Navarre UMC Preschool Parent Handbook

2021 - 2022



**9474 Navarre Parkway, Navarre, FL 32566**

**Phone: (850) 939 – 6720**

**Fax: (850) 939 – 4082**

**Email: preschool@navarreumc.org**

**www.navarre.church/preschool**

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**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.” -- Philippians 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

**PRESCHOOL BOARD**

Our preschool, as a ministry of Navarre United Methodist Church, operates under our Church’s Council. The Board of the preschool is elected annually by the Charge Conference of Navarre UMC and serves as a supportive, consultative body to its directors and staff. Voting members of the board shall include church members who also serve on the church’s Staff-Parish Relations, Trustees and Finance committees, at least one church member from the congregation at-large, and two preschool parents (while warmly encouraged, parents can be members of other Christian churches). Members of this Board will include the church pastor, the children’s minister, the preschool director and assistant director, who have voice at the Board but not vote.

Board member responsibilities include:

1. Attend meetings
2. Review policies, procedures, curriculum and physical space.
3. Consult with Director regarding preschool operating budget, and student tuition recommendations.
4. Act as a sounding board for directors and staff.
5. Maintain confidentiality.
6. For parent representatives only, complete 10 hours of volunteer work in the preschool per semester.

**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 Ages and Stages and VPK assessment tools 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.

**CHAPEL**

Classes will participate weekly in Chapel as a part of their Christian education curriculum. During chapel the students will be introduced in an exciting and engaging way to bible stories and songs.

**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.

**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, stationary desk work is kept to a minimum at our school. While some worksheets and printed visuals are used as additional resources for students during lessons, a majority of daily classroom time incorporates a wide variety of modalities and active engagement.

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 5:30 PM, Monday through Friday. Our part time classes follow Santa Rosa County Schools, beginning August 10, 2021 and ending May 25, 2022. The entire school is closed on holidays and teacher planning days.

**HOLIDAYS/SCHOOL BREAKS**

We will be open for care during the Santa Rosa county school holidays and breaks for full time students only. We must have a minimum of 10 students signed up for holiday care. Full time students must pre-register for care during holidays and school breaks. A rate of $20 per day will be charged to your account. Holiday care is available for ages 3 through 5th grade only.

**PRESCHOOL CLASSES**

We provide a quality preschool program for children ages three 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.

Three 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.

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

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

Rooms 101 and103 maintains a ratio of 1:7 (teacher to student), maximum of fourteen/room.

**REQUIRED DOCUMENTS**

Parents must provide a copy of the child's requested medical information, school physical and immunization card, within 30 days of being accepted at 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.

**REGISTRATION FEES**

An annual, non-refundable registration fee is due at the time of registration for all, three year olds, and full time four year old students.

Three Year Old students, part time, have a registration fee of $150.00

Three Year Old students, full time, have a registration fee of $250.00

Full-time four year olds will pay a $250.00 registration fee.

Four year old students enrolled in VPK-only or Lunch Bunch will not pay a registration fee.

 \*\*If you are a military member that receives orders before the beginning of the school year, bring in a copy of the orders to the preschool office. Your registration fee and activity fee will be refunded.

**TUITION**

**Invoices**

Invoices will be sent home to you at the end of every month to let you know what you owe for the following month. Monthly tuition prices do not change throughout the year and it is your responsibility to pay your bill on time since your amount does not change.

**Billing**

Tuition is due on the 1st of every month. If the 1st falls on a weekend, tuition will be due the next business day. Tuition 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 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. 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 Preschool, 9474 Navarre Pkwy, Navarre, FL, 32566.

A 10% discount is given to additional siblings enrolled in our program. This discount does not apply to registration, activity fees, or Lunch Bunch.

**Late Payments**

A $10.00 late fee per child will be assessed on tuition not paid by the 5th of each month*.* If the delinquentamount is not paid in full by the 15th, your child will be dropped from the program. The vacated spot will be filled the following business day***.*** There will be a $35.00 charge for any returned checks.

**TUITION RATES:**

**Three Year Olds Three Year Olds**

Part Time (8:50 AM - 12:50 PM) Full Time (7:00 AM - 5:30 PM)

2 days per week - $200.00 per month 2 days per week - $300.00 per month

3 days per week - $300.00 per month 3 days per week - $400.00 per month

5 days per week - $425.00 per month 5 days per week - $600.00 per month

**Four Year Olds (VPK)**

Voluntary Pre-Kindergarten is free of charge from 9:00AM – 12:00PM Monday-Friday.

