

SHILOH BAPTIST CHURCH PRESCHOOL
PARENT HANDBOOK
2010-2011



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WELCOME

This Parent Handbook is designed to familiarize you with our policies and procedures. It will assist you in recognizing the center's responsibilities and the parent's responsibilities. The policies and procedures have been carefully developed to promote the success of each child and the school as a whole. Therefore, the policies apply to all parents and may not be changed on a case by case basis. It is the responsibility of the director to enforce these policies for the legal and financial protection of the school.

Please understand that Shiloh Baptist Church Preschool is an extension of Shiloh Baptist Church. Therefore, we will incorporate activities and curriculum that are faith based. Shiloh Elementary School and Shiloh Middle School are public schools and are not permitted to incorporate faith based curriculum or activities.

The following policies are effective from August 23, 2010 through the Summer of 2011. Existing policies, practices and fees are subject to change. We try to avoid making policy changes to our program during the course of the school year, but when such changes are necessary, they will be communicated to parents in a timely fashion. Please review the policies outlined here. Should you have any questions, please let us know.

Shiloh Baptist Church Preschool is licensed for the care of toddlers and preschoolers from ages 12 months through pre-kindergarten. Shiloh Baptist Church Preschool does not discriminate upon the basis of race, color, religion, sex, or national origin.

The staff and administration of Shiloh Baptist Church Preschool look forward to providing you and your child with a quality early childhood learning experience. Thank you for allowing us to be a part of your child's growth and development.

MISSION

Our mission is to provide a secure, loving, supportive, safe, and educational environment for preschool children.

GOAL

Our goal is to offer a ministry that meets the intellectual, social, emotional, physical and spiritual needs of each child.

VISION

Our vision is to provide the best quality child care to the Plant City area through faith based curriculum and activities.

SHILOH ELEMENTARY AND MIDDLE SCHOOLS

Our preschool is located on the same campus as Shiloh Elementary School and Shiloh Middle School. These schools currently offer grades kindergarten through eighth grade. These schools are not operated under the church but as a public school governed by The Charter School Associates.

It is our hope that all of our preschool graduates attend Shiloh Elementary School and then Shiloh Middle School; however, it is not a requirement. Both schools have an open enrollment period for the following year starting February 1st through March 1st of every year. Parents that would like for their child to attend kindergarten at Shiloh Elementary School the following year must fill out an application during the enrollment period. No exceptions will be made. A preference for preschool graduates may be given but there is no guarantee of admittance and every child must go through the enrollment, lottery or waiting list process as indicated by The Charter School Associates.

LICENSING

Shiloh Baptist Church Preschool subscribes to the standards and policies established by Association of Christian Schools International. ACSI is an accrediting organization that has established high standards for the operation of Christian Schools, Child Care Centers, Preschools, and After School Care Programs.

The current year's license for operation can be found posted in or outside of the preschool office.

Shiloh Baptist Church Preschool personnel have been screened and processed and meet all state and local requirements for child care employment.

OUR STAFF

At Shiloh Baptist Church Preschool we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff is an integral part of providing this environment. Our current staff has had a detailed interview and screening process, approval by local

- A detailed interview and screening process.
- Approval by the state of STATE through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to insure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

STAFF AND CLIENT RELATIONSHIPS

Shiloh Baptist Church Preschool considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Shiloh Baptist Church Preschool. All employees have signed a statement saying that they will not engage in “care for hire” or any employment by or for any past or current client family of Shiloh Baptist Church Preschool while currently employed by Shiloh Baptist Church Preschool or for eighteen months after their last day of employment. It is inappropriate for a client or parent to solicit any employee for any type of work.

Shiloh Baptist Church Preschool also considers it inappropriate for staff members to date or be involved with parents. Staff should not condone or engage in sexual harassment, dating or sexual intimacies with parents. Relationships of this nature could impair professional objectivity, cause conflict and result in damaging the reputation of the church and preschool.

An employee who violates this policy has violated their employment agreement and is subject to possible termination. Clients who violate this policy may be subject to termination of services.

HOURS AND STATEMENT OF PROGRAMS

Shiloh Baptist Church Preschool is open Monday through Friday from 6:30am until 6:00pm. The Preschool has full day, half day, and 3 days a week programs for our one year old, two year old and three year old classes. For our four year old classes, we only offer a full day program.

Four year olds may attend according to half day schedule or less than 5 days a week but the rate will be the same as a full day rate. No proration or roll over days will be given for absences in any age group or program. The schedules described are the only ones we offer; please do not ask for special discounts or special pricing to cater to your situation.

Half day hours are from 6:30am to 12:00noon only. Half day children will be here for lunch but not for naptime. It is important that your child be picked up right at 12:00noon if your child is on a half day schedule. All children are to arrive at preschool no later than 8:00am.

PRESCHOOL OFFICE

The regular preschool office hours are from 8:00am to 3:00pm Monday through Friday. If you would like to meet with the director before 8:00am or after 3:00pm, please call to schedule an appointment.

VISITATION

State law requires that all visitors must sign in at the front desk before entering the school and may be required to present proof of identification. Although visits are welcomed and encouraged, we ask that parents be considerate of the teacher and all of the children. Visits can be disruptive to learning time, routines and can upset children. Please keep this in mind and discuss with your child’s teacher. We ask that no visits or departures be made during naptime unless an emergency.

