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NAVARRE UMC PRESCHOOL PARENT HANDBOOK

NAVARRE UMC MISSION STATEMENT

“To Develop Each Person Into a Fully Devoted Disciple of Christ.”

WELCOME

We would like to welcome you and your child/children to our program. This handbook has been written and approved by the preschool board, and we hope it helps you better understand the NUMC Preschool ministry.

We ask that parents/guardians read and follow the operating procedures in this handbook and any supplemental notes and newsletters we send you. We hope that you feel free to be a part of the preschool, offering suggestions, comments, and constructive criticisms, as well as financial and moral support.

PRESCHOOL STANDARD

It is our intent to uphold the Navarre UMC Mission Statement (above) at all times. In this spirit, the preschool board, administration and staff are accountable for the Christian development of the students. In the planning and employment of ALL areas of the preschool, we will be prayerful and mindful of the following verse from God’s Word:

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” -- Phillipians 4:8

AIM/PURPOSE

Our preschool exists as an outreach ministry of Navarre United Methodist Church to the children and the parents of the congregation and the surrounding community. We value and celebrate each child with unconditional love, care and support. We welcome children from all races, faiths, and nationalities. It is our goal to provide your child with a well-balanced, developmentally appropriate, Christian environment in which he/she will feel a sense of belonging and grow to become ready for a lifetime of learning. We strive to be in partnership with you, the parent/guardian, to achieve these goals.

Our Preschool:

- *Upholds the truths of the Holy Bible
- *Teaches that Jesus loves all of us, no matter what
- *Models love and caring for others, prayerfulness, joy and thankfulness
- *Supports children in the development of their relationship with God
- *Helps to lay the foundation for a life-long relationship with Christ
- * Affirms each child’s self worth/encourages creativity and uniqueness
- *Validates and encourages the appropriate expression of feelings/emotions
- * Focuses on the “whole child” to promote learning, exploration and discovery
- *Plans for success in the following aspects of development: spiritual, social/emotional, physical, cognitive, and language
- *Promotes sharing, love, kindness, honesty, obedience, responsibility, good health, valuing the rights of others and caring for all of God’s creations
- * Recognizes and provides for the preschool child’s need to learn through play and hands-on experiences

- *Provides experiences that are relevant and meaningful to a young child's life
- * Provides a nurturing, secure, and clean learning environment
- * Provides choices with appropriate boundaries
- * Provides sufficient supervision to allow for giving consideration to individual needs and interests
- * Maintains state licensing and employs a qualified & well-trained staff

PRESCHOOL BOARD

Our preschool is governed by a board of church members, who act as a liaison between church council and preschool administration. Voting members of the board include nominated representatives from three major church committees (Pastor-Parish Relations, Trustees and Finance), one church congregation representative and two preschool parents. Non-voting members include the church pastor, the children's minister, the preschool director and assistant director.

Board member responsibilities include:

1. Attend meetings
2. Review/approve policies, procedures, class structure, curriculum and physical space.
3. Oversee preschool operating budget, including the approval of administrative/staff salary and student tuition recommendations.
4. Review/approve programming plans.
5. Review/approve staffing/personnel.
6. Review/approve major decisions.
7. Act as a sounding board for directors and staff.
8. Maintain confidentiality.

CURRICULUM/PROGRAM GOALS

Our teachers are trained in developmentally appropriate practice and Florida's Early Education standards. They are responsible to plan for success in the following areas of development: spiritual, social/emotional, physical, cognitive and language. Teachers utilize the Creative Curriculum assessment tool (the Developmental Continuum) to track their students' progress and to plan for their individual differences and needs. Teachers will help foster students' spiritual development through scripture as well as visits to chapel and the Godly Play classroom.

We strive to help children learn to value others as well as themselves, that ALL people are uniquely created by God. We celebrate the differences between people in communities and groups, just as we recognize and encourage the many personalities and cultures within our preschool staff and families. No child shall be expected to adhere to values that conflict with his/her family's values. (Ex.: The preschool staff members go by their first names instead of their last names. If a family prefers, their child has the right to call the staff by their last names.) Likewise, there are always choices in our classrooms. No child shall be forced to participate in any activity. (Ex: Trying to force a child to taste a certain food or participate in a project.)

CLASSROOM CURRICULUM

Planning for individual needs requires flexibility in scheduling the classroom curriculum. Also, children's interests are built-in motivators for learning. For this reason, our teachers are free to explore and wonder with their students and plan their own classroom curriculum. We have a variety of resources available to teachers for supplemental activities. They use their professional training, creativity, our teacher library as well as outside resources to provide a wide variety of age-appropriate experiences for the children in their

classes. Your teacher will be in contact with you regularly to inform you of the class' progress, and there will be a lesson plan posted in the classroom at all times.

