



Where Children Grow in Christ

**Parent handbook**

**2022-2023**

**11428 McCormick Road  
Jacksonville, Florida 32225  
904-642-3210  
academy@fcbcjax.com  
Website: [www.fcbajax.com](http://www.fcbajax.com)**

## WELCOME

Welcome to Fort Caroline Baptist Academy. This handbook has been written to describe our program, policies and the myriad of practical details that go into making each school day as happy and successful as possible. Please review it and keep it for reference, as it will answer many of your questions.

Dear Parent,

It is my pleasure to welcome you to FCBA. Thank you so much for the opportunity to stand with you in your journey of parenting. I can't think of another task in life that is both a wonderful privilege and an awesome responsibility. Here at Fort Caroline Baptist Academy, we approach your choice of us with the highest level of trust.

We recognize that you have many options for your child's education in our community. We value your confidence in us and want to assure you that we will endeavor to live up to it. Our tradition in providing quality, Christian education is a strong one, and we take great pride in it.

As you have looked to us for your child's educational needs, I would invite you also to give prayerful consideration to exploring the possibilities of our larger church's ministry to your family. If you're not already involved in a local community of faith, we want you to know that we have a place for everyone in your family here at Fort Caroline Baptist.

Thank you again for choosing Fort. Caroline Baptist Academy. We look forward to the days ahead and the opportunities we will have to partner together in your child's physical, mental, emotional and spiritual development. Don't hesitate to let us know how better we can serve you in these respects.

Sincerely,



Evelyann Livingston  
Director since 1998

The preschool program at Ft. Caroline Baptist Academy, 11428 McCormick Road, Jacksonville, Florida 32225, is licensed by the Department of Children and Families and has been inspected and approved by the Jacksonville Fire Department. We also comply with the requirements of the Guiding Stars of Duval and are rated a 5 star center.

## TABLE OF CONTENTS

### SECTION 1 – ABOUT THE CENTER

- 1.1 Our Philosophy
- 1.2 Open Door Policy
- 1.3 brightwheel communication app

### SECTION 2 – FEES

- 2.1 Tuition & Fees
- 2.2 Multiple Child Discounts
- 2.3 Late Payments
- 2.4 Registration Fees
- 2.5 VPK Supplies
- 2.6 Returned Check Fees & online payments
- 2.7 Late Pick-up Fees
- 2.8 Holidays

### SECTION 3 – ATTENDANCE

- 3.1 Arrival
- 3.2 Special request
- 3.3 Absences
- 3.4 Illnesses
- 3.5 Termination or Withdrawal
- 3.6 Pick-up Policy
- 3.7 Authorized Persons for Pick Up or Emergencies
- 3.8 VPK Attendance

### SECTION 4 – PARENT INVOLVEMENT

- 4.1 Parent Volunteers
- 4.2 At Home Activities
- 4.3 Parent-Teacher Conferences
- 4.4 Parent Surveys
- 4.5 Parent Bill of Rights

## **SECTION 5 – HEALTH & SAFETY**

- 5.1 Child Abuse and Neglect Reporting**
- 5.2 Confidentiality of Records**
- 5.3 Emergency Closing and Inclement Weather**
- 5.4 Child Health Services-Health exams and immunization requirements**
- 5.5 Child Health Emergency**
- 5.6 Insurance/Child Accident Procedures**
- 5.7 Medication Administration**
- 5.8 Conditions of Short Term Exclusion**
- 5.9 Notification of Illness**
- 5.10 Dress Code**
- 5.11 Snacks**
- 5.12 Dietary Restrictions and Allergies**
- 5.13 Discipline Rationale**
- 5.14 Discipline Procedures**
- 5.15 Discipline Guidelines**
- 5.17 Standards of Conduct**
- 5.18 Visitor Policy**
- 5.19 Potty Training Policy**

## **SECTION 6 – CLASSROOM ACTIVITIES**

- 6.1 Curriculum**
- 6.2 Visits from community helpers**
- 6.3 Toys from Home**
- 6.4 Screening and Assessment**
- 6.5 Transitioning from Class to Class**
- 6.6 Transitioning from Pre-K to Kindergarten**

## **Section 1 – About FCBA**

### **1.1 OUR PHILOSOPHY**

- Your child will learn by hands on experiences in centers throughout their class room.
- Your child will experience and learn foundational truths of the Christian faith in an age appropriate manner
- Your child will work with paints, playdough, crayons, blocks and other manipulative materials.
- Your child will visit with community helpers.
- Enjoy stories, poetry, dramatization, and books.
- Learn to share, take turns, plan work, think and reason as he or she works and plays with others.
- Learn to respond rhythmically to music, singing new songs and listening to different kinds of music and enjoy movement to music.
- Acquire good health and hygiene habits.
- Explore letters, numbers, math concepts, language arts, science activities, and social studies all within a developmentally appropriate atmosphere.
- Partner with families and provide family fun events to enjoy with your child.