ORIENTATION

Annual open house orientations are held prior to fall attendance. This orientation will be time for you and your child to see their new classroom and meet his/her teacher. The teacher will give out important information such as supply lists and expectations. There will also be an opportunity during orientation for parents to ask any questions that they may have prior to the first day of fall attendance.

If you are enrolling your child at a different time of the year, the school's director will gladly schedule an orientation, if you request one, convenient for you and your child. During this visit, you and your child will have the opportunity to meet his/her teacher and classmates. You will both have the opportunity to tour the entire school. Visiting before attendance will assist your child in getting acquainted with the new surroundings. The director will be able to explain your child's schedule, answer all of your questions, show you where to find the parent's information board, instruct you on Shiloh Baptist Church Preschool's sign-in and sign-out procedures and other important information.

HOLIDAYS

Although we are on the same campus as Shiloh Elementary School and Shiloh Middle School, we are not always closed on the days that the schools are closed nor are we always open on the days that the schools are open. Shiloh Baptist Church Preschool will be closed on the following holidays for the 2010-2011 school year.

Labor Day – September 6, 2010
Thanksgiving - November 25, 2010
Day After Thanksgiving - November 26, 2010
Christmas Eve - December 23, 2010 (As Christmas Day is on Saturday)
Christmas - December 24, 2010 (As Christmas Day is on Saturday)
New Year's Day – December 31, 2010 (As New Year's Day is on a Saturday)
Strawberry Festival Parade – March 7, 2011
Good Friday – April 22, 2011
Memorial Day – May 30, 2011
Independence Day – July 4, 2011

Every year we will be closed on New Year's Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve and Christmas Day. If holidays fall on a weekend day the weekday closest to that day will be observed as the holiday. For example, if Christmas Eve falls on Sunday and Christmas falls on Monday, our center will be closed on Monday and Tuesday. All holidays will be charged at the regular rate.

CHILDREN WITH SPECIAL NEEDS

Children with special needs are accepted at Shiloh Baptist Church Preschool when it is determined that the child can benefit from the programs and learning environment of the center and that their attendance at the center will not have an adverse affect on the learning experiences of the other children. In most cases, all students benefit from the inclusion of special needs children into a regular classroom situation. It is important for children to appreciate the differences in people and to be sensitive to people that are challenged in specific areas. It is helpful to the SBCP staff when parents are able to provide us with specific information to address the needs of the children so that the staff can customize the programs to meet those needs. We want your child's experience to be a positive one. We will make every effort, working with the parent and professionals when needed, to determine if our program best suits your child's needs.

DAILY SCHEDULE

For your information and convenience, your child's daily schedule is displayed at the entrance of their classroom. This will assist you in arranging your visits to the school and allow you to observe a variety of your child's learning experiences. Lesson plans with stated objectives will be provided to you by your child's teacher upon request. You will notice by our schedules that a certain amount of routine is important to your child's feeling of security but not so structured as to limit the child's natural creative abilities and curiosity.

CLASS ASSIGNMENT

Shiloh Baptist Church Preschool enrolls children between the ages of twelve months to pre-kindergarten. Children are divided according to their ages. Each child is assigned to a class based on state and county regulated teacher/child ratios and classroom size.

ADMISSION REQUIREMENTS

A parent/guardian wishing to learn more about Shiloh Baptist Church Preschool should call to schedule a tour. We encourage the child to visit with you so they will be able to meet the director and teachers and see all of the exciting equipment and materials at the center. During this visit you will have the opportunity to tour the school and ask any questions you may have. You will be given information and an explanation of all the policies and procedures; which will assist you in selecting the best preschool/childcare available to meet your family's needs. Tours are scheduled at the parent's convenience, however, due to rest time and other challenges in our schedule we encourage tours to be scheduled between 9:00 a.m. – 11:00 a.m., Monday through Friday.

Once you have made the decision to enroll your child at Shiloh Baptist Church Preschool, you must complete, sign and return all of the required forms in the enrollment package. A current physical examination report and immunization record completed by a physician along with a copy of the child's birth certificate must accompany your enrollment application. All forms given to you for enrollment **MUST** be returned before your child can attend our preschool. We are required by the state and county licensing to have the immunization form, physical form and copy of a birth certificate on file for all children. We can be fined for failure to have these forms in your child's file. If we are fined for expired or missing forms as a result of a parent's failure to provide them to us, a fee will be added to your account.

You will also need to pay the non-refundable annual registration fee, one week's tuition deposit to be applied to your child's first week of attendance to reserve your child's spot in the program. **Should you decide not to send your child to our preschool, the registration fee and tuition deposit will not be refunded.**

It is the responsibility of the parent/guardian to keep the director informed of any changes in information including address, telephone numbers, employment, emergency contacts, authorization for pickup and to update your child's health records as required.

SUBSTITUTE TEACHERS

If a teacher should miss a day of class, a qualified teacher will be called in to teach that day. We will try to have our substitute teachers be people that the children are already familiar with so the change will not cause serious disruption.

WAITING LIST

Shiloh Baptist Church Preschool accepts applicants on a first-come basis and does not discriminate on the basis of race, color, religion, sex or national origin. We will only accept applications of children that have already reached the age of 12 months.

Space at Shiloh Baptist Church Preschool is limited due to the high demand for quality preschool and childcare. If there is not a space immediately available for your child, he/she may be placed on our waiting list. This waiting list is maintained based on the date of the application and the age of the child. You will be called in the order in which your child is on the waiting list as an opening occurs.

