

Barlow Little Palms Preschool

Making a Mark on Our Future



Parent Handbook

2016-2017

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Goals and Philosophy

The goal of Barlow Little Palms Preschool is to assist your child in his or her educational, emotional, physical, social and spiritual growth. Through a creative, loving and nurturing environment, we help your child develop the self-confidence and self-esteem necessary to make their learning experiences positive, successful and fun! We encourage each child's natural creativity and love of learning.

Children learn through play, therefore, we offer a wide range of developmentally appropriate activities each day for children from ages 2-5 years old. Their activities include art, crafts, science and nature exploration, music, emergent literacy and math, problem solving skills, social, emotional and spiritual growth skills. These activities are presented throughout the day through free play in centers and outside, in small groups, during circle time and on an individual basis. All activities take into account the different rates at which children mature and children will be allowed to engage in activities at their own level of development at a particular time. When children demonstrate readiness, they will be encouraged to move to a higher level of functioning by questioning, suggesting and providing additional materials.

We believe that parents and guardians play an important role in children's educational success and have an open door policy for parents or family members to observe their child's class at any time. This policy, however, should be discussed with the teacher as to not interfere or interrupt the classroom environment.

Enrollment

Barlow Little Palms Preschool accepts children from 2-5 years old. We accept school aged children for summer camp. Children entering the 2 year old program must be 2 by September 1st of that school year. The 2 year old program offers a two day (Tuesday and Thursday), three day (Monday, Wednesday and Friday) or five day option. The school hours are from 9am until noon.

Children entering the 3 year old program must be 3 by September 1st of that school year. The 3 year old program offers a two day (Tuesday and Thursday), three day (Monday, Wednesday and Friday) or five day option. The school hours are from 9am until noon.

Children entering the VPK program will attend school Monday through Friday from 8:45 am until 11:45am.

Tuition and Fees

Tuition is paid on a monthly basis. It is due by the 5th day of the month. If tuition has not been received by the 12th of the month, there will a \$30.00 late fee charged. If the tuition is not paid by the 19th of the month dismissal will be at the director's discretion. If a situation arises that makes payment of tuition impossible please talk to the director for possible solutions. Tuition is not prorated for absence, illness, holidays or vacations. Tuition will not be increased or additional fees incurred for the rest of the school year. The registration fee will be prorated for families that come after the start of the school year.

The registration fee is a one time, non-refundable fee. Registration for the next year will begin in February. Tuition or the registration fee for the next school year may be increased.

There is a 10% discount offered to families with multiple children enrolled in a class other than VPK. The discount applies to the consecutive child(ren)'s tuition. There is a 10% discount offered to Lutheran Church of the Palms members.

Arrivals and Departures

The center is open from 8:00am until 2:00 pm. If you will be late for pickup, beyond your regularly scheduled time please notify the school. We understand that the unexpected traffic or circumstances may cause you to be late. Excessive occurrences of lateness will be charged \$1.00 for every minute past your child's pickup time. Only adults authorized by you, in writing, will be allowed to remove your child from school grounds. A note sent with your child

in the morning will authorize a person to pick up your child. Please inform the person picking up that they will be asked for photo identification prior to the school releasing the child to them.

Car Line

Arrival and dismissal will be through car line. There will be a car line at 8:40am for VPK students and at 8:55am for 2 and 3 year olds. The car line dismissal will be at 11:45 for VPK students not staying for lunch bunch and noon for 2 and 3 year olds not staying for lunch bunch. The lunch bunch car line will be at 1:45pm. Please refer to the attachment for details on car line rules. Please use the west driveway to enter the car line. This will be a one way entrance. Pull completely up to the orange cone. A staff member will assist your child from the car. Please do not pass any cars in front of you. At dismissal you will approach the car line in the same manner. A staff member will help your child into your car. Please secure your child into your vehicle's car seat before exiting through the east driveway.

Before Care

Before care will be offered from 8:00 until 8:45(VPK) or 9 (2's and 3's) every morning. It is offered on an as needed basis. The cost is \$5.00 per use and must be paid in advance. You may buy 4 and get one free. When you drop your child off for before care please park in the car line lane and ring the bell located by the door of the school to summon a teacher for your child.

Lunch Bunch

Lunch Bunch is available Monday-Friday from 11:45am – 1:45pm for VPK and 12:00noon until 1:45pm for 2's and 3's. Lunch bunch is \$10 per day or is available in packages at a discounted rate. Lunch bunch fees must be paid in advance of use. Families provide the child's lunch and drink, labeled with the child's name. We cannot refrigerate lunches, so please include an ice pack in your child's lunch box.

Attendance

Please be at school on time. All classrooms start their mornings with circle time. Instructional time will be interrupted with late arrivals. Promptness and consistency set an example and shows children the importance of school. If you sense that your child does not want to come to school, please talk to their teacher and /or the director about your concerns. VPK students have an attendance policy regarding the State of Florida's payments for your child's education.

Health Policy

It is our policy to maintain the health of all children and staff members by excluding anyone with a communicable illness. If your child exhibits any of the following signs, please do not bring them to school;

1. Severe coughing, causing a child to become red or blue in the face or to make a whooping sound;
2. Difficult or rapid breathing;
3. Stiff neck;
4. Diarrhea (more than one abnormally loose stool within a 24 hour period)
5. Temperature of 99 degrees (under the arm);
6. Pink eye;
7. Exposed, open skin lesions;
8. Unusually dark urine and/or gray stool;
9. Yellowish skin or eyes;
10. Thick, green or yellow discharge, or excessive in amount; (may only return with doctor's note); or
11. Any other unusual sign or symptom of illness.