CREATIVE CURRICULUM

Navarre UMC Preschool uses The Creative Curriculum, from Teaching Strategies, Inc, as a framework on which to build developmentally appropriate lessons and plan for the individual child's needs. This framework starts with a foundation of years of theory and research that inform decision making in the early childhood field – the work of **Piaget, Maslow, Vygotsky and Smilansky**. There are five components to this framework:

1. **How Children Develop and Learn:** Each student is assessed throughout the year in terms of their social/emotional, physical, cognitive, and language development. We use the Developmental Continuum, a tool for observing children's development and tracking their progress as a way of planning for the individual child.
2. **The Learning Environment:** The structure of the classroom is what makes it possible for teachers to teach and children to learn. Teachers create a classroom community where children learn how to get along with others and solve problems peacefully. This community includes established schedules and routines, organized choice times (interest areas/centers), small and large group times.
3. **What Children Learn:** Preschool children learn content and skills best through play and daily experiences. This play is not without purpose! Your child will learn content in the following areas: Biblical, literacy, math, science, social studies, the arts, and technology. The state of Florida has established Learning and Developmental Standards for children of all ages. It is the teacher's job to be sure his/her classroom teaches content in ways that respect these developmental stages of preschool children.
4. **The Teacher's Role:** Teachers use careful observations of their students, their knowledge of the early childhood field, and various resources to plan and employ a variety of teaching strategies in the classroom.
5. **The Family's Role:** We desire to develop a partnership with every family and work together to support children's optimal development and learning.

SCRIPTURE

Classes will follow a monthly scripture schedule. The purpose of this scripture is to help children begin, at this early age, to understand that God's words come from His Book, The Bible, and that those words have meaning in their lives. Children will practice "writing God's word upon their hearts," through discussion and song.

GODLY PLAY

Godly Play is a unique and engaging Montessori-based method of Christian education. It encourages children to wonder about God and become more fully aware of the mystery of His presence in their lives. Teachers and their students will explore together religious language, stories of Christian tradition, sacred stories from the Old and New Testaments, stories told through Parables, and stories about the liturgical cycle. The process of "wondering" together prevents Storytellers from forcing an interpretation of the stories on the kids. Instead, children are free to enter into these stories, to be contemplative, and to relate them to their own personal experience.

CHAPEL TIME

Children will visit the sanctuary for “chapel time” each week. We want students to experience being part of a community in church: sitting in the pew and worshiping God in a variety of ways: prayer, singing, puppet shows, stories, etc....**topics will follow the Scripture and Godly Play schedule, found at the back of this handbook.**

A WORD ABOUT PLAY

We believe that PLAY is a child’s WORK. Years of theory and research have proven that young children are experiential creatures. They must experience a concept before they can internalize it. For this reason, your child will not be doing worksheets in our preschool. Worksheets do not develop creativity. In some cases they may actively inhibit the learning process in children. The practice of worksheet and “drill” type learning is a huge disservice to young children, and may even cripple their development and crush their excitement about school and learning in general. In November 1984’s issue of YOUNG CHILDREN (NAEYC), Carol Seefeldt says, “Asking children to complete worksheets may be a form of stealing. Every time children are asked to fill in a worksheet, they are being robbed of opportunities to think and learn by doing, to experience individualization of instruction, and to learn to cooperate.”

Your child will learn concepts through the active, intentional planning of qualified teachers and staff. When you look in the classroom, you will see interest areas set up around the room. These interest areas are planned specifically with a developmental goal in mind. He/she will have choices and adequate time to “work” on skills that will promote readiness to enter into the elementary grades later. Your child will use all five senses to experience the concepts we introduce, including numbers and letters. It is our intention that children who come through our program become independent, creative, empathetic individuals who enjoy learning and interacting appropriately with others.

HOURS OF OPERATION

Our school is open from 7:00 AM to 6:00 PM, Monday through Friday. Our part time classes follow Santa Rosa County Schools, beginning August 23, 2010 and ending June 9, 2011. Care is available for full time students on school breaks. The entire school is closed on holidays and teacher planning days. For specific days/times classes are offered see below.

PRESCHOOL CLASSES

We provide a quality preschool program for children ages one year to pre-kindergarten. Children will be placed in classes based on their age September 1st of the current school year. This is consistent with the public school placement law.

Parent’s Morning Out – Mondays, one and two year olds
Maintains a ratio of 1:5 (teacher to student) with a maximum of ten children/room.

Two year old classes - 2 days (Tues/Thurs), 3 days (Mon/Wed/Fri), or 5 days (Mon-Fri)
Maintains a ratio of 1:6 (teacher to student) with a maximum of twelve children/room.

Three year old classes - 2 days (Tues/Thurs), 3 days (Mon/Wed/Fri) or (Tues/Wed/Thurs), or 5 days (Mon-Fri)
Maintains a ratio of 1:7 (teacher to student) with a maximum of fourteen children/room.

*Room 108 (Tues/Wed/Thurs) has a maximum of twelve children/room.

Pre-Kindergarten classes - 5 days (M-F)

Maintains a ratio of 1:8 (teacher to student) with a maximum of sixteen children/room.

*Room 103 maintains a ratio of 1:7 (teacher to student), maximum of fourteen/room.

REGISTRATION & ACTIVITY FEES

Registration Fee

An annual, non-refundable registration fee of \$50.00 is due at the time of enrollment for two and three year old students. Children currently enrolled in the program will have the opportunity to register for the next school term in the Spring.

Four year old students enrolled in VPK-only or Lunch Bunch will not pay a registration fee. Full-Time four year olds will pay a \$100.00 registration fee (this fee includes a supply fee).

Activity Fee

A yearly Activity fee is collected for two and three year old students at the start of the school year, to help pay for classroom supplies and supplement the cost of special activities throughout the year. The amount collected is figured according to the child's enrollment status, as outlined below.

Two & Three Year Olds

Part Time Students:

2 day = \$50

3 day = \$60

5 day = \$80

Full Time Students:

2 day = \$60

3 day = \$75

5 day = \$100

VPK Students (ALL)

No fee

TUITION

Billing

Tuition is figured as an average of the number of days your child will attend for the school term.

