

*Prince of Peace Preschool
Where children grow in Grace*

Preschool Parent Handbook



*455 Missouri Avenue N.
Largo, Florida 33770-1597*

Church Office 585-9969

Preschool 585-9790

Klucas@poplargo.org

License-# 060920 Revised June 2020

Lead Staff Members

Keri Lucas/Director

Deb Marshall
LaQuanda Kinglock
Stacy Hasse
Barbara Holm
Crystal Cork

Hours

Class Hours 9:00-12:00

VPK Class Hours 9:00 to 12:00 p.m.

Before Care 7:00 a.m.

Extended Care till 5:30 p.m.

Optional Lunch Bunch till 12:30 p.m. If at all possible, please make reservations the day before you wish to leave your child.

Prince of Peace Preschool

PoP Preschool is open to all children ages 2 to 6. Children must have turned two on or before September 1st of the current year.

At the discretion of the Director, children may be enrolled during the school year upon their second birthday.

Parents have the option of enrolling their child for either two, three or five days a week, part time or full time.

VPK children are enrolled for five mornings a week.

REGISTRATION FEE:

A nonrefundable fee of \$100.00 is due upon registration of your child. This fee does not apply to children enrolled in the VPK program. .

A non-refundable fee of \$35.00 is due upon registration of VPK children who will be attending extended care.

TUITION:

For all students attending our morning session only, tuition is due the first school day of each month. We ask that every effort be made to pay your tuition in a timely manner.

For parents of full-time students, you have an option of paying your fees at the beginning of each week, or if you choose, you may pay these fees twice a month, or at the beginning of each month. All balances must be paid by the start of the last week of the month and during holiday breaks balances are to be paid before the start of the break **or a late fee of \$10.00** will be applied to your account. Any payment made will be applied to first, your late payment and late pick up fees. If payments are not made in a timely manner, we will ask you to have a conference with the Director and/or your child may not return to school until the full payment is made.

In order to maintain the quality of PoP Preschool, tuition must be paid regardless of your child's attendance. We do not pro-rate for absences or holidays. If the school is closed for Christmas, Thanksgiving or Spring Break, we do not charge extended care fees. This will be reflected in your monthly statements. We follow the Pinellas County School calendar with reference to holidays and some of the Pro-Ed days for teachers. You will find a calendar within the parent handbook, please refer to specific days which the school is closed.

We ask that parents give us two weeks' notice before withdrawing your child. We also ask that parents give us two weeks' notice if they are changing their child's schedule from full time to part time. Parents will be responsible for that tuition and after care amount for those two weeks.

Tuition (2 days a week) 9-noon= \$142.00 monthly
2 Full Days- \$310.00 monthly
Tuition (3 days a week) 9-noon= \$195.00 monthly
3 Full Days - \$446.00 monthly
Tuition (5 days a week) 9-noon= \$264.00 monthly
5 Full Days- \$600.00 monthly

Lunch Bunch is available until 12:30 p.m.

\$5.00 per day (parents provide lunch) **Hot Lunches:** Pizza Fridays - \$5.00

**Please pick your child up on time!!!**

Emergencies do happen, we ask that if you find that you are going to be late, please contact us immediately. This will not waive the late fee, however, your child and we will be concerned about you. If you find that you are going to be substantially late, it is your responsibility to be sure that you contact someone on your Emergency Release form or another person to pick up your child and to contact the school immediately. Under fees you will see the charges for late pick up if cash is not rendered.

Late Pick up Fee:

Children become concerned and worry when they see other children going home, and they are left at school. It is important to pick up your child in a timely manner, whether they go home at noon, or 5:30p.m. Fee's will be charged after noon, 12:30 & 5:30.

The doors to the school will close at **5:30 p.m.** Therefore, in order for the teachers to leave in a timely manner, please plan on picking up your child by **5:20** in order to collect all of their personal belongings and sign out.

This is not the time to have a conference with the teacher, if you wish to have a discussion regarding your child, please make an appointment during the school hours. **A late charge of \$1.00 per minute** will be charged to the parent. This late fee will have to be paid in cash to the staff members present upon your arrival. Late charges are necessary as this is the only way we have to pay our teachers overtime for being with your child. Late charges are accrued until you leave with your child. **It is your responsibility as the parent to pick up your child on time. There will be no warnings or allowances for the first occurrence.**

Discipline will be administered in a firm, loving and respectful manner. We work with children to establish positive guidelines that are developmentally appropriate.