The teaching staff at Fort Caroline Baptist Academy will plan and prepare each and every day for your child's development

### **1.2 OPEN DOOR POLICY**

FCBA maintains an open door policy with all parents of enrolled children. Parents will have immediate access without prior notice to the center. Parents should check in with the office and sign in to the visitor/volunteer book prior to going to the classroom.

In situations where there is custody or domestic issues the following will apply:

- ◆ The center must be provided with the most recent certified copy of court order and any amendments to the order, i.e. custody order, restraining order, or a protection order from abuse.
- ◆ The center will follow the orders of the court. Deviations from the court order will only be made if there are written instructions from the custodial parent/s (joint custody will require both parent signatures).
- ◆ If there is not a copy of a court order or a copy has not been provided to the center then both parents will have equal access to their child. By law the center may not deny access to a child by a parent without a court order.
- ◆ If there is a verbal or physical conflict the Center will contact the police.

### **1.3 brightwheel communication app**

Our center has partnered with brightwheel, the leading early education app, to help us deliver an enriching preschool experience for your family. You can expect greater visibility into your child's day with photos, videos, and progress updates. An easier way to stay connected to your child's learning and development. You also can make payments directly through the app each month.

## Section 2 – FEES

### 2.1

#### Tuition and fees

#### Lunch Bunch program Information

- Lunch Bunch is available to our preschool classes and 5 day VPK classes. It runs from the end of the school day until 2 p.m.
- The Lunch bunch program will not begin until the 1<sup>st</sup> school day in September

# of children/ # in class staff	Age Group– must be age by <u>Sept 1st</u>	Days available	Application Fee – Due with Application Nonrefundable/Non transferable	Equal Monthly payment	Tuition based on total days attended throughout year	
9 students/2 staff	Two day 2's	T & TH	\$225	\$265 pull ups /\$250 underpants	\$2650 pull ups/ \$2500 underpants	
9 students/2 staff	Three day 2's	M, W, F	\$225	\$320 pull-ups /\$305 underpants	\$3200 pull ups/ \$3050 underpants	
9 students/2 staff	Five day 2's	M-F	\$225	\$555pull- ups/\$540 underpants	\$5550 pull ups/ \$5400 underpants	
12 students/2 staff	Two day 3's	T & TH	\$225	\$235	\$2350	
12 students/2 staff	Three day 3's	M, W & F	\$225	\$275	\$2750	
12 students/2 staff	Five day 3's	M - F	\$225	\$410	\$4100	
Up to 16 students/2 staff	VPK	M - F	Certificate of Eligibility required	Asked to bring in supplies.	8:30-11:45 State funded	State pays fees
Up to 17 students/2 staff	VPK	3 day class T, W, TH	Certificate of Eligibility required	Asked to bring in supplies.	8:30-1:30 State funded	State pays fees
NON-VPK 4/5 YR OLD	VPK	5 day Class	\$225	Asked to bring supplies	\$395.	\$3950.

- A \$35 Registration fee is required to enroll in the lunch bunch program; this is required for all children using this program both those in regular stay and occasional daily stay.
- Parents agree to provide a healthy lunch adhering to our nutrition agreement and nut free policies.
- To attend lunch bunch program you must be in full school attendance by 8:40 a.m. that day.

Occasional Stay fee is \$20 per day – Please call ahead to see if space if available.

5 days per week \$160 per month

4 days per week \$150 per month

3 days per week \$140 per month

2 days per week \$130 per month

## 2.2 Multiple Child Discounts

FCBA bases tuition and fees on a per child basis; therefore to maintain our low teacher/child ratios we do not offer reduced tuition. (This applies to our staff as well)

## 2.3 Late Payment Policy

Monthly tuition is due by the 5<sup>th</sup> of the month. If your tuition is not paid in full on the **5<sup>th</sup>**, a late fee of **\$25** will be added to your child's account.

## 2.4 Registration Fees (Preschool or Non VPK classes only)

A non-refundable application fee is payable at the time of enrollment. Application fees are **not refundable** under any circumstances. If you choose to enroll in our "Lunch Bunch program" There is a \$35 registration fee. (Including VPK classes)

## 2.5 VPK Supplies

VPK students are asked to bring in a list of suggested donated supplies.

## 2.6 Payments, Checks and Returned Check Fees

Cash, checks, money orders, bank drafts and cashier's checks are gladly accepted as long as they are drawn on a local bank and the date on the check is the same date the check is written. Postdated checks will not be accepted.

In the event your check is refused for payment or returned there will be a Non-Sufficient Funds (NSF) fee assessed in the amount of **\$40**. Once a check is returned for NSF, checks will no longer be accepted as a form of payment at the center. In addition, services will be suspended until all fees are paid in full.

## 2.7 Late Pick Up Fees

**Children left past carpool time for their child's class or 2 p.m. for lunch bunch children will incur a \$1.00 late fee for every 1 minute thereafter.** We will give a 5 minute grace period the first time you are late. These fees will be billed within 5 days and are due upon receipt of bill. A courtesy phone call will be made by staff.