Priority is given to all children currently enrolled at SBCP ready to advance to the next age group. This includes placement into Kindergarten at Shiloh Elementary School if the child has been enrolled at the preschool the entire school year. Please understand that placement of children in Shiloh Elementary School is still subject to the rules and regulations of The Charter School Associates and a potential mandated lottery system.

If you decline the opportunity to register and enroll your child when notified that an opening has become available, you will forfeit your position on the waiting list and we will not be able to hold an opening for you.

DISCOUNTS

Shiloh Baptist Church Preschool does not offer discounts. Please do not ask us to give you a discount or a special schedule catered to your situation. We are not permitted to make special arrangements. You are required to pay for one of our predetermined programs – half day, 3 days a week, full day, or the four year old full day. We do not offer any other programs.

REFUNDS

We do not issue refunds. In the event that you have overpaid, the credit will be applied to future tuition. This money cannot be applied to your deposit for the following school year. If you are unsure of your balance, please speak with the Preschool Director.

TUITION / FEES

Tuition is calculated in weekly increments and is due on Monday or on the first day of your child's attendance for that week's care. If payment is not received by Tuesday morning before 8:00am, a \$5.00 late fee PER DAY will be added to your payment due.

Please discuss with the director any extenuating circumstances that would prevent you from paying in a timely manner prior to it becoming a problem. Failure to pay tuition in a timely manner will terminate your child's enrollment.

All balances must be made current prior to withdrawing or taking a vacation week. If balances are not paid in full, SBC Preschool will turn over the account to a collection agency or an attorney for collection. The parent/guardian agrees to pay reasonable attorney fees, plus all attendant collection costs, or court costs.

Tuition may be paid weekly, every two weeks, monthly or yearly. However, if your child is withdrawn from our preschool, no credits or refunds will be given.

Weekly tuition is due in full according to your child's rate schedule whether or not your child attends. Should you withdraw your child from school, no credit or refund will be given. If a parent withdraws their child and enrolls again, an additional registration fee and deposit will be required.

Payment may be made by check, cash or money order. A payment box is located on the wall next to the preschool office door. Please place all payments in payment box. Do not give payments to a staff member. Cash payments must be placed in a sealed envelope with your name, child's name, date and the amount enclosed written on the outside of the envelope. Checks or money orders must be made payable to Shiloh Baptist Church Preschool or SBC Preschool. Please write your child's name in the memo of the check. No pre-dated, post dated, or stale dated checks will be accepted. There is a \$25.00 insufficient funds fee for any returned checks. In the event that any parent issues two returned checks within a twelve-month period, that parent will be required to pay all future tuition in cash or money order.

Your child's welfare is of the utmost importance to us. One of the occurrences that creates anxiety and affects the self esteem of your child is picking your child up late. In order to ensure that your child's experience at Shiloh Baptist Church Preschool is a positive one, we enforce a strict adherence to the daily pick up time. A fee of \$2.00 per minute will be assessed and due at the time of arrival. We are aware that emergencies do occur. Should you find yourself in this situation please call the school to inform them of your difficulty so the director can notify your child that you will be arriving late. Should you expect a significant delay, (more than 15 minutes) please make arrangements for an authorized person to pick up your child. Should your delay be in excess of 60 minutes and we have had no contact from you, we are required by law to notify the proper governmental authorities of your abandonment. Your child will then be placed in the hands of the proper local governmental agency.

TAX STATEMENTS

End of the year tax statements will be issued during the first two weeks of January. Only tuition and registration fees will be included in the statement. It will not include NSF fees, late fees, or service fees. If more than one party pays tuition, it will be the responsibility of each party to determine which portion they paid. Only one statement will be issued per child for the total amount of tuition paid for the year. We reserve the right to withhold tax statements for past due balances.

VACATIONS

After your child has been enrolled at Shiloh Baptist Church Preschool for 60 days, you are entitled to two weeks of tuition free vacation for the current school year from August 23, 2010 through June 10, 2011. To assist us in staffing, you are required to fill out a vacation request form and submit it to the director for approval at least one week in advance. After the vacation request is approved, you are required to submit payment for the week after the vacation to secure your child's spot in the program. Vacations may only be taken in weekly increments and child cannot attend during these weeks. Unused vacation weeks cannot roll over to the next school year.

TERMINATION OF ENROLLMENT

The director of Shiloh Baptist Church Preschool may make the decision to discontinue a child's attendance at the school if a problematic situation continues to occur and every effort to correct the situation has failed. This decision will be determined based on the best interest of the child, the other children in the class and the overall operation of the school.

Termination of enrollment may result due to any of the following circumstances:

- Non-payment of tuition
- Continued violation of Shiloh Baptist Church Preschool policies and procedures
- Disruptive and/or dangerous behavior
- Verbal or Physical Abuse of children, staff or property
- The school's inability to meet the child's needs

The center reserves the right to require the disenrollment of a child according to our Discipline Policy. The center also reserves the right to require the disenrollment of any child whose parent and or guardian has become a problem at the center or who has developed an uncooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies or its staff. Whenever possible, written notification of one week will be provided to the parent in the event of termination of enrollment.