Therefore, tuition is the same each month (September – May) regardless of the number of class meetings during the month. For August 2010 (23th – 31st) and June 2011 (1st – 9th), you will be billed for the exact number of days your child's class meets – we will notify you of this amount before the bill is due.

Tuition is due the first class day of each month, and should be brought by an adult to the gray box located outside the Director's office, not given to the classroom teachers. The staff will not be responsible for payments delivered by students. **Please do not place payments in your child's lunchbox or backpack.**

Tuition will not be pro-rated and must be paid in full even though your child may not attend for a portion of a month due to illness, vacation, etc. Payment of the tuition holds your child's spot until his/her return.

Vacation or illness is not an excuse for late payment of tuition. Please pay prior to vacations, or mail your tuition to us if you are on vacation or your child is sick. Make checks payable to Navarre UMC, 9474 Navarre Pkwy, Navarre, FL, 32566.

A 10% discount is given on one child's tuition to families with more than one child enrolled in our program. This discount does not apply to registration/activity fees or tuition deposits.

A \$10.00 late fee per child will be assessed on tuition not paid by the 5th of each month. ***If the delinquent amount is not paid in full by the 15th, your child will be dropped from the program, effective***

immediately. The vacated spot will be filled the following business day. There will be a \$35.00 charge for any returned checks.

Two Year Olds

Part Time (9:00 AM - 1:00 PM)

2 days per week - \$141.00 per month
3 days per week - \$190.00 per month
5 days per week - \$332.00 per month

Two Year Olds

Full Time (7:00 AM – 6:00 PM)

2 days per week - \$234.00
3 days per week - \$326.00
5 days per week - \$560.00

Three Year Olds

Part Time (9:00 AM - 1:00 PM)

2 days per week - \$132.00 per month
3 days per week - \$180.00 per month
5 days per week - \$311.00 per month

Three Year Olds

Full Time (7:00 AM - 6:00 PM)

2 days per week - \$222.00 per month
3 days per week - \$309.00 per month
5 days per week - \$531.00 per month

Four Year Olds (VPK)

Voluntary Pre-Kindergarten is free of charge from 9:00 am to 12:00 pm, M-F. For \$100.00 per month, students can stay until 1:00 pm for “Lunch Bunch.” During this time, students will eat lunch and participate in our enrichment classes. For \$347.00 per month, students can attend full time - from 7:00 am to 6:00 pm, during VPK days as well as on school breaks.

Part Time (9:00 AM - 12:00 PM)

Monday – Friday – no cost (Voluntary Pre-K)
*Lunch Bunch – 12:15 – 1:00 PM
-- \$100.00 per mo. (optional)

Full Time (7:00 AM – 6:00 PM)

Monday – Friday -- \$347.00 per mo.
*Covers all except VPK (9-12:00)
(includes Lunch Bunch & snack)

Non-VPK Pre-K (if not covered by VPK funds during the hours of 9 am and 12 pm)

(9:00 AM – 12:00 PM) – Monday – Friday - \$280.00 per mo.
(9:00 AM – 1:00 PM) – Monday – Friday - \$365.00 per mo.
(7:00 AM – 6:00 PM) – Monday – Friday - \$610.00 per mo.

School-Age

See School-Age page at end of handbook

Parent’s Morning Out (Mondays ONLY – 9:00 AM – 1:00 PM)

This is a new program that will run every Monday, beginning August 23rd, excluding holidays and school breaks. There are no other fees aside from the tuition per day. Parents can choose as many or as few Mondays as needed. In order to keep a reserved spot, non-refundable payments will be due each Wednesday for the following Monday. You can reserve a spot today – NO MONEY DUE BEFORE AUGUST 2010. Cost is \$25.00 per day.

EXTENDED CARE

Extended care (snack included) is available to part time students. Space is limited, and 24 hr. notice is preferred. *Students staying for extended care must bring a small towel or small blanket for rest time.* Comfort items (lovie or pacifier, etc...) are encouraged but not necessary. Towels/blankets will be sent home once a week to be washed. Times available are:

Morning Care - 7:00 AM to 9:00 AM \$5/day
Afternoon Care - 1:00 PM to 4:00 PM \$12/day
-- “VPK-only” students will pay \$17/day for Afternoon Care

REQUIRED DOCUMENTS

Parents must provide a copy of the child's birth certificate at the time of registration.

Parents shall furnish the preschool with requested medical information, school physical and immunization card, *before* children can be left in the care of NUMC Preschool. We do not need original documents, copies are fine.

According to regulations set forth by the Florida Department of Children & Families, we cannot admit students with outdated documents. This has become a very strict mandate, and we must be firm in order to avoid disciplinary action on our school. It is the parents' responsibility to provide the school with updated documents BEFORE the old ones expire. Not keeping this agreement will result in suspension of your child from our school until the appropriate documents are presented. No credit or refund of tuition will be given if your child is suspended for this purpose.