## 2.8 Holidays

**PLEASE NOTE AND UNDERSTAND:** The monthly tuition payments are the total annual tuition divided into ten payments. Therefore, if there are less school days in a particular month, as in August or December, you are still obligated to pay a full monthly payment. Tuition and lunch bunch fees are paid in full each month and will not be discounted. In the case of overpayment; all credits will be applied to the following month's tuition or fees. If there is still a credit after the last months fees are paid, we will refund the amount to the custodial parent.

## SECTION 3 – ATTENDANCE AT FCBA

### 3.1 Arrival at FCBA

FCBA provides carpool for our students. We begin carpool at 8:20 a.m. daily; please pull into the carpool line and wait for a staff member to open your car door and remove your child. No child should ever exit a vehicle without a staff member present. Please refer to map you received with your carpool card for traffic flow during carpool. If you wish to park and walk your child to class you must pull into a parking space. You are asked to walk on the sidewalks and avoid walking through the carpool loop. Carpool closes promptly @ 8:40 a.m.; after that time you will need to walk your child to class. **Drop off is not a time to talk with teachers. If you need to speak with your child's teacher, please schedule a time convenient to both.** All other communication can be done through our communication folder.

### 3.2 Special requests

FCBA will honor cultural and dietary requirements as reasonably able. If your child may not eat the snack provided by the school, we will serve a snack you send in with your child but it must be nutritious. A food allergy must be medically documented on your child's school physical form.

### 3.3 Absences and tardiness

Parents **must** notify FCBA if a child will not be in attendance for a period of time, such as a family vacation. Parents **must** notify the center if their child is ill or will be out by 9 a.m. This notification helps the teacher's keep on tract with their lesson and not waiting on a child before they continue with their next activity.

Children who have not previously contacted the office will be denied entrance after 9:30 a.m., tardiness is disruptive to the entire class. In the rare situation your child must be tardy, please contact the office prior to 9:30 a.m. for further instructions.

### 3.4 Illnesses

Parents are requested to notify the Center Director if their child has a communicable disease so that parents of children in the classroom/center may be notified. Only information about the communicable disease will be shared. The center will follow the center's Confidentiality Policy and procedures.

The center conducts a health check on each child upon arrival to the classroom. A child may not be accepted into the center if staff deems the child is too ill to attend or is contagious. If a child becomes ill during the school day and you will be expected to come and pick your child up within a reasonable amount of time. **(Within 30 minutes of call) See section 5.10**

### 3.5 Termination/Withdrawal from FT. Caroline Baptist Academy, Inc.

The center reserves the right to terminate services at any time, with or without cause. Services may be terminated for willful destruction of property, if the child poses a threat to the safety and welfare of other children in care, physical or verbal abuse by the parent upon the Center Staff, insufficient funds that are not repaid promptly, refusal to follow center policies.

Thirty days written notice is required from parents that are withdrawing their child from the center. Parents are responsible for any fees if proper notification is not provided.



Any past due balances are due on last day of enrollment. Balances remaining after 30 days will be referred to the center's collection agency.

In the event that a child is absent for two consecutive weeks, without proper notification to the office, the child will be considered withdrawn from the program and the reserved classroom space will be filled. All tuition and any related charges are due and payable during this thirty day period. To re-enroll, normal application fees will apply. The child will then be considered for enrollment upon space availability. Any VPK student that does not meet the attendance requirements will disenroll from FCBA.

### **3.6 Pick-up Policy**

Preschoolers leaving at 11:30 and VPK at 11:45 will be picked up at the carpool entrance. Please place your carpool sign (provided the 1st week of school) in your front window. We will call your child and they will be brought to your car. All children are required to be placed in the backseat of your car in a car seat, this is Florida law. **Please do not get out of your car while in carpool line.** Also, if you are driving around to park, please use caution, the speed limit is 10 mph.

If you walk in to pick up your child please bring in your carpool card to speed dismissal. Each enrollment form requests the names of persons who are allowed to pick your child up from school. If a person on the list arrives and is not known to the staff, he/she will be asked to furnish proper photo identification prior to being allowed access to your child. ID will be copied and placed in your file the first time someone picks up. If a person arrives for your child who is not on this list, we WILL NOT release your child without parental permission. No one under the age of 18 will be allowed to remove your child from school. **Carpool ends at noon; after noon late fees apply. Lunch bunch children left past 2 p.m. will incur late fees.**

### **3.7 Authorized Pick Up/Emergency Pick Up**

Only authorized persons listed on the Authorized Persons for Pick Up form are permitted to have access to your child and to remove your child from the center. The following procedures apply:

- ◆ It is the responsibility of the registering parent to notify the center in writing of all persons authorized to pick up your child from the center. Emails from a known email address will also be accepted in an emergency, but you must update your child's records as soon as possible, by going to the director's office.
- ◆ Parents are required to complete the Authorized Persons for Pick up and emergency form at time of enrollment. Only persons listed on this form will be permitted to remove the child from the center.
- ◆ Persons on the authorized list will be required to show proof of identification with a picture I.D. A copy of ID will be made and kept in student record.
- ◆ Changes/updates to the Pick-Up list must be made on the original DCF form located in the office.
- ◆ Individuals must be at least 18 years of age in order to remove a child in or out of the center.
- ◆ In an emergency, the center will contact the parents first. If the center is unable to reach the parents, the staff will call the persons on the listed form until someone is reached.