 For $125.00 per month, students can stay an extra hour for “Lunch Bunch.” During this time, students will eat lunch and participate in our enrichment classes. For $450.00 per month, students can attend full time - from 7:00 am to 5:30 pm, during VPK days. For an additional fee they can stay during school holidays and breaks.

Part Time (9:00 AM - 12:00 PM) Full Time (7:00 AM – 5:30 PM)

Monday – Friday -- no cost (Voluntary Pre-K) Monday – Friday -- $450.00 per mo.

\*Lunch Bunch -- $125.oo per mo. (*optional*) \*Covers all except VPK

12:00PM – 1:00PM *(includes Lunch Bunch & snack)*

Non-VPK Pre-K (if not covered by VPK funds for 3 hours a day)

VPK Hours Only: Monday – Friday - $350.00 per mo.

VPK Hours and Lunch Bunch: Monday – Friday - $470.00 per mo.

7:00 AM – 5:30 PM: Monday – Friday - $650 .00 per mo.

**EXTENDED CARE**

Extended care (snack included) is available to part time students as space is available. Space is limited and 24 hr. notice is preferred. Students staying for extended care must bring a 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 $7/day

Afternoon Care - 1:00 PM to 5:30 PM $20/day

**WITHDRAWALS**

If you wish to withdraw your child from preschool, two weeks written notice is required. If you do not give two weeks’ notice, you will be charged 2 weeks tuition. Also, the Preschool Board and/or the Preschool director, 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.

**ARRIVAL**

**Part Time**

Children should arrive no earlier than their slotted time for class. If you arrive earlier, wait in the hall with your child until the teacher invites you in. 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 outside with your child until this time. Students must arrive to class by start time.

**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.

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 admitted to class and signed in, the preschool staff is responsible for themuntil they are signedout, even if you are visiting or volunteering at the preschool. Therefore, all children must remain with their assigned class until they are signed out.

**Door Bell**

The front doors of the preschool will be locked at 9:20 AM. In order to access the building when doors are locked, you must ring the doorbell and an administrator will come and let you in.

**DISMISSAL**

VPK-only students will be dismissed at 12:00PM. All other part-time classes and VPK Lunch Bunch will be dismissed at their slotted time. The school closes at 5:30 PM.

At 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. 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 starting 10 minutes past scheduled class end time, or 5:30 PM for 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 or email 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.

**DISCHARGE POLICY**

Navarre United Methodist Church Preschool Board and/or Preschool Director reserves the right to cancel enrollment of a child for the following reasons:

 \*Non-payment or late payment of fees.

 \*Disregarding the rules of the center as outlined in the handbook.

 \*Child has needs that cannot be adequately met with our current staffing patterns.

 \*Physical and/or verbal abuse of staff or children by parent or child.

**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 100.4 degrees \* Severe/Constant cough

\* Red eyes with any type of discharge \* Diarrhea

\* Unexplained pain \* Vomiting

\* Decrease in appetite &/or activity level \* Unexplained rash

\* Untreated infected skin patches \*Blisters from Hand, Foot & Mouth Disease

\* Head lice and/or nits (proof of treatment and head check by a staff member is required for return to school)

\* 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

**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. 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 sent in the child's lunchbox, backpack, chapstick, and sun screen are considered medication, and a form needs to be filled out before it can be applied.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. You will be notified regardless of severity of an injury above the shoulders. 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 cannot contact the parents, an emergency contact named on the child's registration form will be called, and if necessary we will utilizethe 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. Discipline will never be associated with food, rest, or toileting and the child will never be denied outdoor/active play as a result of misbehavior.

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. Also, such behavior could result in removal from our program, at the discretion of our Preschool Director.

**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, reaction, attention, and 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 and the parent will be called immediately.
* If the child continues to bite, they will be dismissed from our program.
* 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.

**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 AM. 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 AM. The Department of Children and Families requires that you provide, at a minimum, 3 different food groups for breakfast.

**Lunch**:

Lunch times vary with each classroom, but generally fall within the 11:00 AM. time frame. (VPK students who stay for Lunch Bunch will eat lunch between 12:00AM and 1:00PM.