VOLUNTARY PRE-KINDERGARTEN ATTENDANCE POLICY

The VPK program allows you to send your child to preschool and help prepare him/her for Kindergarten, without the pressure of childcare costs. We, as educators, partner with the parent to be sure that our goal is met in VPK: To prepare your children for Kindergarten in a Christian, loving, joyful, developmentally appropriate environment. Our teachers are well-trained, enthusiastic leaders who do an awesome job in helping students meet developmental goals, but they cannot do it alone! Our VPK attendance policies are as follows:

- A. **ATTEND REGULARLY** – Your child will not benefit from our program if he/she is not here! Absences must be kept to a minimum. Of course, we do not want children attending while they are sick, and these absences are unavoidable. We ask you to schedule vacations around our preschool calendar, which follows the Santa Rosa County School schedule. Absences from the program interfere with our efforts to be sure we have adequate time to prepare the students for Kindergarten. When vacation and illness absences together exceed the allowable amount, in any given month, this causes us to lose greatly needed funds – these funds are necessary to continue the VPK program.
- B. **MAXIMUM ALLOWED ABSENCES** – Students may miss NO MORE than 20% of the scheduled class days, per month. Absences beyond this 20% must be for illness or family emergency only, and a doctor's note is required.
- C. **DISENROLLMENT** – Absences beyond the 20 % allowable affect your child's readiness for Kindergarten, and are not paid for by the state. These absences will be closely monitored, on a case-by-case basis, and may result in your child being disenrolled from our program. Families who meet this criteria may or may not have the opportunity to continue attendance at the Non-VPK tuition rate listed in this handbook. **THIS POLICY IS SUBJECT TO CHANGE**
- D. **DOCUMENTATION** – Each parent must sign their "Parent Choice Certificate" at the END of each month, as testament that your child did attend here for that month. During the last week of each month, we will place a blue binder, labeled for VPK parents, outside the office. Please take a moment to find your child's certificate and sign it during that week.

VPK students may not miss the first or last day of school

ARRIVAL

Part Time

Children should arrive at 9:00 AM each day. If you arrive earlier than 9:00 AM, wait in the hall with your child until this time. Please try to be on time! Late arrivals are very disruptive for the entire class.

Full Time

Children should arrive no earlier than 7:00 AM. If you arrive earlier than 7:00 AM, please wait in the hall with your child until this time. It is suggested that you arrive before 9:00 AM to ensure your child gets a full day of preschool. VPK students must arrive by 9:00 AM.

All Children

Children should be dropped off and picked up at their classroom by an adult. Do not allow your child to walk to class alone. Children must be signed in and out by an authorized adult. After they have been signed in, the preschool staff is responsible for them until they are signed out, even if you are visiting or volunteering at the preschool. Therefore, all children must remain with their assigned class until they are signed out.

Safety

Safety is our number one concern. For this reason, our classroom doors remain locked throughout the day. If you arrive after class has begun, knock on the door and a teacher or assistant will admit your child to class.

DISMISSAL

VPK-only students will be dismissed at 12:00 P.M. All other part-time classes and VPK Lunch Bunch will be dismissed at 1:00 P.M. The school closes at 6:00 P.M.

At the 1:00 dismissal time, please wait in the hallway and allow the teacher to dismiss children to you. This way we can make sure each child gets to the correct adult. Please do not enter the classroom unless the teacher asks you to, it causes too much confusion. Parents, guardians, or other authorized persons shall sign children out before taking the children from the premises.

There will be a fee in the amount of \$1.00 per minute assessed for all children not picked up from preschool by 12:00 P.M. (VPK-only students), 1:10 PM (part-time students), 4:00 PM (extended care students), or 6:00 P.M. (full time & school-age students), based on school clocks. The fee will be added to your next billing statement. If late pick-up occurs more than twice, the parent will be assessed a \$3.00 per minute late fee for all subsequent late pick-ups. If your carpool is late picking up, parents are held responsible. If you know you are going to be late, please call the school no later than 30 minutes before pickup time, to inform us of the alternate pick-up arrangements you have made for your child.

Please let the teacher know who will be dropping off and picking up your child on a regular basis. If a change is necessary, the parent must send a note with a name and brief description of the person who will be transporting your child. A phone call will not be accepted for change in transportation, unless the person is already on the child's enrollment form. Children will not be released to anyone not listed on the enrollment form or unknown to the teaching staff. We will ask to see identification. Please do not leave younger siblings in the car unattended to drop off or pick up your children.

If you need to pick your child up early from preschool, please check in at the preschool office before going to the classroom.

ILLNESS

If your child is going to be absent, please let the preschool office know as soon as possible. The Director must be notified if a child has a contagious illness, such as Strep Throat or head lice. The school shall notify parents or guardians of suspected exposure to communicable disease. Please do not send your children to preschool if they are sick. They will be sent home if they arrive at school sick, or become sick during school hours. Children will be isolated and given appropriate care until a parent, guardian, or emergency contact arrives to pick them up. **Children with symptoms of contagious illness may not return to school until they are symptom-free (without medication) for at least 24 hours.** Do not send your children to preschool if any of these symptoms are present:

- * Fever over 100 degrees (24 hours free)
 - * Sore throat
 - * Unexplained pain
 - * Decrease in appetite &/or activity level
 - * Untreated infected skin patches
 - * Diarrhea (24 hours free)
 - * Heavy nasal discharge (Runny nose not clear in color & child can't keep clean)
 - * Unusually dark urine &/or gray or white stool and yellowish skin or eyes
 - * Child is fussy, cranky, and generally out of sorts
 - * Child is tired. Rest at such times can prevent development of serious illness.
 - * Any unusual sign or symptom of illness
 - * Severe/Constant cough
 - * Red/Watery eyes
 - * Vomiting (24 hours free)
 - * Unexplained rash
 - * Head lice (proof of treatment required for return to school)
- *We encourage students and staff to help prevent the spread of flu by getting a yearly flu vaccine.*

CHILD THAT NEEDS TO STAY INDOORS

Sometimes a parent may ask the preschool staff to keep a child indoors during the playground period. A note from a physician is required for a child to remain indoors. In general, if a child is too sick to go outside on a given day, then he/she is too sick to be at school. Our ability to oblige depends on room arrangements, the total number of children present on a particular day, the number of adults available for supervising children, etc. The parent or guardian can be requested to have a new physical, reaffirming that the child is able to participate in all school activities, indoors and outdoors.