**\*It is the parent's responsibility to ensure that an authorized person is available to pick up the child on time.**

If a parent or authorized adult appears to be under the influence of alcohol and/or drugs the staff will attempt to contact the other parent or authorized adult on the pickup list. FCBA does not have the right to deny the parent access to their child but the staff will contact the police immediately if the center is not able to contact other parent or authorized adult to pick up child.

### **3.8 Attendance Policy for VPK**

Child must arrive in the VPK classroom no later than **8:40 AM daily**. Child must participate in VPK activities until 11:45 PM or if enrolled in the 3-day class until 1:30 p.m. daily.

Children who arrive late or leave early will be counted as present on the VPK attendance form. Parents must call the center if child is going to be late or absent by 9:30 a.m. If a child is absent for five consecutive instructional days without the programs prior knowledge he or she will be dismissed from the VPK program.

Absences and tardiness may be excused under "extraordinary circumstances" if appropriate documentation is provided. However, they must appear as an absence on the attendance verification form. These include:

- a) Hospitalization of the child, his parents or guardian (must provide a doctor's note).
- b) Illness of the student, his parent or guardian that requires the ill person to remain at home (must provide a doctor's note).
- c) Death of a member of the student's, parents' or guardians' immediate family (obituary or death certificate required).
- d) Court ordered visitation (court documents must be provided).
- e) Parent or guardian's military deployment (military documentation must be provided).

A child may not miss more than 24 days per year regardless of circumstances.

**Parents must complete and sign an attendance verification form EACH month. These forms will be available in our welcome center on the on VPK attendance signing day each month and must be signed that day. You will be notified via email of the upcoming signing day and if you are unable to come in that day you must notify the office and alternative arrangements will be made.**

Children who do not meet attendance requirements will lose VPK funding. The child may be allowed to remain in the classroom, but will be required to pay full tuition.

## **SECTION 4 – PARENT INVOLVEMENT**

### **4.1 Parent Volunteers**

FCBA has an Open Door policy with all parents of enrolled children. Parents are not only welcomed, but also highly encouraged to volunteer.

All visitors are required check in at the front office before proceeding to the classroom.

The Discipline Policy (see 5.15 & 5.16), Standards of Conduct (see 5.17), and Visitor Policies (see 5.18) will apply to all volunteers at all times.

Siblings of children in the program may not attend when a parent is volunteering in the classroom, without prior approval from the teacher and director.

Parents may be asked to help with certain tasks such as cutting out items for the classrooms, decorating doors, sharing information about their job or hobby or culture, donating items, and reading to a group of children.

### **4.2 Take Home Activities**

Although FCBA does not assign “homework” for preschoolers, we do send home suggested activities to enhance the learning taking place in the classroom.

### **4.3 Parent-Teacher Conferences**

All parents/family are invited to attend scheduled formal parent/teacher conferences to review child’s progress and needs and set goals for the child. Conferences will be scheduled two times throughout the year for all children enrolled in FCBA. Other conferences may be scheduled as needed or as requested by parent or teacher.

### **4.4 Parent Board and Parent Surveys**

Each year we invite our room parents and any other interested parents to be a part of our parent board. The mission of the Parent Board is to provide opportunities for parents to become involved in the life of the preschool, to contribute to a positive preschool experience by providing events to support the developmental learning program, and to support the staff of the preschool as well and the preschool itself.

FCBA is interested in your feedback. Anonymous parent surveys will be distributed at least once per year. Your responses will ensure we are meeting the needs of our families.

### **4.5 Parent Bill of Rights**

We believe that parents have rights and that their concerns are reasonable and important.

#### **A Healthy Learning Environment**

- Parents have the right to know that their child will be safe at school, both physically and emotionally.
- Parents have the right to know that all children will be treated fairly regardless of race, creed, national origin, economic status, gender, or age and that each child will be treated as an individual.

- Parents have the right to know that the staff is experienced and trained in child development.
- Parents have the right to know that any negative or cruel behavior among students or between students and staff will not be tolerated.

#### Clear, Courteous Communication

- Parents have the right to be treated with courtesy by all members of the staff.
- Parents have the right to participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.
- Parents have the right to visit schools and classes.
- Parents have the right to know that they can approach a staff member with a concern and that the staff member will listen carefully and will do everything possible to address the issue

#### Information on School Policies

- Parents have the right to information on academic requirements of the school program.
- Parents have the right to inspect their child's record and respond to any statement.
- Parents have the right to be informed of and to appeal school policies.
- Parents have the right to be informed of and to appeal administrative decisions.

## SECTION 5 – HEALTH & SAFETY

### 5.1 Child Abuse and Neglect

FCBA has the responsibility for the prevention, identification, and reporting of child abuse and neglect (sexual, physical, emotional). Under Florida Law, cases of possible child abuse and neglect are reported immediately to the Department of Children and Families. The abuse hotline is **1-800-96-ABUSE**.