If vomiting is attributed to a virus please don't send your child to school until they are able to keep solid food down for 24 hours without medication.

Any child, childcare personnel or other person in the childcare facility suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed. Such person may not return without medical authorization or until the signs and symptoms of the disease are no longer present. A child's condition shall be reported to the custodial parent or legal guardian.

A child identified as having head lice shall not be permitted to return until the following day and only provided that treatment has occurred and has been verified. Verification of treatment may include a product box, box tops, empty bottle, or signed statement by a custodial parent or legal guardian that treatment has occurred. The child care facility must also treat areas, equipment, toys, and furnishings with which the child has been in contact.

Snacks

Morning snacks are provided by school. Families may be asked to sign up for a special snack at various times throughout the school year. Teachers may request snacks that coincide with their weekly theme.

Clothing

Please send your child in comfortable, casual play clothes. For safety reason, we ask that your child not wear shoes with open backs. It is safer and more comfortable to climb, run and play with sneaker type shoes and socks. For safety reasons no jewelry or scarves should be worn.

Children should wear clothing that is easy for them to pull up and down themselves. Belts; buttons and snaps are often difficult for children, especially when they have to go "NOW!" Please send an extra set of clothing in a bag clearly labeled with your child's name in case of spills or accidents. This bag should contain: shirt, pants, underwear and socks. For children in the middle

of toilet training, please send extra socks and shoes. For children in pull-ups, please use brands that have Velcro side closures.

Records

The following records need to be current and in each child's file:

1. Student Health Examination form DH 3040 (June 2002). It is valid for two years from the date the physical was performed.
2. Florida Certification of Immunization form Par A-1, B, or C, DH 680 (July 2010) or the Religious Exemption from Immunization form, DH 681 (July 2008).
3. Emergency Release Form – signed and notarized.
4. Child Care Application for Enrollment – signed acknowledging families have received the following: The department child care facility brochure, CF/PI 175-24, (October 2007) Know Your Child Care and Flu Brochure.
5. PCLB Food Experience Permission Form

Storm Procedure and Warnings

If Pinellas County schools are closed due to severe weather, Barlow will be closed. If Pinellas County schools are not closed but we feel traveling may be hazardous you will be notified by the school no later than 8:30am that Barlow will be closed. If weather becomes severe during the day we may find it necessary to cancel Lunch Bunch.

If a storm or tornado warning arises during the day do not rush to Barlow to pick up your child. We have emergency plans in place and do not want to jeopardize your family's safety trying to travel to and from school during severe weather.

Discipline Policy

At Barlow Little Palms Preschool we have some basic rules for the health and safety of the children.

Our classroom environments are arranged and managed to avoid conflicts and common behavior issues and frustrations. Our teachers tailor their expectations to fit the developmental levels of the children to minimize frustrations and inappropriate behavior. When issues do arise we intervene by modeling and coaching the children to teach them more acceptable ways to handle themselves.

We do not use corporal punishment or spanking. We never subject a child to cruel or severe punishment, humiliation or verbal abuse. We never deny food or use force feeding as a form of punishment. We never punish a child for wetting, soiling or not using the toilet.

We encourage children to develop their own control, autonomy, management of feelings, problem solving, and to find their own rewards in cooperative social behavior. The underlying goal of all discipline at Barlow is to help children develop inner self-controls to replace adult-maintained external controls. Whenever a conflict arises we support children in finding their own solutions, while also promoting the development of self-control and empathy within each child. Teachers set clear, consistent limits and strive to develop close, nurturing relationships with all children enrolled.

Acceptance

I, _____(parent or guardian) have received the Barlow Little Palms Preschool Parent Handbook. We, my child and I, accept and will abide by the policies of this handbook. I have read and understand the discipline policy of Barlow Little Palms Preschool.

_____(parent or guardian name printed)

_____(parent or guardian signature)

_____(date)

2016-2017 Calendar

2016

August 8, Monday	Parent Orientation (6:30pm Fellowship Hall) Parents only to go over paperwork
August 12, Friday	Meet the Teacher 9:30 am
August 15, Monday	First Day of School Before Care, Lunch Bunch and Extended Care begins
September 5, Monday	NO SCHOOL , Labor Day
September 12, Monday	Family Chapel for Grandparents
week of September 19	Tricycle Rodeo and Safety Fair
September 23, Friday	Tricycle Rodeo and Safety Fair
September 27, Tuesday	Back to School Night (Parents Only) Meet your teachers and enrichment providers
October 3 & 4	VPK Conferences
October 12, Wednesday	Picture Day (NO school for Pinellas County Schools)
October 31, Monday	Halloween dress up day
November 17, Thurs.	Thanksgiving Feast (11:00 am)
November 21-25	NO SCHOOL , Thanksgiving Break
December 5, Monday	Family Chapel – Christmas (9:30 am)
December 16, Friday	Christmas Program (11:00 am)
December 19 - January 2	NO SCHOOL , Christmas Break

2017

January 3, Tuesday	School reopens
January 16, Monday	NO SCHOOL MLK day
February 14, Tues.	Valentine Exchange
February 20, Monday	NO SCHOOL Pinellas County Schools pro-ed day
March 8, Wednesday	Donuts with Dad
March 13 - 20	NO SCHOOL – Spring Break
March 21, Tues.	Return to school
April 14, Friday	NO SCHOOL , Good Friday
April 17, Monday	NO SCHOOL , Easter Monday
May 12, Friday	Mother's Day Tea
May 26, Friday	Last Day of School. VPK Celebration (11:00 am)
May 29, Monday	NO SCHOOL , Memorial Day
May 30, Tuesday	First Day of Summer Camp