MEDICATION

A written authorization, signed by parent or guardian, is required for any medication to be given to a child. Prescription medication must be in the original container with the name of physician, child, and directions for administering written on the label. A separate authorization is needed for each type of medication to be given. Non-prescription medication requires a new form each day it is given. Please note that medicine MUST be labeled with age/dosage instructions in order for staff to administer. All medications should be brought by an adult to the Directors office, not given to classroom teachers or sent in the child's lunchbox, backpack, or diaper bag. Diaper rash ointment, powder, and sun screen are considered medication, and a form needs to be filled out each day it is to be applied unless it bears a prescription label. The preschool shall not be responsible for failure to provide requested medication nor for adverse reactions which are caused by the administration of requested medication. If possible, medications should be timed around school hours, and given before or after school by the parents.

INJURIES

The preschool will give appropriate first aid treatment to an injured child. Parents or guardians are required to sign an "Accident Report" upon pickup, which documents the incident. In the event that the injury may

require a doctor's treatment, the preschool office will call the parent to notify them or ask them to come get the child. If it is the judgment of the preschool staff that the injury is of an emergency nature, paramedics shall be called to the preschool and a parent or guardian shall be contacted. If we can not contact the parents, an emergency contact named on the child's registration form will be called, and if necessary we will utilize the emergency medical release you provide. Someone from the preschool staff will accompany the child in the ambulance if the parents or someone authorized by the parents are not available.

DISCIPLINE

Our school believes in a positive approach to discipline. An important part of our job is helping children learn to function peacefully within a group, to develop self control, and ultimately become responsible for their own actions. Teachers work to provide an environment and routine that is carefully planned to prevent problems and accommodate appropriate interaction between students. Parents will be informed of the teacher's behavior management plan at the start of enrollment.

When behavior issues arise, teachers will encourage children to examine the situation, and work together to solve the problem. Children may be re-directed or removed from the area, in an effort to help them calm down and make better choices. *Spanking and other forms of corporal punishment are prohibited.*

Severe, consistent behaviors which threaten the safety/well-being of anyone in the classroom will not be tolerated. If a child's threatening behavior is unable to be redirected after several attempts, he/she will be removed from the classroom, and parents will be called to take him/her home.

BITING POLICY

Biting is a natural developmental stage that many children go through, typically between the ages of about thirteen to twenty-four months. Some reasons children bite other children/adults:

- | | | | |
|-----------|--------------|------------------------|------------|
| *Anger | *Frustration | *Over-stimulation | *Fear |
| | *Teething | *Lack of verbal skills | *Attention |
| *Reaction | | *Attention | *Curiosity |

NUMC staff will encourage children to "use their words" and communicate positively with each other. They will maintain a close and constant supervision of the children at all times, in an effort to intervene before a biting incident occurs. The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "No.....we don't bite people."
- The staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation.
- The wound of the bitten child shall be assessed and cleansed with soap and water.
- The biter will be counseled by the teacher and a center director. *Further disciplinary action may be taken, as described in the DISCIPLINE section listed previously in this handbook.*
- A detailed Accident/Incident form will be completed for both children.
- If the skin is broken, parents of both children will be encouraged to discuss the incident with their child's physician.
- Confidentiality of all children involved will be maintained.

WITHDRAWALS

Withdrawal by Parent

If you wish to withdraw your child from preschool, two weeks written notice is requested.

Withdrawal by Preschool Staff

The Preschool Board reserves the right to terminate a child's enrollment. Depending on the circumstances, notice may or may not be given to the parents. The tuition deposit and any tuition paid to this point will not be refunded.

BREAKFAST/LUNCH/SNACKS

BREAKFAST: Children enrolled in Full-time or morning extended care may bring breakfast from home, as long as they arrive before 8:15 A.M. After that time, clean-up and classroom transitions are taking place, making it difficult to sit down and eat. Therefore, breakfast will not be served after 8:15 A.M.

LUNCH: Lunch times vary with each classroom, but generally fall within the 11:00 A.M. time frame. (VPK students who stay for Lunch Bunch will eat lunch at 12 PM). Our lunch policies have been established with the assistance of a licensed dietitian from the County Extension Office. Our Preschool does not have a full service kitchen, therefore we are not licensed to provide meals. Children should bring a nutritious lunch to school with them each day. Please send beverages in containers that do not spill easily. The next page depicts the USDA Food Guide Pyramid for Preschoolers. Please select appropriate foods from the pyramid to ensure that your child's lunch is nutritious. There is also a list of suggested lunch items included in this handbook. Please send a variety for your child to eat, including items from at least three food groups. ***Items on our "Not to Send" list, in this handbook, will not be served if you send them to school with your child.*** Children will be served their main course first. Deserts or snack foods will be served after the child has eaten their main course. Please limit sweets/desserts to one item per day. Dessert or snack foods will not be served in place of a nutritious lunch. If you send a lunch lacking nutritious foods, then you will be called to bring nutritious foods. Children will be offered alternative choices from our cupboards, if available, when nutritious choices are not provided from home. Good Nutrition is a part of what we are trying to teach children at our preschool. Children are not permitted to share food with their classmates. Children will be expected to sit with the class during lunchtime. If food needs to be kept cold, please put an ice pack in the lunch box. Most of our classrooms only have small, dorm size refrigerators in them. If at all possible, send foods that do not need to be heated. Some classrooms have microwaves, but heating 12 to 16 lunches a day is not feasible. Ideally, children should be able to eat lunch independently, with minimal help from staff. Self-confidence, responsibility and independence are part of what we are trying to teach your child. Be sure to label all of your child's belongings.