CUSTODY SITUATIONS

A child may only be enrolled by their parent or legal guardian. Proof of custody may be required. Shiloh Baptist Church Preschool must be informed of any custody situation in advance and will request that the proper paperwork be in the child's file. When parents are married and both are listed on the paperwork at the time of enrollment, we cannot prevent a parent from picking up their child without a court order. According to Florida law, both parents of the child, when the parents are still legally married, have access to the child unless a court order is in place. In a custody situation the parent enrolling the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights exist. If a parent who is not listed, or who believes the information given to us was inaccurate, or contests the authorization details, they must first offer the most recent court order showing proof that they are indeed the legal parent or guardian and have legal rights to pick the child up.

The custodial parent may add and remove persons on the pick up list. The non-custodial parent may add persons to the pick up list but may not remove any person from the list unless they added that person to begin with. If there are any issues or disputes regarding who may pick up the child or custody situation, parents **must** provide us with the most recent court order. Any person who intentionally provides our center with false or misleading information or causes disruption in our center will have their child withdrawn from our program immediately without notice and be charged a termination fee equal to two weeks of tuition. It is our policy to not choose sides or become involved in custody situations. Any staff member that is found to be involved in these situations will be terminated immediately. Our center will abide by court orders and the law.

SIGN-IN/SIGN-OUT PROCEDURES

As the parent/guardian, you are required for the safety and security of your child/children to sign your child in and out every day. You will receive instructions on how to use our electronic sign in/out procedures and can receive a tutorial upon request. These procedures are in place to protect your child and must be strictly adhered to. Any parent/guardian that continually disregards the sign in/out procedures such as giving out their ID Code to an unauthorized person or not signing their child in/out to avoid late fees will be asked to withdraw their child from the preschool.

RECEIPTS

Receipts will be provided for all transactions. On your receipt a balance will be listed indicating a credit or money owed. If you have a positive balance, this indicates that you owe money. If you have a negative balance, this indicates that you have a credit.

ARRIVAL AND DEPARTURE

Please have your child here and ready to begin their day by 8:00am every day. Do not send them to school in their pajamas or ask your child's teacher to change them into their school clothes or put on their shoes and socks. If your child is in the three or four year old class, they are not allowed to wear pull ups or diapers to school. If they wear one at nighttime, please make sure that you change them into underwear before arriving at school.

We allow children to eat a parent provided breakfast here at school as long as they arrive by 7:45am. This ensures that they will finish their meal prior to class start time. If you bring your child in after that time, make sure that they have already eaten breakfast at home. If you bring your child in with a breakfast after 7:45am, your child's teacher will politely ask you to have them eat outside the classroom. Remember that our teachers work hard to plan lessons and activities for their class.

Arriving late and unprepared disrupts teaching time.

Children will not be permitted in the building prior to opening hours. For the safety of your child, Shiloh Baptist Church Preschool requires that you accompany your child into the building and deliver them into the care of the attending staff member. Please make sure that the staff member is aware of your child's arrival. The children are not allowed to come into the Shiloh Baptist Church Preschool area alone or to sign themselves in. Children must also be signed in and accompanied by an adult into their classroom. Please make sure that a teacher acknowledges your child's arrival. Please DO NOT send your preschooler into the center with children under the age of eighteen. This includes older children attending the Elementary and Middle school on the same campus. This is for child's safety and the protection of the center.

New families will be given a code to use to clock each child in. The clock in/out system is located in the hallway near the preschool office.

If your child is arriving later than their usual time, please call Shiloh Baptist Church Preschool so we are aware. Please be consistent in this matter. Shiloh Baptist Church Preschool reserves the right to refuse a child after 10:00 a.m., unless prior notice to the Director has been given and approved.

It is required as a part of your enrollment application that you complete the section regarding authorization to pick up your child and emergency contacts. It is your responsibility to notify each emergency contact person that you have listed so they are aware that they may be contacted in the case of an emergency in which you are not available. It is also your responsibility to update this record should there be any changes in this authorization. The number of people authorized to pick up a child will be limited to two parents/guardians and only four alternates. Information regarding alternates must be documented in the child's file. Please provide legal names for all parents and alternates as photo ID may/will be required at time of pick up. If the names on the photo ID and the child's pick up list do not match, the child will not be released.

All persons are to be allowed to pick the child up, **must** be listed on the pick up list and be eighteen years of age. The only exception to the age rule is if the parent of the child is under eighteen years of age.

In an emergency ONLY, parents may call the center and give verbal approval of an alternate individual. However, this is **strongly** discouraged and may only be used in an emergency situation, not a convenience. It is also our preference that there only be a total of six persons that are able to pick up a child – two parents and four alternates. This helps our staff in becoming familiar with the approved people so a long list is not recommended. It is the parent's responsibility to notify the office and make changes on this form whenever necessary.

The staff reserves the right to not release a child to **anyone** if they feel that the child would be placed in an unsafe situation. We also reserve the right to not allow any individual onto Shiloh Baptist Church Preschool property for drop-off or pick-up if they have created a problem or compromised the safety of any child, including parents. Depending on the situation, authorities may be called.

EMERGENCY MEDICAL CONSENT FORM

This form will give us your consent to call an ambulance and have the hospital treat them if he/she needs emergency care. A preschool staff member will accompany the child in the ambulance and in the hospital until a parent arrives. Please list your child's doctor, dentist, and insurance information on the form as this will be required by the hospital to start treatment. If your child has any allergies, these **MUST** be listed on the consent form. This form must be notarized.