Spanking or any other form of physical punishment is strictly prohibited by all child care personnel as is any discipline which is severe, humiliating, frightening or in any way associated with food, rest or toileting.

If a child's behavior is inappropriate, we will re-direct the child to another activity. If this behavior is causing harm to the child or to another child, we may ask the child to sit quietly for a short time in order to calm him or herself. At no time is the child out of the view of the teacher. If the behavior continues to cause a problem, we will work with the parents so that we can come to a satisfactory conclusion in the best interest of the child.

If we cannot control the child's behavior, we will call you to come and pick the child up or have someone else come. As a last resort, if this doesn't work, then we ask that the child be removed from the program.

Special Learning Needs: Our preschool environment is designed to accommodate a wide range of learning styles and developmental levels. However, this school functions as a general educational facility and our teachers are not trained or certified in the areas of special needs with regard to learning, development or behavior. Our county licensing regulations limit the number of children who can be supervised by a teacher.

If your child has needs that require constant individual attention, then that may limit our ability to legally and safely provide supervision for the other children in a class or group. In addition, we may not be able to provide the specialized learning environment that your child may need. We may ask in such cases that you seek outside help for your child's specialized needs and/or that your child exit our program.

Children's Files

The director will maintain the children's files. You will be notified when your child's immunizations or health records are about to expire. If you do not complete in a timely manner, your child will not be allowed to attend school until the records are up to date. This is monitored by the Pinellas County License Board.

- Not all children enrolled have completed immunizations

CLOTHING POLICY:

Encourage your child to pick out their own clothes and dress themselves. Children at school are going to get paint and dirt on their clothes, if they stay too clean, they aren't being kids. Girls need to wear shorts under their dresses. Keep the good clothes for picture day!

Your child is here to play and to learn. Please dress your children in comfortable clothing that is **conducive** to the weather of the day.

Children should always wear sneakers with socks. If your child does not wear adequate play sneakers, your child will be asked to sit on the sidelines during outside play to keep them safe.



Please provide an extra set of clothes to keep in your child's cubby, including shorts, underwear and socks. Please put in large Ziploc bag. If clothes sent home are soiled, please return a fresh set the next day.

Be aware of the temperature, we do occasionally need jackets in Florida!



Please label all clothing, jackets most especially.



ILLNESSES:

Please keep your child home when he/she has the following:

Fever-Temperature should be normal for 24 hours before returning to school.

Conjunctivitis (Pink Eye) Child cannot attend school while there is a discharge from the eyes. He/She must be released by a physician.

Chicken Pox-Please notify the school. Your child cannot return to school until all of the lesions are scabbed over.

Yellow or Green Nasal Discharge. This may or may not be contagious. If it is accompanied by a fever it is generally contagious and your child should be home. If your child is not running a fever, he/she could still be uncomfortable at school and should be kept home.

Rash-Keep your child home until diagnosed by a physician.

Persistent cough or Earache-Keep your child home

Nausea/Vomiting/Diarrhea-Your child should be feeling better, retaining at least one meal for 24 hours before returning to school.

PoP Preschool DOES NOT ADMINISTER Medications. This includes Sunscreen, Vicks VapoRub or hand cream. Please be sure your child is not bringing these types of items to school. Check with your Doctor, most medications can be prescribed around your child's school day. Parents are always welcome to come to the school to administer medications.

MEDICAL EMERGENCIES:

In the event of a medical emergency or an accident, we shall contact Emergency Medical Services and then contact the parents. If it is not possible to reach the parents, we will contact one or both of the emergency numbers listed on the school form. It is required that each child have in their records a signed and notarized Emergency Release Form. **Please be sure to keep us updated with address or phone number changes.**

**DISASTER PREPAREDNESS:**

In the event of a severe storm we will evacuate to a safe designated place. We will have use of cell phones in event of an emergency, and will contact the parents as soon as possible. By signing this contract you are also permitting us to evacuate if need be and that evacuation may be in cars to a safe location.

If public schools close because of a threat of a hurricane, PoP Preschool will automatically close. If public schools remain open, we will be staffed and open.

