

# **ADVENT LUTHERAN PRESCHOOL**



# **PARENT HANDBOOK 2014-2015**

**Welcome to Advent Lutheran Preschool!** We are honored that you chose us as your child's early childhood educators. We are looking forward to a great year filled with fun, laughter, love and learning.

**Philosophy/Mission:** It is the philosophy of Advent Lutheran Preschool that early childhood should be a time of exploring and discovery in a fun and safe environment. Preschool children are curious and eager to learn. The staff strives to nurture and encourage these qualities in all who attend.

The purpose of our preschool is to provide an atmosphere that encourages social, emotional, physical, and intellectual growth which leads to the development of the child as a whole.

Planned within the framework of philosophy and purpose, Advent Lutheran Preschool's curriculum includes early literacy, beginning math, sharing and conversation, stories, songs and movement to music, creative art activities, physical education, cooking, science, social studies, computers and bible story time.

The environment will allow hands on learning by loving teachers and will feature a low teacher-student ratio. Our learning environment is based on Christian principles and Advent Lutheran Church sponsors the preschool as a mission to its community.

**Standards:** Advent Lutheran Preschool is licensed by Florida's Department of Children and Families. We comply with all standards set forth by the State of Florida. We are inspected several times a year by the Department of Children and Families, Episcopal Children's Services and the Clay County Fire Department.

### **School Hours:**

School hours are Monday-Friday from 9:00 a.m.-12:00 p.m.

Morning extended care Monday-Friday 8:30-9:00 a.m

After care Monday-Thursday 12:00 p.m.-1:30 p.m.

Advent Lutheran Preschool follows the Clay County Public School Calendar.

### **Enrollment Information:**

Prior to the first day of school the following forms must be on file:

Enrollment form

Certificate of Immunization

Physical

Medical Release (notarized)

Discipline Policy (signed)

Attendance Policy (signed)—VPK ONLY

### **Tuition and Fees:**

**Registration Fee** -A non-refundable registration fee is due at the time of registration.

Monthly tuition is due no later than the 15<sup>th</sup> of the month. Late fees in the amount of \$15.00 will be added to any tuition paid after the 15<sup>th</sup>. If a financial problem should occur prior arrangements should be made with the Director for an alternate pay date. Monthly tuition is not prorated for vacations, holidays or early withdrawal after the 1<sup>st</sup> day of each month.

**Return Check Fee:**

There will be a \$25.00 charge for all returned checks.

**Stay and Play Days:**

Extended day will be offered each day. Children must be signed up in advance and payment is due each stay and play day. Cost for stay and play is \$10 per child per day.

**Inclement Weather Days**

In the event of foul weather (tornado, hurricane etc.), Advent Preschool will follow the Clay County School System policy regarding school closings. If Clay County Schools remain closed we will as well.

**Discipline Policy:**

At Advent Lutheran Preschool discipline consists of positive reinforcement, redirection, and time out. Physical punishment is never permitted. Each parent will receive a copy of our discipline policy which will be signed and kept in your child's record.

**Clothing:**

Please send your child dressed in play clothes that are comfortable and appropriate for the weather. Be sure your child brings a jacket to school in the winter months. Outside play is necessary throughout the school year. Rubber soled shoes are the safest shoes for the children to wear while at school. For safety reasons please do not send your child wearing crocs, flip-flops, or dress shoes. Children should wear clothes that allow easy access when using the restroom. We will let you know in advance when we have a special event or picture day so you can dress your child accordingly. Parents need to provide a seasonably appropriate change of clothes for their child. Please check throughout the year to be sure of sizes and season of clothing. Clothing should be in a zip lock bag labeled with your child's name. Each child will need a backpack or bag to transport their belongings to and from home.

Please label all personal items (sweaters, jackets, lunchbox, sippy cups) with your child's name.

**Snacks**

Parents are responsible for packing a mid-morning snack for their child. We encourage you to send nutritious food that the children can handle themselves. A refrigerator is not available. Please do not send candy or sodas in your child's snack. From time to time some classes may have a child with a severe food allergy. We may have to restrict certain foods from your child's classroom. You will be notified in writing at the beginning of the school year if there are any food restrictions in your child's classroom.