ILLNESS AND CONTINUED HEALTH

Please notify Shiloh Baptist Church Preschool no later than 9:00 a.m. if your child will be absent due to illness. For the health and well being of your child and that of others, under no circumstances can we accept a child who is ill. Please observe your child each morning before bringing them to the center. Please do not bring your child to school if he/she:

- Has a Temperature of 100 degrees Fahrenheit or higher or has had a fever during the previous 24 hours.
- Is in the first 24 hours of an antibiotic treatment.
- Has a nasal discharge that is yellow or green.
- Has Diarrhea
- Is Vomiting or has vomited in the past 24 hours
- Has a severe cough(a whooping sound)
- Has Rapid breathing
- Has Yellowish skin or eyes
- Has Conjunctivitis (Pink Eye)
- Has Untreated, infected skin patches
- Head lice

Children who arrive with the above stated symptoms and/or conditions will be sent home. Outdoor play is essential to your child's development. **We feel that if your child is too sick to play outdoors then they are too sick for group care.**

Should you suspect and/or confirm that your child has a communicable disease, please notify the center's director. Shiloh Baptist Church Preschool staff has been trained to recognize the signs and symptoms of illness and communicable diseases. State required hand washing and disinfecting procedures are taught, strictly followed and frequently monitored. Children and their behavior are observed throughout the day for signs of illness. Any child developing the symptoms listed will be isolated from the other children and parents will be called. A sick child will follow the same procedures listed in the arrival and departure policy. **Please be sure you have provisions for your child to be picked up in the event of illness.**

In the event you are called to pick up an ill child, **you must pick your child up within 30 minutes**, or late pick up fees will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the enrollment form. If no one is available by contact after 30 minutes the overtime rate will apply.

Your child will be readmitted to Shiloh Baptist Church Preschool after the signs and/or symptoms of any communicable disease are no longer present for a period of at least twenty-four hours. **The center reserves the right to request the child to see a physician or have a physician's note prior to returning. If a doctor's note is requested to return, the child cannot attend until a staff member has the return note in their possession.**

Cases involving head lice require a copy of receipt for lice killing treatment and the absence of all lice and nits (dead or alive) prior to returning to preschool.

ALLERGIES

We must be aware of any known food allergies that affect your child. This allows us to alert all of our staff to be on guard of their allergy. We also need to be aware of any non-food allergies that can affect your child. This information must be updated annually or as soon as an allergy has been indentified. If your child requires an Epi-Pen or any other emergency medication, you must fill out an Authorization for Medication Form upon enrollment.

PARKING POLICY

Since the preschool is located on the same campus as the Shiloh Charter Schools, parents are not permitted to park or drive in the driveways on between the times of 7:15am and 3:30pm on days that school is in session

There is a parking lot for preschool parents located on the North side of the property on Terrace Drive next to the Youth and College & Career Buildings. Please park in an appropriate spot. Please do not park in a Handicap Space unless you have a Handicapped Sticker or Tag. These spaces are reserved for individuals that need them. These spaces are enforceable by law and you can receive a ticket. We are not responsible if you do receive a fine. We strongly urge you to turn your car off and lock it when you come in to drop off or pick up your child. Shiloh Baptist Church Preschool is not responsible for items lost or stolen from cars or from the parking lot or facility. Please do not leave children in the car unattended. This is unsafe and can lead to kidnapping, injury and in some cases, can be fatal.

This parking policy is in place for the safety of our children. Failure to comply can result in withdrawal of your child from the program.

SCHOOL CLOTHING

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child WILL get dirty!! Children will have opportunities for outdoor play twice a day weather permitting. Children will go outside if the temperature is above 32 degrees or below 100 degrees with the wind chill and heat index taken in to consideration

When dressing your child for school, please use the following as a guideline to provide your child with the best opportunity for comfort, health and safety.

- Clothing should be simple, free of complicated buttons, ties, etc. Clothing should be sturdy, washable and appropriate for the season. Open toe shoes, backless shoes, flip flops and high heeled shoes are prohibited. Socks should be worn with all shoes for maximum comfort. All outdoor wear such as jackets, sweaters and coats should be labeled. If you should have any questions, please feel free to ask.
- Children should have at least one complete change of clothing in their cubby. As part of our hands-on curriculum, we always involve our children in so many fun activities that include all kinds of arts materials; they tend to clean their hands on their clothes even though we provide them with smocks.
- Younger children and those recently or currently being toilet trained may need as many as three changes of clothing. As accidents occur, soiled clothing will be sent home. Please check your child's cubby and replace the necessary clothing the following day. Replacement clothes should be sent in a marked bag. Shiloh Baptist Church Preschool may, if necessary, provide clothing for your child. If so, please return these clothes as soon as possible.

SUPPLIES

Our center requires that parents provide supplies for their child every year according to the supply list from your child's teacher. These supply lists will be made available at open house/orientation. Kindermats and small blankets will be provided for each child by the preschool. Kindermats will be sanitized daily by the teachers and parents will the blankets home on Friday to be washed and returned to the school on Monday. We ask that the child only use the blankets we provide.