If a storm develops during the day, please keep in mind that it might be safer for your child to remain at school rather than you trying to go into the storm to collect your child.

Release of Child to Parents

Either parent has the right to remove their child from the premises of PoP Preschool. In order for one parent to restrict the right of the other parent, a court order must be obtained and a copy put on file at the school.

Children may also be released to other authorized persons. It is **REQUIRED** that we have at least **TWO** Emergency release contacts on file. If one of these contacts is to pick up your child, or if another person is asked to pick up your child, we require a written and verbal notification from either parent. Anyone we have not met is asked to bring photo identification. If anyone other than a parent picks up a child, with the parent's approval, we ask that this person sign a form indicating the time and date of the pickup. The parent will then initial this form on the next school day.

We reserve the right to request parents who may be under a controlled substance to not take their child out of the school. We will work with you to find an alternate way home.

Please be sure your designated family member or friend has a photo ID.

CONFERENCES:

Conferences are important between the teacher and parent. We can schedule a conference at any time of the year, but most particularly at the end of the school year. Please let us know if you would like to have a conference at any other time. Your concerns are important to us; however, please keep in mind that while dropping off, picking up, or in the middle of the day are not good times to join in an in-depth discussion regarding your child. If you wish to talk to your child's teacher, please leave a message and we will get back to you as soon as possible.

Video Taping and Pictures

Because of privacy issues, we ask that no parent video record in the classroom. If pictures are taken of your child in the classroom and another child or teacher happens to be in that picture, we ask that these pictures not be posted on social sites on the internet. Group activities such as Christmas, Mother's Day or the End of the Year picnic may be photographed or a video taken. We will make the pictures available for children to see or we create books or other props for the children. Occasionally we will post pictures of the children in the church hall for the enjoyment of our congregation. Please make sure you sign the Permission Form for Photographs to be taken and return it to your child's teacher. There is a photo permission form attached at the end of this booklet as well as a release for your child's image to be used on our Prince of Peace Facebook page.

CURRICULUM:

While it may appear that children are just playing, they are actually learning within a well-structured, well planned environment. Children learn through their play and play, therefore, becomes their work. Different areas of play teach the child on different levels. Life skills, among other skills, are learned through play. It is our goal to provide children with a variety of learning materials to enhance and activate the learning process. These materials are provided to the children with various learning centers.

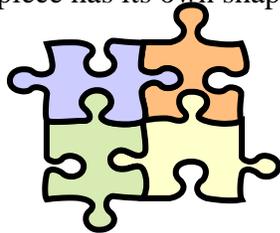
Why do we use a variety of Learning Centers?

Your child will spend time each day, individually or in small groups, at different learning centers in the classroom. Each learning center is an area developed for a specific goal. These centers provide important opportunities to build and practice skills to develop concepts and to use problem solving skills. For example:

Play dough: In working with play dough or clay, your child coordinates the large and small muscles of shoulders, arms, hands and fingers. With play dough your child can clarify and show concepts such as flat, round, long, thin, big and little.



Puzzles: In working at the puzzle center your child matches shapes, using clues of color, size, and shape. Each puzzle piece has its own shape, as does each letter or word.



Family Living: This center provides opportunities for using language, trying out different roles, and for problem solving. Children also classify and organize the area according to what they are pretending to do.



Blocks: In handling of blocks, your child becomes aware of similarities and differences in size, weight and shape. Block structure helps to re-enact experiences like building a fire station after a field trip. Handling blocks provides readiness experience for written languages. Blocks have shapes, that when put together, form new shapes, just as letters have shapes that form words when put together.

Children also grow socially through these learning center activities. They learn to share materials, equipment and space. They interact with others and learn to respect the rights, property and feelings of others. They develop an awareness of the importance of cooperation and self-control.

Christian teachings and values are taught to even our youngest children. It is never too early to begin to share the teachings of Jesus. Chapel, prayers throughout the day, bible stories are all appropriate methods of the beginnings of a Christian Education.



Two-Year-Old Classroom: This classroom is designed for children that have reached the age of two prior to September 1st. We will help the parent toilet train the child, with the expectation that the parents will be working with their child to accomplish this task. Parents are to supply all diapers and wipes for their child. We do not apply diaper rash medication or powder.