* Lunches are provided by our students’ guardians and should be brought to school with them daily.
* Please send beverages in containers that do not spill easily. WITH FIRST AND LAST NAME ON CUP.
* Send a variety of foods for your child to eat, including items from at least 4 food groups, as required by The Department of Children and Families.
* Please do not send candy, it will not be served.
* 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. Additional items will be served after the child has eaten their main course. Please limit sugary items in your child’s 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.
* Fast-food cannot be brought to school as lunch.
* Children are not permitted to share food with their classmates.
* Children will be expected to sit with the class during lunchtime.
* **Be sure to label all of your child's belongings with their FIRST and LAST name (Including cups!)**
* **There will be a $3.00 charge every time we need to supply your child with lunch!**

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. We **will not** heat foods. 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.

**Snack**:

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 PM.

**DO NOT SEND THE FOLLOWING FOOD ITEMS:**

Carbonated and red drinks (will be sent home)

Red jello

Marshmallows

Whole grapes (cut into quarters)

Gum

Whole / round rings of hot dogs (please cut into half and then into ½ inch or smaller pieces)

Candy / chocolate coated foods

Glass or glass-lined containers

Nuts

Popcorn

Fast Food Lunches

Hazelnut

**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.

**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, after, or during school. Conferences will only be scheduled for a period of no more than 30 minutes.

**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 finger plays, songs sung at school, church events, etc. You can also check the church website for regular updates: [www.navarre.church/preschool](http://www.navarre.church/preschool).

**FACEBOOK**

Be sure to “like” our Facebook page for general updates, interesting articles, upcoming events, and more! You can find us listed under “Navarre UMC Preschool”. Please keep in mind, while you are welcome to “check-in” on Facebook, no photographs can be taken on school property.

**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 cannot 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. If you are sending your little one in a dress please put shorts or leggings on under due to climbing on play equipment and sitting at circle time. 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. Shoes must be closed-toe and have some kind of strap holding the shoe on to the child’s foot. Send jackets/coats in cool weather. Please send an extra change of clothes in a gallon size plastic 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 underwear 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 third 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** **NO VISITORS/VOLUNTEERS DURING COVID-19**

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 safe sanctuary training is required of all volunteers. Approval must be received before anyone will be permitted to volunteer in the preschool. Also, the Department of Children and Families requires that all volunteers’ sign a “Volunteer Affidavit” and it be kept in the preschool office. 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 the volunteer:**

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 to volunteer in the preschool:**

 9. Prepare bulletin boards

1. Assist with parties/special events 10. Plan/assist with cooking projects

2. Be a resource/share careers or hobbies 11. Help with school picture days

3. Teach songs/finger plays 12. Help children on the computer

4. Assist on playground 13. Help with making copies or office work

5. Tell/read stories 14. Help with fund raisers

6. Prepare/assist with art project 15. Assist on workday

7. Set up/assist in learning centers 16. Play with the children

8. Make/play instructional games

**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, hand-held devices, toys of destruction, sorcery or violence are permitted under any circumstances - they will be confiscated.

**FIELD TRIPS**

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, 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.

**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 40 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 Drills will be conducted at least once a month, to familiarize your child with our

procedures in the event of a real fire. Tornado and lock down drills will be conducted

two or more times a year.

**TRAFFIC/PARKING LOT AND AFTER PICK UP 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/She 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. If you are allowing your child to play after pick up on grassy area in front of preschool. Your child must be in your vision at all times. DO NOT allow your child to run around the building with out you, climb tree’s, and or pull/break Church property. If this becomes an issue an email will be sent out informing you this is no longer allowed. This will be determined on the safety for our students.

7. Leave handicapped spaces for those who are authorized to park in them.

8. Do not block the mailbox or dumpster.

9. In keeping with Florida law, do not leave your child unattended in a motor vehicle under any

 circumstance. The Department of Children and Families and/or NUMC Preschool staff

 will report you to the proper authorities if they see a child in the vehicle unattended.

**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.

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 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. A copy will remain in your child’s records. Please refrain from having disputes in the preschool about custody matters.

**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.

**NUMC PRESCHOOL SUN CARE POLICY**

**PURPOSE**

Safe outdoor play is an important aspect of the healthy development of young children. Our program provides daily outdoor experiences for every child. One way we help keep your child safe is through the education and practice of skin protection. Too much unprotected exposure to the sun’s UV radiation can lead to sunburn, eye damage, wrinkles, and skin cancer, including life-threatening melanoma. Research indicates that one serious childhood sunburn could trigger skin cancer in later years.