### 5.2 Confidentiality of Records

The Center maintains the policy that all records of children and families are confidential.

### 5.3 Emergency Closing and Inclement Weather

If the threat of a natural disaster such as hurricane, tornado, flooding, etc., is imminent, we will follow the Duval Public School System for closure guidance. Once the storm passes and is out of the area, we will assess the center for damage and re-open as soon as possible.

The following steps must be confirmed before opening the center:

- ◆ The center must have power, working phone line, water and any physical damage must be repaired
- ◆ There must be available staff in the center to provide appropriate and required staff to child ratio.

Parents are responsible for child care tuition even in the event that the center is closed due to natural disaster. We will follow the Office of Early Learning for guidance of make-up days.

For public health emergencies, such as the COVID-19 Pandemic of 2020, we may close and offer online learning experiences. We ask that parents pay 50% of tuition to help us maintain staffing.

### 5.4 Child Health Services-Health exams and Immunization requirements

FCBA is required by the Department of Children and Families to have on file for each child a Physical and an Immunization Record. **We require you to bring in the original forms by your child's first day of school: Physical Examination – Form 3040 (must be complete and is good for 2 years from date completed) and Immunization – Form 680 (must be updated upon expiration date unless it shows Part A 1 complete until 7<sup>th</sup> grade.)**

**\*\*\*We no longer accept religious exempt forms.**

### 5.5 Child Health Emergencies

In the case of accidents and incidents, staff will contact parents if needed and complete an accident/incident report in which both staff and parents sign. This serves as documentation that parents were informed of the accident/incident and any necessary follow-up. It is very important that you make sure that your child's teacher is aware of changes in phone numbers or emergency contact persons. Please keep this information up

to date. In the event someone other than the parent picks your child up from school, they will be asked to sign the form and a copy will be in your child's communication folder for your review.

## 5.6 Insurance/Child Accident Procedures

FCBA provides accident insurance at no additional cost to our parents. This policy covers your child while he or she is on our premises.

We take all pre-cautions to insure the safety of your child while under our care. However, in the event that a child is hurt at our center, the following procedures will be followed:

- ◆ An accident report will be filled out by the child's teacher and depending on the type of injury, the parent may be called.
- ◆ The parent will be asked to review the accident form and provide a signature. A copy will be given to the parent.
- ◆ In the event that the injury requires medical attention, the center will help the parent fill out a Child Accident Insurance Claim Form. Instructions will be given to the parent on "How to file a Claim Form".
- ◆ Parents are requested to make copies of everything that is sent to the insurance company in case questions arise later.

## 5.7 Medication Administration

All medication administered by the center staff must be authorized by the child's parent or guardian by first completing an Administration of Medicine form. [The parent must review with the Director and or Assistant Director on how to administer the medication.](#) **Only medicine that has been prescribed by a doctor may be given at the center.** All medicines must be in the original container.

If non-prescription medication is to be given, a note from the physician, stating the name of the medication and the dosage instructions, must be attached.

Staff will inform parent/guardian immediately of any noticed side effects or changes in behavior.

Parents are strongly encouraged to give all medications at home. If this is the case, please notify your child's teacher so that any behavioral changes and/or allergic reactions may be noted.

Medication will be stored in a locked secure area inaccessible to children.

**NO MEDICATION MAY BE PLACED IN THE CHILD'S CUBBY/BOOKBAG OR LEFT UNATTENDED IN THE CLASSROOM.**

## 5.8 Conditions of Short Term Exclusion

A child will be placed on short-term exclusion, which may include non-admittance, when the illness and/or injury is contagious and/or poses a significant health and/or safety risk to other children and staff.

## 5.9 Notification of Illness

Parents/Guardians are encouraged to inform staff if their child becomes ill from a communicable disease and of any other health/safety concerns.

If a child appears to have a communicable disease, teaching staff should isolate the child away from the other children and immediately contact the child's parent/guardian.

Children will not be allowed to return to the center until all symptoms have ceased. Depending upon the condition, children may not be allowed to return to the center without a physicians' authorization.

Parents/Guardians will be asked to immediately pick up/or keep at home if their child has the following signs, symptoms, or conditions:

- ◆ Fever, sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. Fever is defined as having a temperature of 100° F or higher taken in the ear
- ◆ Diarrhea - runny, watery, or bloody stools.
- ◆ Vomiting - one or more times, vomiting that contains blood, or vomiting followed by severe cramping.
- ◆ Severe coughing - child gets red or blue in the face or to make a high pitched whooping sound after coughing.
- ◆ Eye discharge - thick mucus or pus draining from the eye, or pink eye
- ◆ Difficult or rapid breathing
- ◆ Ear Discharge
- ◆ Untreated infected skin patch(es)
- ◆ Unusually dark urine and/or gray or white stool and yellowish skin or eyes.
- ◆ Head Lice (including nits)
- ◆ Conditions that commonly require parameters from a physician detailing when a child may return include, but not be limited, chickenpox, strep throat, scabies, impetigo, meningitis, and Hepatitis A, Influenza and COVID-19.
- ◆ Child is irritable, continuously crying, or requires more attention than staff can provide without jeopardizing the health and safety of the other children.
- ◆ Any other unusual signs, symptoms, or conditions.