SNACK: VPK students will be offered a snack each morning, due to their late lunch time. Younger classes may have a morning snack, depending on their class schedule. The teacher will let you know if your child will have a morning snack, and may ask for parent donations. Full-time, afternoon extended care, and school-age students will be provided a nutritious snack around 3:00 P.M.

SUGGESTED LUNCH ITEMS

We operate under the rules and regulations of the Santa Rosa County Dept. of Children and Families and the Santa Rosa County Health Department. Therefore, snacks and lunches must meet the requirements of these two agencies.

Meat Group/Protein Source

- * Turkey, ham, chicken, tuna fish, all-meat (low fat) hot-dogs (cut in half-lengthwise), etc.
- * Peanut Butter * Hard boiled eggs * Beans

Milk Group

- * String cheese * Yogurt *Milk * Pudding

Vegetable Group

- * Raw or cooked vegetables (broccoli, cucumber, carrots, celery, etc.)

Fruit Group

- * Fresh fruits (grapes halved lengthwise - safety) * Fruit Cups *Dried fruits

Bread & Cereal Group

- * Whole wheat bread/bagels * Crackers
- * Iron &/or Calcium Enriched bread *Muffins
- * Pita bread * Ready-to-eat cereal (unsweetened)
- * Rice or Pasta * Graham Crackers
- * Animal crackers * Vanilla Wafers
- * Granola bars * Cereal, Instant Grits/Oatmeal

ITEMS NOT TO SEND

- * Carbonated Drinks * Marshmallows
- * Red Drinks (will be sent home) * Whole Grapes
- * Gum * Whole / Round Rings of Hot Dogs
- * Candy / chocolate coated foods * Glass or glass-lined containers
- * Peanuts * Popcorn

FOOD ALLERGIES

If your child has a food allergy, you may be asked to provide an appropriate substitute for snack time. ALL ALLERGIES MUST BE DOCUMENTED WITH AN EMERGENCY ACTION PLAN!!! If your child has an allergy, and you have not filled out an Emergency Action Plan, please see office.

Due to the rising number and severity of allergies, specific foods/items may be prohibited in certain classrooms, or possibly the entire school. The preschool office will keep you apprised of any such situations.

BIRTHDAYS

Birthdays are special and we like to recognize them. Please check with your child's teacher to find out the class routine for birthday celebrations. We would like to ask that you do not pass out invitations to private

parties at school, unless you are inviting the entire class. We can not give out names, addresses, or phone numbers of class members without the parents' consent.

DRESS

We recommend that you dress your children in play clothes that your children can manage themselves at potty time. Play clothes are recommended because there is always the possibility that paint, glue, markers, etc. may get on clothes. Clothes that are fastened at the shoulders, overalls, suspenders, and belts are not recommended. Since we will go outside daily, weather permitting, dress your child accordingly. Select shoes for your child that give support and allow freedom of movement, such as tennis or walking shoes. Sandals, cowboy boots, dress shoes, and shoes that slip off easily inhibit activity on the playground. Send jackets/coats in cool weather. Please send an extra change of clothes in a gallon size ziploc bag to be kept at the school as needed. Be sure to label your child's belongings. We do keep a supply of clothes and underpants in the office in case they are needed. Please wash the clothes and return them after use.

TOILET TRAINING

We understand that every parent handles toilet training in his or her own way. Many children experience toilet training success through the combined effort of parents and teachers. ***It is our policy that all children entering the three year old classes are fully toilet trained.*** There is no changing facility in this classroom. If a child is not having success by the fifth week of school, the Director will evaluate the situation and conference with the family. In lieu of immediate withdrawal, we will offer a suspension period of two weeks so the child can concentrate on toilet training at home. A tuition break will not be granted during this time. Upon return to the preschool, we will evaluate the child's progress and meet with parents to discuss any further necessary action.

VISITORS/ VOLUNTEERS

VISITORS are individuals (including parents, family members or special guests) who may occasionally visit the classroom for a short period of time. All visitors should sign in at the front office and obtain a pass before going into the classroom. You will not be admitted to class without a pass. We encourage parents to visit whenever possible. Parent involvement increases a child's self-esteem!

VOLUNTEERS are individuals who regularly enter the classroom to help or assist the teacher in some way, or to drive/chaperone on preschool or school-age field trips.

Background screening and training is required of all volunteers. Approval must be received before anyone will be permitted to volunteer in the preschool. All volunteers should sign in at the preschool office and obtain a pass before going to the classroom. You will not be admitted to a classroom without a pass.

Parents are encouraged to volunteer, visit, and share in their child's classroom, on the playground, or with one of the special events that we have planned for this year. We do ask that you not enter the classroom if you are not planning to stay, because this disrupts the classroom activities and distresses the children. When you visit or volunteer for any reason, your child must remain with his/her assigned class. If your presence changes your child's behavior you will be asked to limit your visits and volunteering to special occasions.