If you would like to bring a treat on your child's birthday please advise the teacher ahead of time and be sure it is something that everyone in the class will be able to enjoy.

## **Drop off and Pick up**

Classes begin promptly at 9:00 am. Children should not arrive in their classroom before 8:55 am as this is the time that the teacher's prepare for the day. Please try to have your child to school on time. Late arrival can be disruptive to the entire class. All children need to be walked to their classroom. During drop off please keep conversations with the teacher short as they need to be able to focus their attention on the children.

## **Afternoons -**

Pick up is promptly at 12:00 p.m. All children are to be picked up from their classrooms. Children will be released only to those who are listed in the child's file. Changes in your child's pick up information can be updated by stopping by the Director's office. Parents must notify the teacher or Director in advance (in person or in writing) if someone else will be picking up their child. Picture ID will be required upon pick up.

## **Late Pick Up Fees**

Parents who pick up their child after 12:10 p.m. will be charged \$2.50 per five minutes.

## **Illness**

The Preschool is not the place for children who are ill. Please do not send your child to school if they are showing symptoms of a contagious illness such as vomiting, diarrhea, fever, pink eye, impetigo, chicken pox, or green runny nose. Children may return to Preschool **24 hours** after all symptoms are gone. Children with chicken pox may return to school when all pox have scabbed over. In the event a child is diagnosed with a contagious disease (chicken pox, pink eye, head lice, etc.) please contact the Director as soon as possible so the appropriate actions can be taken.

If your child becomes sick while at school, you will be notified immediately so that you can pick up your child as soon as possible to minimize exposure to the other children. In the event we cannot reach a parent, one of your emergency contacts will be called.

Preschool staff will only give medication that has been prescribed by a Physician. It must be in the original container, marked with the child's name. A medication form must be signed and completed and kept in your child's file in the Preschool Office. **PLEASE DO NOT LEAVE MEDICATION IN YOUR CHILDS BACKPACK!** Any medication left in backpacks will be taken to the preschool office, and must be picked up by an adult at the end of the day.

## **Minor Accidents**

A First Aid kit is available, and will be used for minor accidents such as skinned knees, bumped heads, scratches and bug bites. Accident reports will be filled out by the teacher at the time of the accident and must be signed by the parent when the child is picked up.

## **Emergencies**

In case of an emergency, parents will be contacted immediately, and 911 will be called to transport your child to the nearest emergency facility. Please be sure emergency information is current in the Preschool Office.

## **VPK Attendance Policy**

Advent Lutheran Preschool will be operating a Voluntary Pre-Kindergarten for 3 hours a day, 5 days a week for 180 days. All enrolled families will receive a calendar showing the scheduled days off during the school year.

Attendance during the scheduled days is of utmost importance to remain in the VPK program. Not only is school funding linked to attendance, but also the child's success upon entrance into Kindergarten.

You will be required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

**Tardiness:** Arrival for the VPK program is between 8:55 and 9:05 a.m. Arrivals after 9:05 are disruptive to the group and are difficult on the arriving child. We understand that it is occasionally unavoidable to be "running late", but please make every conceivable effort to have your child to school on time.

**Absence:** Daily attendance in the VPK program is necessary for optimal learning. However, you will be allowed absences not to exceed 20% of the days scheduled during the school year. That means that in our 180 school year your child can miss no more than 36 school days. The policy has been set by the State of Florida.

Please note: If your child will be absent for an extended period of time you must notify the school.

### **Verifying your child's attendance and absences:**

The office staff will ask you to stop by the office at the end of each month. You will be given a form to review and confirm your child's recorded attendance for the month. Your signature on this form will not only verify attendance, but also will direct Episcopal Children's Services to direct payment for the month's VPK program for your child to Advent, and that you continue to choose Advent to provide your Child's VPK program for the upcoming month.

## **Acknowledgment of Parent Handbook**

I acknowledge that I have received my copy of Advent Lutheran Preschools Parent Handbook. I understand that the Parent Handbook does not cover every situation that may arise, but simply is a general guide to the school policies. I will keep my Parent Handbook for future reference and observe the policies and procedures.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Name \_\_\_\_\_

**SIGNATURE OF THIS PAPER INDICATES THAT YOU HAVE ACKNOWLEDGED AND AGREED TO THE PARENT HANDBOOK POLICIES**