## 5.10 Dress Code

We request that children arrive at school in comfortable, easy to launder clothing. While we make every effort to protect their clothing, children can experience accidental spills during planned activities. Please provide a change of clothes appropriate for the weather in a labeled Ziploc bag to be kept in your child's backpack or cubby.

**For the safety of the children, we do not recommend open-toe shoes, flip flops, or sandals either in the classroom or during outdoor activities.**

Label personal belongings with the child's first and last name such as backpack, coats or jackets, water bottles.

## 5.11 Snacks

A nutritious morning snack is provided for all children. In order to ensure the health and safety of all children, food items, purchased or from home, may not be brought into the classroom to be eaten, with the exception of special classroom events. This will help us prevent children with allergies from being exposed to foods which could be harmful.

## 5.12 Dietary Restrictions and Allergies

Please discuss any special dietary needs for your child with the director. Modest accommodations will be made for children with food allergies or who require specific menu items for cultural reasons. Food allergies should be documented by your child's physician.

## 5.13 Discipline Rationale

Discipline is the effective management of children's behavior with the goal of self-disciplined children. The management technique to be used in any particular situation will be based upon consideration of the particular situation and the individual child. All staff, volunteers, and parents will use the positive guidance methods listed below while at the academy:

## 5.14 Discipline Procedures

1. Plan ahead to prevent behavior problems. Anticipate problems that may occur and provide intervention or directions in advance. (Ex: Limit number of children in centers. Have activities prepared so children do not have to wait.)
2. Establish clear and simple rules that are age-appropriate. Consistent reminders help reinforce limits. Rules should be stated in a positive way. (Ex: If a child is running, say, "Please use your walking feet. Running feet are for outside", instead of "Don't run!")
3. Be a model for the desired behavior. Treat all children with respect and politeness. (Ex: The teacher has a leaky paint container in her hand. She needs to get to the sink. She asks the children who are in line at the sink if she could please use the sink out of turn, rather than simply cutting in front of the children. They agree, and she remembers to thank them.)
4. Help children to learn problem-solving skills. Give them the language they need to communicate feelings and needs to others appropriately. Work with them to come up with solutions to conflicts.
5. Give hugs and caring. The key to discipline is establishing a nurturing relationship with each child. Children need to know they are accepted and loved no matter how they behave.
6. Reinforce positive behavior. Remember to focus on the specific behavior you wish to see repeated. (Ex: "Jessie, you have worked so hard to put all the blocks neatly on the shelf. Fantastic job!")
7. Overlook small annoyances. Sometimes when a behavior is overlooked, not reinforced by attention, it disappears. Unless the behavior is aggressive and someone is in danger of getting hurt, the teacher/caregiver might be wise to let the children work out the problem on their own.
8. Offer positive alternatives to a negative behavior. If a child's behavior is unacceptable, suggest alternative choices. (Ex: If a child is throwing blocks, the teacher intervenes by telling the child that blocks are for building. If the child wishes to throw something, he/she can throw a bean bag, or a ball.)



9. Re-direct or divert the child. Substitute an appropriate activity for the unacceptable one. Some behaviors that are inappropriate are temporary, or situation specific. In these cases it is best to alter the environment by redirecting the child to another activity. (Ex: Two children who are good friends have begun to get irritated with each other. Intervene before things get out of hand by engaging them in a new activity.)
10. Help children see behavioral consequences. Since young children are self-centered, it is hard for them to see beyond their own needs. Help them to move from thinking only of themselves, to thinking of others by analyzing the consequences of their actions. Discuss their behavior in a non-judgmental way and encourage them to think about its impact on people, objects and events.
11. Provide renewal time. When a child is too upset to talk or listen, it may be necessary to remove the child from the situation for a period of no more than 2 minutes. The teachers stay with the child to discuss what happened and to help the child regain composure.
12. Implement Behavior Intervention Policy when necessary.

### 5.15 Discipline Guidelines

1. Time out. There will NOT be any identified space, or chair, reserved for "time out". Children are not to be isolated indefinitely due to behavior problems. Time out may be used only if stipulated in an individual child's behavior plan by a licensed mental health consultant.
2. Physical punishment. The use of physical force with children is **prohibited**. This includes pulling by the arm, grabbing children by the arm/shoulders/neck, hitting, pushing, shoving, etc.
3. Threatening. Children will not be threatened with physical punishment.
4. Ridiculing or Degrading. There will be no name-calling, belittling, or comparison to other children.
5. Withholding of meals, snacks, or water. Children will not be denied food, water or any other basic need as a means of discipline.
6. Denying a rest. Children will not be denied rest as a means of discipline.