When you are visiting/volunteering at the preschool, wear comfortable clothing, something that will not be ruined if it gets paint on it. Remember, too, that most of our playground surface is sand. Tennis shoes or other comfortable walking shoes are more comfortable than open sandals or high heels.

Individuals who come into the preschool to visit/volunteer must present a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to the children, and be willing to support the preschool's philosophy. The people visiting and volunteering in our preschool shall refrain from reprimanding children of other families while on the school premises. Discipline is the responsibility of the staff.

RESPONSIBILITIES OF VOLUNTEERS

Responsibilities will include, but will not be limited to the following:

- Assisting as needed under the direction of the professional staff.
- Maintains professional attitudes at the school at all times.
- Allowing professional staff to deal with problem situations.
- Supporting the philosophy of the school.
- Treating all children with dignity and respect.

CODE FOR VOLUNTEERS

- As a volunteer, I realize that I am subject to a code of ethics, similar to that which binds the school staff. I, like them, in assuming certain responsibilities, expect to be accountable for those responsibilities. I will keep confidential matters "confidential".
- As a volunteer, I agree to serve without pay, but with the same high standards as the paid staff.
- I promise to take to my work an attitude of open-mindedness, to be willing to be trained for it; to bring to it an interest and attention.
- I believe that my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the community.
- Being eager to contribute all that I can to human betterment, I accept this code for the volunteers as my code, to be followed carefully and cheerfully.

WAYS VOLUNTEERS CAN HELP IN PRESCHOOL

- | | |
|---|---------------------------------------|
| 1. Chaperone/Drive for field trips | 11. Prepare bulletin boards |
| 2. Assist with parties/special events | 12. Plan/assist with cooking projects |
| 3. Be a resource/share careers or hobbies | 13. Escort children to bathroom |
| 4. Teach songs/finger plays | 14. Help children on the computer |
| 5. Assist on playground | 15. Help with Xeroxing or office work |
| 6. Tell/read stories | 16. Help with fund raisers |
| 7. Prepare/assist with art project | 17. Talk to children/be a friend |
| 8. Set up/assist in learning centers | 18. Play with the children |
| 9. Make/play instructional games | 19. Read stories at Chapel Time |
| 10. Assist with phone calls | 20. Help with school picture days |

CONFERENCES

Parent-teacher communication is essential. Drop-off and dismissal times are not safe or appropriate times for discussion. Phone calls, e-mails/text messaging and notes to and from home are great ways to keep this communication going. If an in-person conference is needed/requested, parents and teachers alike should schedule an agreed-upon time to meet before or after school.

NEWSLETTERS/CALENDARS

You will receive monthly newsletters, calendars and e-mails from the classroom teacher and the office, to keep you “in-the-know.” These may contain helpful hints on child-rearing, preschool happenings, special notices, holiday/school break reminders, words to fingerplays, songs sung at school, church events, etc. You can also check the church website for regular updates: www.navarreumc.com .

TOYS

We have toys and equipment in the classrooms for your child to play with at school. For hygienic and safety reasons we ask that you do not permit your child to bring toys from home to school. We understand that comfort items can make the transition to a new environment easier, and we will allow them in the classroom, but we will pick them up and discreetly put them away once your child has let go of them. (Perhaps your child would like to share a favorite book, tape, or picture instead?) We want to avoid damaged or lost items, so please remember the preschool staff will not be held responsible should something happen to an item from home. No weapons, war toys, toys of destruction, sorcery or violence are permitted under any circumstances - they will be confiscated.

FIELD TRIPS

Four year old and school-age classes will go on occasional walking field trips during the school year. Parents will be notified in advance of all field trips.

Children three years and under will only participate in on-campus field trips.

A permission form signed by a parent or guardian is mandatory for a child to attend a field trip. A child not attending a field trip will be asked to remain at home for the day.

Younger siblings are not generally allowed to attend field trips, due to safety.

All parent chaperones must be screened/trained/approved volunteers to attend field trips with the class.

Outings on the church grounds, outside the licensed preschool building/playgrounds are considered field trips and do require a general permission slip. These outings include, but are not limited to, chapel time, nature walks, zoo mobile visits, fire truck visits, water play days, field days, bubble play, sidewalk chalk drawing, picnics, etc. Please be sure to sign your permission form, in your introductory packet of information, so your child doesn't miss out on such activities.

COMPUTERS

Computers are so much a part of our everyday life. Our preschool has acquired several computers, used primarily with the three and four year old classes. The computers are generally used by the children for playing perceptual recognition games, which foster reading readiness, math skills, problem-solving skills, memory practice, etc... Not only are these games fun for children, but also they familiarize the children with computer use and they become eager to learn other computer skills. The computers extend learning beyond the teacher's daily lessons, and enrich our curriculum. Because of the sedentary nature of sitting before a computer, children will be limited to 15 minutes per session.