Our Sun Care Policy has been developed to promote positive attitudes toward skin protection and encourage practices that can help reduce the incidence of skin cancer and related issues. We believe this policy can help, by encouraging all members of NUMC Preschool - children, staff, parents/guardians - to take effective skin care measures.

**AIMS**

* To promote the protection of all children and staff from skin damage caused by the harmful effects of the sun
* To promote positive attitudes toward skin protection among staff, children and parents
* To promote lifestyle practices that can help reduce the incidence of skin cancer and related issues

**PROCEDURES**

* Staff should plan to be indoors or under cover when the sun is strongest (11:00 AM – 3:00 PM during daylight savings time and 10:00 AM – 2:00 PM at other times).
* Center Directors will ensure that sufficient shade is provided each day, and will be cognizant of the day’s UV Index, mandating indoor-only play as deemed necessary.
* Staff will have a “back-up plan” for active indoor play, in the event that UV Index or high temperatures pose a hazard to children.
* Children and staff should wear sun protective hats (bucket style or broad-brimmed) that protect the face, neck and ears whenever they are outside.
* It is recommended that children and staff wear appropriate protective clothing, such as loose fitting clothing that protects as much of the skin as possible for outdoor activities (shirts that cover the shoulders and have collars; longer style skirts and shorts). Darker colors are less likely to reflect UV radiation onto the skin.
* SPF 30+ Broad Spectrum, water-resistant sunscreen (provided by parent) should be applied to all exposed body parts at least 20 minutes prior to outdoor play.
* Parents of children who attend full-time care are asked to provide the school with a bottle of SPF 30+ Broad Spectrum, water-resistant sunscreen, for use as described above and apply it before coming to school.
* Children who attend 9:00AM and 1:00PM should have sunscreen applied by parent/guardian prior to sign-in.
* Children will be encouraged to utilize shady areas of the playground.
* Planned outdoor play and activities will be set up in shady areas.
* Staff and visitors should act as role models by looking after their own skin and avoiding sunburn, as well as by following the procedures in this policy.
* The Sun Care Policy will be reinforced in a positive way through parent newsletters, e-mails, classroom activities/lesson plans, and staff trainings.
* Center Directors will keep themselves informed about current trends, recommendations and legislation that impacts this policy.

**NOTIFICATIONS OF ABSENCES**

We are required by regulation to call parents and anyone on the child’s pick-up list if a child is out of school unexpectedly. This is a required welfare check that DCF has implemented. To avoid phone calls, please let the preschool office (or your child’s teacher) know if you child is going to be absent. This can be done by phone message, email, or talking to the teacher beforehand.

**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:

1. ATTEND REGULARLY – Your child will not benefit from our program if he/she is not here. This includes being on time every day so not to interfere with learning hours. 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. Your child must be present 15 minutes each day to be counted as present.
2. MAXIMUM ALLOWED ABSENCES – Students may miss no more than 20% of the scheduled class days, per month. At the end of each month, we will send home a card, which states how many day(s) your child missed that month and how many they were allowed to miss for the 20% rule. All absences require a note to be turned into the office the day your child returns to school.VPK students may not miss the first or last day of school. Also, you may not attend another school while you are registered and attending NUMC Preschool. If this happens, you will be withdrawn immediately.
3. 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, by the Preschool Directors and may result in your child being dis-enrolled from our program. Families who meet these criteria may or may not have the opportunity to continue attendance at the Non-VPK tuition rate listed in this handbook.
4. DOCUMENTATION – Your child must be signed in and out each day with a full signature in ink – no initials!

Additionally, each parent must sign their “Parent Choice Certificate” at the completion of each month, as testament that your child did attend here for the prior month. During the first week of each month, your child’s teacher will place a binder outside of their classroom, labeled “VPK Student Attendance Parental Choice Certificate Class A, B, C, or D”. Please take a moment to find your child’s certificate and sign it during that week.

**COVID 19 PROCEDURES**

 As you know, our Program seeks continued and ongoing guidance from the Early Learning Coalition, CDC, and Florida Dept. of Health as we continue forward. Please remember that we value the partnership with our families in creating a safe and welcoming environment for our students. If you have questions, please let us know, and we will answer those to the best of our ability.

At NUMCP, we have the following frameworks in place as precautionary measures against COVID-19 and other illnesses.

Daily Screening of Those on Campus

· All families should screen and monitor their children for fever of 100.4 degrees or higher, cough, sore throat, diarrhea, fatigue, muscle aches, a recent loss of smell or taste, or have came in contact with someone with flu-like symptoms. If any of those criteria are met, students should not come to school until fever free without medication for 72 hours. Families have an ethical obligation to commit to the safety of all.