We also require that parents provide ongoing supplies for their child such as a change of clothing in their cubby at all times, diapers/pull-ups, wipes and tissues as needed. Please label all of these items with your child's name. The teacher will give you a written notice to let you know when these supplies are getting low. Failure to bring these items in a timely manner will result in charges to your account; \$2.00 per diaper we provide and \$2.00 for each container of wipes that we provide.

MEDICATION

It is our preference not to administer any medications if at all possible. Please try to schedule doses for times that you are with your child.

If the child must receive medication during the preschool hours, Request for the Administration of Medication form must be completed and signed by the parent/guardian and/or physician and approved by the center director. The form will be valid only for the duration of time indicated by the physician or 3 months whichever comes first.

The following guidelines shall apply:

- Prescription medications must be in the original prescription container, with a clearly legible label containing the child's name, date, the exact dosage to be given, and the time of administration of each dosage.
- All non-prescription medications must be in the original containers with the original labels. The label must specify the appropriate dosages based on the child's weight and/or age. If the instructions on non-prescription medications state "consult a physician", written instructions signed by the physician must be listed on the Administration of Medication form. Instructions cannot exceed the manufacturer's recommended dosage. This includes any non-prescription topical lotions, creams or ointments. When used for skin irritations, the ointment, lotions or creams shall be administered for no longer than fourteen (14) consecutive days at any one time.
- Parents must provide all required instruments for administering medication such as spoons, cups, and syringes.
- We cannot administer medication on an "as needed" (PRN) basis. Our staff cannot be held responsible for making an "as needed" determination.
- No expired medication (prescription or non-prescription) will be administered.
- All medications must be hand delivered by the parent/guardian to the director or staff person responsible for medication. DO NOT pack medication in your child's lunch box or backpack. All medication that is packed into a lunchbox or backpack will be given to director.
- Each dosage of authorized medication shall be recorded on the Medication Administered Log Sheet. All medication will be stored in a location away from the children's reach.
- **We will not administer any fever reducers including but not limited to Tylenol and Ibuprofen.** Fever reducers mask a fever which is a symptom and sign of an illness. If a child has a fever or has had a fever within the last 24 hours, they are not permitted to attend preschool.

INCIDENTS

There are many different situations that occur during a day at preschool. Though many incidents/accidents are minor, we are very sensitive to these minor incidents/accidents. To a young child a minor incident is anything but minor. Lots of TLC (Tender Loving Care) is given to aid in recuperating from a minor incident/accident. If no first aid is needed other than TLC and if there are no other children involved, an Incident Report will be given to you at the end of the day.

Many bumps, bruises, and scratches occur when children are active. Most of these incidents/accidents are very minor, and usually the only first aid administered is surface cleaning, a Band-Aid and lots of TLC. Shiloh Baptist Church Preschool procedures require that a written report of all incidents/accidents be completed explaining the details (where, what, how and when). A parent will be asked to sign the accident/incident report and a copy will be placed in the child's file. A signed copy will be provided for the parent upon request.

If an incident/accident involves another child incident/accident report is completed giving detailed information of where, what, how, and when but the name of the other child involved will be omitted. A staff member may not release the names of the children involved. Copies of signed reports will be placed in the children's files.

ACCIDENTS

In the event that an accident, injury or illness occurs that requires medical and/or emergency treatment the following procedures will be taken:

- 1.) The parent/guardian will be called immediately.
- 2.) When necessary, Emergency 911 will be called.
- 3.) If a parent/guardian is not available, the authorized alternates will be notified.
- 4.) The child will be taken to South Florida Baptist Hospital unless the emergency personnel determine another hospital would be necessary based upon the injury.
- 5.) The physician's name indicated on the enrollment form will be provided to the hospital.
- 6.) The child's file including health forms, parent/guardian information, authorized alternates information and the Authorization for Emergency Medical Treatment and Transportation form will be taken to the hospital.
- 7.) A staff person will remain with the child until a parent/guardian arrives.
- 8.) An incident/accident report will be completed by any staff members witnessing the accident and will be signed by the staff member(s) and director. The report will explain the details of the accident. The parent will be given a copy to sign and a copy will be placed in the child's file.

SAFETY

The safety and welfare of all children is of the utmost importance to all SBC Preschool management and staff. From the moment a child arrives, until a child is picked up at the end of the day a child will never be left alone or unsupervised while in the care of Shiloh Baptist Church Preschool staff.

Although we have an open door policy and welcome parents to visit their children we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies.

There is immediate phone access in the building at all times. All emergency contact numbers are prominently displayed by every phone.

Every staff member is trained in emergency procedures in the event of fire or emergency weather alerts. Emergency exit plans are displayed in every room of the center and emergency evacuation drills are held monthly.

In the event of severe weather, SBC Preschool will follow the procedures of Hillsborough County Public School District. Listen to all announcements or call your school before you come to the school. If weather conditions become severe during the day and it is necessary to close the school due to dangerous conditions, parents will be notified to pick-up their child/children.

In the event of violent/severe weather including, but not limited to, lightning, tornado, hurricane, thunderstorm and hailstorm, or any visible signs of violent weather, all children will be immediately removed from all outside play areas. If the circumstance warrants, all children will be relocated to an interior room. When relocation is complete, attendance will be taken to ensure all children are present.

First aid kits are located in the director's office and in all classrooms. All staff members are required to receive training in First Aid, CPR, Blood Borne Pathogens and Child Abuse Recognition.

All safety policies and procedures will be strictly observed and enforced.

