom’s Marvelous Morning in Café @ 8:00 AM</p>
<p>May – May , 2021 May , 2021 May , 2021 May , 2021 May , 2021 May – May , 2021</p>	<p>Teacher Appreciation Week Spring Recital at 5:00 PM PreK-2 Classes Spring Recital at 6:00 PM PreK-3 & PreK-4 Classes PreK-4 Graduation at 6:45 PM Last Day of School - End of Year Party – Early Release Day Teacher Work Days (Students Out – NO SCHOOL)</p>