In the event that a child is exhibiting **extreme challenging behavior**, follow the Behavior Intervention Procedures:

- ◆ Provide renewal time.
- ◆ When a child is too upset to talk or listen, it may be necessary to remove the child from the situation for no more than a few minutes. The teacher is to stay with the child in the classroom to discuss what happened and help the child regain composure.
- ◆ If necessary, the child may be removed from the classroom and taken to the director's office. The director will work with the child on calming techniques and providing a safe place to regain composure. Parents will be notified so that they are aware of the situation and can later have a conversation with the child.
- ◆ If the child is unable to regain control within 30 minutes, the parents or authorized persons may be contacted to pick up the child.

## 5.16 Standards of Conduct

FCBA has guidelines of acceptable conduct that all parents, volunteers and visitors must abide by while on premises. It is expected that all parties will follow these guidelines and sign this form. We strive to provide a safe learning environment for you and the children. Volunteering in the classroom is strongly encouraged however; the "Standards of Conduct" must be adhered to at all times.

- ◆ Respect and promote the unique identity of each child and family. Refrain from stereotyping on basis of gender, race, ethnicity, culture, religion or disability.
- ◆ Follow program confidentiality policies concerning information about children, families, and other staff members.
- ◆ Supervise children at all times. Children will not be left alone or unsupervised while in the center or under the centers care.
- ◆ Use positive methods of child guidance. Any use of corporal punishment, emotional or physical abuse or humiliation is prohibited. Methods of discipline that involve isolation, the use of food as a punishment, time out or the denial of basic needs are prohibited.
- ◆ Refrain from the use of any threatening physical contact or verbal abuse towards individuals connected with the program, other parents or volunteers.
- ◆ Refrain from smoking on the premises and during all center or parent activities. FCBA adheres to a "Smoke Free Environment."
- ◆ Refrain from illegal activities while on the premises or in attendance at center activities. FCBA prohibits theft, firearms, alcohol, explosives and illegal substances on the premises and during all center or parent activities.
- ◆ Refrain from harassment. Any cause of disharmony of any kind will not be tolerated.
- ◆ **Dress should be conservative. (ex. No short shorts or dresses., appropriate undergarments, No pajamas)**

## 5.17 Visitor Policy

All volunteers and visitors shall check-in at front office check in and obtain permission for the visitation and a visitor's pass.

Visitation by a non-enrolled child unaccompanied by his/her parent(s) or legal guardian is prohibited unless prior approval has been granted by the Center Director.

Only persons with legal authority to do so (such as Department of Children & Families personnel or law enforcement) shall be allowed to question a child on the property without the consent of the child's parents or legal guardian.

Because staff, children, and parents should at all times feel that the school and work environment is safe and not hostile, all visitors to the property shall comply with all policies while on property and shall conduct themselves in a manner that is not disruptive, threatening or abusive.

- ◆ Any parent, volunteer or visitor who is disruptive, threatening or abusive will be asked to relocate to a location in the facility where children are not present and where the matter can be discussed and resolved in a professional manner.
- ◆ If the person refuses to relocate or continues to act in an inappropriate manner, the person will be asked to leave the premises. If the person refuses to leave, staff will notify appropriate law enforcement personnel. Should the person subsequently return to the property and again act in a manner that is disruptive, threatening or abusive or if the initial incident is so extreme that the teachers are concerned about the person returning to the facility, the person shall be informed in writing that he/she may be prohibited from returning to property.
- ◆ Any person who believes that he/she has wrongfully been asked to not return to the property, must first leave the property as requested, but may subsequently appeal the decision in writing to the Center Director.
- ◆ A final decision will be made and the person will be notified in writing that he/she may not return to the property except under expressed conditions.
- ◆ Notwithstanding the above, center personnel shall always have the authority to notify appropriate law enforcement personnel should any person to property violate criminal statutes.

This policy shall be posted in a place clearly visible to all.

## **5.19 Potty Training Policy**

### **Two Year Old Class:**

All non-potty trained children in our two year old class must be in pull-ups starting the first day of school. We will start the process of potty training in a relaxed manner with the cooperation of the family. Our teacher's follow a consistent schedule when having the children going to the restroom, these are: upon arrival at school, before and after going outside and just before going home. Additional times will be as child indicates that they need to go to the restroom.

In the child's back pack parent's will need to keep extra pull-ups, two (2) changes of clothing including socks and one extra pair of shoes. These extra items are useful as your child starts transitioning to wearing underpants. Please adjust the extra clothing as the weather changes to accommodate outside play.

When the child is fully potty trained tuition will be adjusted the following month to the under pant fee. Please notify the Assistant Director or have the Lead teacher notify Assistant Director.

## Three Year Old Class & VPK Class

All children entering these classes on the first day of school must be completely potty trained. This includes the following:

- ◆ **Pulling up and down clothes without assistance**
- ◆ **Wiping him/herself after all bathroom needs (Teacher cannot assist)**

It is very important to have all children in the class fully potty trained. With up to 12 children in the three's and 17 children in the VPK class it is very difficult for teacher's and assistant's to take care of changing children. When a teacher and/or assistant have to address a bathroom accident, they are unable to have direct supervision of other children. Also, this situation takes time away from other children learning and teacher's trying to stay on track in completing their lesson plans for the day.