GENERAL SAFETY

Your child's safety is our number one concern. Some of the ways we do this:

1. Every staff member is required to complete 45 hours of child development/regulations training at the start of their employment. Each year thereafter, staff continues with annual training in the early childhood field.
2. Every staff member and volunteer is also required to complete a thorough background check and attend a Safe Sanctuaries training session. Safe Sanctuaries is a program of "guidelines, policies and procedures implemented to create an environment in which children, youth and the adults who work with them can have boundaries of safe space."
(<http://www.gbod.org/ministries/family/safe>)
3. Security cameras are installed throughout the preschool building and playground areas. These cameras are used to monitor the entrances to the building, classrooms and playgrounds. They are in no way connected to the internet. The monitor is housed in the preschool office and is used by administrative church staff only.
4. Fire and Tornado Drills will be conducted at least once a month, to familiarize your child with our procedures in the event of a real fire or tornado.

TRAFFIC/PARKING LOT SAFETY

Please try to do your part in helping to keep the preschool grounds safe for our children. Parking lots are a source of danger to young children.

1. Enter and leave the parking lot with extreme caution. Drive slowly in our parking lot. Be on the lookout for wandering children.
2. Always hold your child's hand when going to and coming from an automobile. Do not let your child run ahead of you. He may inadvertently run in the path of a car.
3. Please do not stand in the parking lot conversing with other adults unless your child is seated safely in the car with doors closed.
4. Remember that the parking lot traffic moves one way.
5. Park only in the designated parking spaces.
6. Leave handicapped spaces for those who are authorized to park in them.
7. Do not block the mailbox or dumpster.
8. DO NOT LEAVE CHILDREN UNDER THE AGE OF THIRTEEN IN THE CAR UNATTENDED TO DROP OFF OR PICK UP CHILDREN!! (This is a reportable offense.)

PRESCHOOL EMERGENCY/WEATHER POLICY

The preschool follows the lead of the Santa Rosa County Schools. Do as they do in the event of severe weather. If they close their schools for severe weather then the preschool will close. Part time preschool will reopen when Santa Rosa Schools reopen. Listen to local radio stations and/or Channel 3 News for a list of school closings.

INCLEMENT WEATHER TUITION POLICY

In the event of school closings due to inclement weather, tuition amounts will NOT be adjusted or the school year extended until AFTER ONE WEEK OF CLOSING. If we are required to close for one week or less, no tuition adjustment will be made, and no school year extension will be granted. If we are required to close for more than one week, the Preschool Board will decide to either give tuition breaks (for

days beyond the initial closed week), or to extend the school year to make up for those days. We will inform parents of these decisions in a timely manner.

PREPARING YOUR CHILD FOR PRESCHOOL

To help your child have a happy preschool experience:

- Talk about school in a positive way/think positively. Young children can sense your excitement, as well as your misgivings.
- Communicate with your child's teacher. The teachers and staff can more effectively provide for your child's needs if she/he knows what is going on at home.
- Plan ahead, so that mornings before school are relaxed and unhurried.
- Make sure your child gets a good night's sleep and a nutritious breakfast.

CUSTODY OF CHILDREN

CHILDREN WILL BE RELEASED TO EITHER PARENT, UNLESS LEGAL PAPERS OR A RESTRAINING ORDER IS PRESENTED.

CHILD ABUSE

Florida Law requires the entire Preschool Staff to report suspected cases of child abuse, sexual, or otherwise, neglect, or endangerment of which they become aware to appropriate authorities.

TO OUR PARENTS

- * We want you to know, to understand, and to discuss with us our goals.
- * We want you to look often into our busy, happy, noisy, creative classrooms and see your child at play.
- * We want you to realize the validity of that play and the importance of what is being learned.
- * With prayerful intent, we enter into agreement with you to nurture, love and educate your child, and to make school a wonderful experience.

Have A Happy Year!

Navarre UMC School-Age Program

Welcome to our school-age program! We care for children grades K-5th, before and after school, and on school breaks. We provide a positive, secure and fun place for children who attend Holley-Navarre Primary and Intermediate schools. Our program offers a small group setting with plenty of adult supervision, homework help, outside play and opportunities for both quiet and energetic activities.

AIM/PURPOSE

The After School Program intends to provide a warm, loving, safe, Christian environment for children to stay while their parents are working. Under our care, these children will fellowship with and be mentored by Christian staff members, volunteers and peers. We maintain a teacher to student ratio of 1:13, with a maximum capacity of 26 kids per room.

BILLING & RESERVATION PROCEDURES

Billing will be done weekly, as opposed to monthly. ***Reservation AND payment are due the Wednesday previous for each week.*** You may pay for and reserve as many weeks at a time that you choose (for example, if you know your child needs to attend Mon-Thurs each week, you can pay ahead for the entire month if you like.) Days reserved do not have to be the same each week.

****Payments must be made the week prior, are good for only the week reserved, and there will be no refunds in the event your child does not attend.***

HOURS OF OPERATION & TUITION RATES

After School Care (Bus arrival – 6:00 pm):

- \$10.00 per day if not reserving the entire week
- \$9.00 per day if reserving the entire week = \$45.00 per child/week (1 child)
- \$8.50 per day if reserving the entire week (siblings) = \$42.50 per child/week (More than 1 child)

All Day Care (7:00 am – 6:00 pm):

- \$17.00 per day (1 child)
- \$15.00 per day (More than 1 child)

REGISTRATION & ACTIVITY FEES

**Non-refundable fees are as follows:

~Registration Fee	\$30.00
~Activity Fee	\$25.00

TRANSPORTATION

We do not have our own school bus. Therefore, your child must attend a school in this school zone or have alternate transportation to and from the preschool.

SCHOOL AGE PROGRAM GOVERNED BY ALL OTHER POLICIES SET FORTH IN THIS HANDBOOK