DISCIPLINE

At Shiloh Baptist Church Preschool the staff are trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline Policy. Please become familiar with these policies and please support our staff when they are using the proper avenues for behavior correction.

Often a child's first recognition and first success in getting the attention of the significant adults in their life is through misbehavior. This can also be true in a classroom environment. SBCP emphasizes to its teachers the importance of recognizing the positive behavior of a child and reinforcing this positive behavior through praise and recognition. Discipline must be individualized and consistent for each child, appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control.

A teacher may only use positive methods of discipline and guidance that encourage self esteem, self-control, and self direction by using at least one of the following methods: Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior, reminding a child of behavior expectations daily by using clear, positive statements, redirecting behavior using positive statements, and using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Shiloh Baptist Church Preschool does not use corporal punishment nor will it tolerate derogatory or insulting remarks or comments to the children. Any teacher observed deviating from the Discipline Policy will be counseled and may be subject to dismissal. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed;
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Behavior that is chronic in nature will be brought to the attention of the parents so that the school and the parent can work together in creating a behavior modification program that can be used in school as well as home. Sometimes changes in the home or in routine can affect your child's behavior. If there are circumstances that you are aware of that may effect your child, please share this information with the director or teacher so that they can be sensitive to the needs of your child. Under some circumstances we may recommend that you seek support from community resources.

Should the behavior of a child become a chronic problem, severe enough to endanger the welfare and safety of the other children and/or staff, the director will advise the parent that their child's enrollment must be terminated. This action will be the last resort when all other attempts to correct this behavior have been attempted. This process will be preceded by verbal and written communication to the parent and whenever possible one week's notice of termination will be given.

SNACKS

Shiloh Baptist Church Preschool provides a morning and afternoon snack for every child. The snack schedule will be posted on the bulletin board outside of your child's classroom. Please be sure to indicate on your enrollment forms if your child has a food allergy.

CHILDREN'S BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child's birthday at Shiloh Baptist Church Preschool, please make early arrangements with your child's teacher. Your child's teacher can set up a date and time for you to bring the items by or you can drop them off in the morning in the classroom.

INSURANCE REQUIREMENTS

Shiloh Baptist Church Preschool complies with or exceeds the minimum insurance coverage as suggested by our Association of Christian Schools International, Shiloh Baptist Church, and our independent insurance agent.

PICTURES

We will take pictures of the children on a regular basis to be used for our website, yearbook and promotional items. You will be provided with a Photo Consent form in the enrollment paperwork. It is your option to allow your child's photo to be used in the above ways or you can choose not to allow it. You can change this Photo Consent at any time.

TOILET TRAINING

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults and home and at the center.

Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should complete a Potty Training Contract that describes how they will cooperate to encourage toilet training. This form is available from the director. This plan is a commitment to work with the child in a consistent manner; it is not a timeline for completing toilet training. This contract will be kept on file.

Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child's progress each day until your child is fully potty trained. The director and staff are available as a resource to answer any questions about your child's toilet training progress at Shiloh Baptist Church Preschool. Several complete changes of clothes should be kept on-center during this process.

Once your child's teacher determines that your child is fully potty trained (including naptime) while still in the two year old program, parents will be notified and the tuition rate will be reduced to the three year old program rate. Children cannot advance into the three year old class without being fully potty trained which includes naptime.

CLASSROOM REQUIREMENTS

Each age group has requirements that must be reached and special rules that must be followed. Following is a list for each age group. These will be strictly enforced. Please do not ask us to make exceptions for your child.

One Year Old Class

Children must be at least twelve months of age and walking or starting to walk without assistance. Sippy cups only are permitted in the classroom; No bottles. Children must be able to finger feed themselves. Pacifiers will only be permitted at naptime. Parents must provide diapers and wipes to be left here at the preschool in the child's cubby. Do not leave a diaper bag here at the preschool.

Two Year Old Class

Children must be at least twenty-four months of age. Sippy cups only are permitted in the classroom; No bottles. Pacifiers will only be permitted at naptime. Parents must provide diapers/pull ups and wipes to be left here at the preschool in the child's cubby. Do not leave a diaper bag here at the preschool. Parents must cooperate with teacher in the potty training process by providing many changes of clothing and enforcing potty training at home.

Three Year Old Classes

Children must be at least three years old. Child must be completely potty trained. This includes naptime. Children must be able to dress themselves. They must be attempting to wipe on their own after using the restroom. No sippy cups, bottles, or pacifiers are permitted in the classroom.

Four Year Old Classes

Children must be entering Kindergarten the following school year. Child must be completely potty trained. This includes naptime. Children must be able to dress themselves. They must be wiping on their own after using the restroom. No sippy cups, bottles, or pacifiers are permitted in the classroom.

CLASS DIVISIONS AND CLASS SIZE

Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten. Hillsborough County School District requires that children be five years of age by September 1st of the current year to enter Kindergarten. We try to place children in classrooms that will advance together. There will be times that this is not done; if a child is enrolled later in the year, they may be placed with a group that is their current age however that child will not advance the following school year. For instance, if a child enrolls in our preschool in January and they turned three years old in December, we may place them in the three year old classroom but they will not advance the next school year and will remain in the three year old class for another year.

The only exception to this is in our four year old classes. We will only place children into the four year old class if they have turned four before September 1st. We do this because we do a preschool graduation at the end of the year and children not old enough to “graduate” might feel left out. Also, the four year old programs focuses on helping children prepare for Kindergarten and younger children may not have reached milestones that would be necessary to advance to the next level.