We will ask your child several times throughout the day to use the restroom, especially before going outside to play. In case of a rare accident, please have a change of clothes in your child's backpack. If an accident happens each child is expected to change their own clothing with verbal instructions if needed from the teacher.

Starting the first day of school if your child is having accidents several times during the week, your child is not considered potty trained. The parent will be notified with the understanding that the issue needs to be addressed and corrected immediately. If the child continues to have accidents consistently, the child will be unenrolled. You may have the option to reenroll once your child is fully potty trained as long as space is available in the class.

**ACCIDENTS WILL BE RECORDED ON OUR INCIDENT REPORT, AND YOU WILL BE ASKED TO SIGN EACH TIME, CHILDREN HAVING FOUR OR MORE ACCIDENTS IN A FOUR-WEEK PERIOD WILL NEED TO MEET WITH THE DIRECTOR TO DISCUSS CONTINUED ENROLLMENT.**

## **SECTION 6 – CLASSROOM ACTIVITIES**

### **6.1 Curriculum**

Preschool teachers will use the *WEE Learn* curriculum and the Florida State standards to plan specific activities that promote school readiness. The curriculum will be based on helping children to attain positive school readiness outcomes.

Other approved curriculum resource books will be used to supplement the curriculum.

### **6.2 Toys from Home**

To prevent special toys from being lost or broken, we ask that toys not be sent to school with your child. On certain days throughout the year, we allow children to bring personal items and/or toys to share during a special part of the day's activities. Your child's teacher will inform you about these "Show-N-Tell" days.

### **6.3 Visits from community helpers**

Visits from community helpers are used to enhance the children's learning opportunity. They are a great way to extend the curriculum and provide children with hands-on experiences. Teachers have specific goals and objectives when planning visits. We love to have our parents share their professions, if you are a Police Officer, Firefighter or Health professional and would be willing to coordinate coming to the academy, please notify the Director.

### **6.4 Screening and Assessment**

Screening is a process to determine whether or not a child has any developmental concerns that may require further evaluation and follow-up. Screenings conducted at the center may include vision, hearing, speech/language, nutrition, dental, and overall development. The Ages and Stages Questionnaire will be used at least once per year. Parental consent forms for screening are included in the registration packet.

Parents will be informed in writing of results of screenings. At home activities may be recommended based on the results of the screenings. If further evaluation or services are needed, parents will be referred to the appropriate agencies or to their personal pediatricians. Additional screenings and parent conferences will be utilized as a means of follow-up on screenings that result in referrals to outside agencies.

Children at every age level will be assessed using an on-going portfolio assessment system for the purpose of identifying developmentally appropriate learning outcomes met throughout the year and creating individualized learning goals based on the results of the assessments.

Each child must have a portfolio which includes a sampling of the child's progress. Depending on the age of the child, these samples may include Ages and Stages Questionnaires, literacy and numeracy assessments, artwork, dictation, writing samples, pictures, anecdotal notes, photos, etc. Portfolios for toddlers may also include copies of daily notes, growth charts, and other developmental checklists. Portfolios are to be shared with parents during scheduled parent conferences.

Teaching staff will use a variety of strategies to promote and support children's learning and developmental progress based on the observations, individualization, and ongoing assessment of each child. Information will be gathered from teachers and parents.

### **6.5 Transitioning Children from Class to Class**

Our program runs from August – May each school year and children remain in the same class for the full year. Parents must re-enroll children yearly for the next age level.

### **6.6 Transitioning from Pre-K to Kindergarten**

In May of each year FCBA will provide activities to aid in the smooth transition of preschool children to kindergarten. These activities may include one or more of the following: the distribution of kindergarten registration and transition packets, a graduation ceremony, and a mini-workshop for parents.

RECEIPT OF PARENT HANDBOOK

(This page must be initialed and remain on file in the center.)

\_\_\_\_ I have received a copy of FT Caroline Baptist Academy parent handbook and agree to abide by the policies of FT Caroline Baptist Academy.

\_\_\_\_ I understand that I must have a valid Florida immunization record and physical form on file on the first day of school, or my child will not be allowed to begin the program. I understand that I must update this record during the school year if it expires.

\_\_\_\_ I have seen and read the discipline/guidance policy located in the parent handbook sections 5.13, 5.14 & 5.15 and understand the methods of behavior management used at FCBA. I also understand that if my child's behavior is very disruptive or harmful to himself, other children or the staff, I will be asked to come in and conference privately. If all parties are able to set a plan that will seek to help resolve the issues the child may remain at FCBA. If we are unable to resolve the issue, you may be asked to make other arrangements for your child's educational needs.

\_\_\_\_ I have seen the Termination (expulsion or suspension) or Withdrawal Policy located in section 3.5 of the parent handbook.

\_\_\_\_ I have read the Potty training policy and understand my child must be completely potty trained to enter a preschool three year old classroom or a VPK classroom.

Parent of \_\_\_\_\_ (child's name).

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

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