· All employees will self-screen daily.

· All students will be temperature checked daily by an NUMCP staff member using a touch-free thermometer.

· Only one adult will be allowed per child in order to limit the number of guests on campus. Please respect that rule, as it applies to each family.

· All visitors will self-screen before arriving on campus.

· Please do not linger or congregate in halls.

First Day of School

· The first day of school is an important event for a child and his/her family, but the need to limit the number of parents on campus requires us to alter our traditional protocols.

· Each parent can walk the child to class, dropping off the child at the door. We then request the parent to exit campus immediately afterwards.

· We appreciate your understanding that we are not allowing any exceptions to this policy.

·We will still follow the Staggered Drop off and Pick up Times.

3 year olds 8:50 - 12:50

VPK 9:00 - 12:00 Lunch Bunch 1:00

Masks/Face Coverings

Face masks during this time are optional. If you would like for your student to wear one please let the teacher know.

Lunch

· Student lunches: we will not allow lunch visitors in order to limit exposure.

· Water fountains will be unavailable, your student will bring a labeled plastic container with water that can be refilled during the day.

· Each child will have his/her own materials that will be provided by the preschool. A supply list to make sure refills for items are available when needed will be sent out closer to our start date

Campus Hygiene

· Our custodial staff will continue to conduct enhanced cleaning protocols, setting up remote cleaning supply stations for additional use by staff. Additional staffing will help support these additional sanitizing methods, which include wiping down/sanitizing all touch points and flat services each day. We have UV Lights in all of our HVAC Systems, this helps kill germs and bacteria and keeps clean fresh air circulating to all of our classrooms.

Please know that the Department of Health will communicate as necessary with families for COVID diagnoses. If there becomes an active case we must report to the Health Department and follow their guidance. As discussed with the Health Department they will inform families and others in our preschool about possible exposure and our next protocol. I will continue to call them to see if they have updated their procedures and protocols so that we are operating within the most up to date COVID perimeters. All Information can be found at [Santarosa.floridahealth.gov](http://santarosa.floridahealth.gov/)

**SCHOOL-AGE PROGRAM**

We care for children grades K-5th, 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. We are closed Teacher Planning days and Federal Holidays. See school calendar for details.

**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 19 kids per room.

**BILLING & RESERVATION PROCEDURES**

Tuition will be prepaid monthly following the same schedule as our preschool program (see page 6). Drop in reservations must be requested the Friday before the week your child will be attending. Payment for drop in reservations are due the 1st day the child attends, at parent/guardian pick up time. There will be no refunds in the event your child does not attend.

**TRANSPORTATION**

Children who attend Holley Navarre Primary and Intermediate schools will be transported to our program by school bus. These children are governed by the rules of the Santa Rosa County School District until they get off the bus. All discipline matters should be addressed to the bus driver or your child’s schools.

**HOURS OF OPERATION & TUITION RATES**

After School Care (Bus arrival – 5:30 PM):

* $225.00 per month (5 days per week)
* $150.00 per month (3 days per week)
* $100.00 per month (2 days per week)
* $14 per day, drop-in rate

**REGISTRATION FEE**

\*\*An annual non-refundable registration/activity fee of $100.00 is due at the time of registration.

**Navarre UMC Preschool**

**Parent Contract**

**2021 - 2022 School Year**

Children Attending: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I have read, understand, and agree to the policies in the NUMC Preschool Handbook.

Parent's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

(or Guardian)

1. I understand that failure to provide NUMC with updated physical and immunization forms before they expire may result in suspension from the program until such documents are submitted.

Parent's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

(or Guardian)

1. I understand that tuition is due no later than the 5th of each month, to avoid a late fee. I am aware that failure to pay late tuition by the 15th of said month will result in the withdrawal of my child from the program.

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

(or Guardian)

1. I have read, understand, and agree to uphold the NUMC Sun Care Policy. I am aware that parents and guardians are asked to:
* Provide a suitable, sun protective hat for my child to use at school
* Provide a suitable sunscreen, as described in this policy (if applicable)
* Give authority and directive for staff to administer sunscreen to my child
* Act as a role model by practicing sun protective behaviors myself

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

(or Guardian)

**\*\*Don’t forget to like Navarre UMC Preschool on Facebook!\*\***