MIXED-AGE GROUPING

Towards the end of our program day, children may be in the same room with children of different ages. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child’s development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

WRITTEN COMMUNICATION

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child’s overall development through several written means.

- Monthly parent newsletters to keep you informed as to the overall program.
- Parent Board – updated with current information about Shiloh Baptist Church Preschool and curriculum
- Daily written communication in the form of Accident/Incident Reports, Classroom Memos, and Individual Progress Reports will be place in the child’s cubby from time to time.
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child’s development.

VERBAL COMMUNICATION

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. Furthermore the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. This is due to the fact that many children spend 10 hours a day the center and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the class room development for the earlier hours and the majority of the day. We suggest that you go to your child’s primary teacher to obtain detailed information on your child’s general growth and development. **You can call to speak to your child’s teacher for more detailed conversation. The best time to call and speak to your child’s teacher is during naptime hours of 12:00noon through 2:00pm.**

LUNCH

Lunch time will be from 11:30am to 12:00noon every day. Full day and half day programs include lunchtime. If your child in on a half day schedule, please pick them up at 12:00noon as the other children will be laying down for naptime.

Please provide a lunch for your child every day. If a child comes to preschool without a lunch, a parent/guardian will be called to bring them a lunch. If the parent is unable to bring them a lunch or does not show, we will provide the child with an emergency lunch and \$5.00 will be added to the child's account. This emergency lunch cannot be used as a replacement for packing a lunch for your child.

The lunch that you pack MUST be adequate. If you do not pack enough food for the child to feel full or if you do not pack any nutritional items, we will supplement your child's lunch. There will be a \$3.00 fee added to your account each time we have to provide extra items for your child. Supplementing cannot be used as a replacement packing an adequate lunch for your child.

Please pack items that your child can feed to themselves. Teachers are responsible for many children at one time and they do not have time to feed each child by spoon or fork individually. If your child is unable to feed themselves with a spoon or fork, do not send in items such as soup, spaghetti-o's, yogurt, oatmeal, grits, or other soupy items. These items can be very messy and a teacher may not have time to feed the child adequately. Sending in items of this nature after being told by your child's teacher that the child is unable to feed themselves properly will result in the center supplementing your child's lunch and a fee of \$3.00 will be added to your account for each occurrence.

Please abide by the following guidelines in preparing your child's lunch:

- Pack their lunch in a lunchbox or bag labeled with your child's name.
- We cannot cook, heat or refrigerate lunches. Please pack accordingly.
- Do not pack sodas cans or bottles. They can explode which is dangerous and messy.
- Do not pack anything into glass containers. This includes drinks.
- Please be sure to cut or chop meat, cheese, fruit and vegetables. If possible cut items into strips instead of circular chunks.
- **Pack balanced and nutritional meals.**
- The staff is here to assist your child but remember that packing foods that your child can open and handle with ease, will promote independence and self-esteem.
- **Please pack a napkin and all the utensils necessary to finish the meal.**
- Don't forget to sanitize your child's lunch box regularly.

PERSONAL TOYS/ELECTRONICS

We ask that you leave your child's personal toys and electronics at home. We have many exciting and educational items and experiences for the children. There is no need for personal toys or electronics. Often they are lost, shared, damaged, stolen, or destroyed. These items can create a distraction from learning and conflicts between children and parents.

If your child brings in toys or electronics, the teacher will put them away and will return them to the parent only. The parent will be reminded that toys and electronics are not permitted.

Shiloh Baptist Church Preschool is not responsible for stolen, lost or broken toys or clothing.

REST TIME

It is our philosophy that children under 5 years of age need adequate quiet time and or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on mats after lunch daily from 12:00noon until 2:00pm. Please do not request that your child be exempt from this rest period. This is a state-licensing requirement. It is not mandatory that children sleep during this period of time; however, they are required to remain quiet and on their mats.

The preschool will provide a Kindermat and small blanket for your child to use during naptime. We have limited storage in the classroom and we cannot accommodate more than the preschool provided blanket per child. No pillows, extra blankets, or toys (including stuffed animals) will be permitted. These items can also be a disruption and a distraction as children have a tendency to play with toys and pillows during rest period.

SUMMER CAMP

Information on our Summer Camp will handed out to the parents the first week of May. Although the summer will not be as structured as the school year, children will still have Bible curriculum that will incorporated into our theme for the week. There will be lots of fun activities to participate in, special visitors and many learning opportunities.

CHILD ABUSE REPORTING POLICY

The State of Florida requires that Shiloh Baptist Church Preschool and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature.

At Shiloh Baptist Church Preschool, our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is founded in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the Center and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the Center, or
- We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.

TRANSPORTATION POLICY

Parents are responsible for their child's transportation to and from the preschool. Staff members are not permitted to transport children for any reason. Please do not ask a staff member to bring your child home from preschool or pick them up on their way to work. Any staff member making these sort of arrangements will be terminated. Any parent making these sort of arrangements will have their child withdrawn from our program without notice and will be required to pay an early termination fee equal to two weeks of tuition.

ADDITIONS AND CHANGES

Shiloh Baptist Church Preschool reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Parents and staff will be notified of these changes through the normal written communication system of the center at the time they are made effective.