Three Year Old Classroom: This class is designed for children that have reached the age of three prior to September 1st. Children are expected to be toilet trained; however, accidents do happen, especially at the beginning of the school year. As with all of the classes, it is important to supply extra clothes for the child in event of an accident. If you feel more comfortable at the beginning of the year with pull-ups, that is fine, but the child must be able to go to the bathroom independently. We would prefer, however, that the child be in regular underwear soon after school begins.

Four-Year-Old Classroom: This class is designed for children that have reached the age of four prior to September 1st. We offer a VPK class for your child in order to prepare your child for Kindergarten the next fall. We are still very much learning through play, but the children are becoming more and more independent. We are working with larger numbers and learning letter sounds. We are practicing writing by using the art area and increasing our language skills. Being able to put on your own jacket is just as important as learning your ABC's, as is being friends with each other and listening to the teacher.

In all of the classes, we look at the developmental levels of each child while working with the class as a whole. We want to challenge each child, but not frustrate them, so we attempt to give each child what he/she individually needs, and to also provide group activities to encourage all of the children. Above all, we want school to be fun so that their first experience is a good one!

Please remember: Every day your child will come home with love in their heart, knowledge in their head, but not necessarily a paper in their hand!

Parents and guardians are invited to join us in the classroom. Other family members are welcome to join a class with the parent or guardian's permission. Please keep in mind that this is not a time to discuss your child's progress.



Snacks and Lunches

PoP Preschool provides a morning snack and we ask that parents provide an afternoon snack if your child stays past 12:30 pm. We encourage each child to say, “yes, please” or “no thank” you when we provide them a snack. If they request the snack we encourage them to try at least a few bites before they decide they do not like it. Usually they like what we offer, however, tastes vary from child to child. If you are providing lunch for your child, ask them what they want to eat, be aware that we cannot peel each apple or cut each sandwich. Children often get bored if they are given the same thing each day. We encourage the child to eat, but we cannot force them to eat. We also encourage the child to eat the “good stuff” before the “fun stuff”. It would help us greatly to limit the “fun stuff” in their lunches. We do NOT heat up lunches.

PERSONAL BELONGINGS:

Teachers will advise the parents when there are days the child may bring an item to share. Please do not allow your child to wear any jewelry, plastic or real. **We cannot be responsible for lost jewelry.** Rings, bracelets and necklaces can pose a choking hazard. We will remove jewelry from children when they come to school. The exception is stud earrings; we will allow these earrings but will not be responsible if they are lost.

All children will receive a PoP bag that they can take items back and forth to school. Please be sure that all items that children bring back and forth to school can fit into this bag. Replacement bags are \$5.00.

Occasionally we will send home these clothes in order for you to change them out to reflect the season.



Nap Time: If your child is staying for a nap you may supply your child with a **(SMALL)** Pillow. The pillow must fit into the child's take-home bag. We will provide each child with a blanket and a sheet. Your child may also bring a **small** soft stuffed animal to help with rest time. Your child does not have to sleep, but does need to rest. Please do not send in dolls that are made out of hard plastic or items that make sounds.

Arrival and Departure: If your child is in extended care, please come into the school to drop off and pick up. Our teaching day begins promptly at 9:00am. VPK students must be here prior to 9:00am. We expect the VPK children to arrive no later than 8:55. **PLEASE DO NOT PULL UP IN FRONT OF SCHOOL AND LEAVE CAR. You must park your vehicle in a designated parking spot.** In inclement weather, we will designate a drop off area in front of the school, underneath the awning.

WE ARE A SMOKE FREE ZONE!
This includes both cigarettes and vaping.



PoP Preschool is a Non-Cell Phone Zone

When dropping off or picking up your child, please finish your cell phone calls before you come into school to pick up your child. We might need to discuss something with you, but beyond that, your child is excited to see you, he/she hasn't seen you all day, or morning, so please focus on your child, let them know how much you care.



Please slow down when you drive into the parking lot.

Separation Anxiety/ Saying goodbye:



A quick kiss and hug, with the assurance that you will be back is all that is necessary. Prolonging your departure can be difficult for you and your child, and your child's teacher. We will be happy to give hugs and dry any tears.

Picture Day:

We offer two days during the year when the children have their picture taken by a professional. You are under no obligation to purchase pictures. Your child will have their picture taken if they are here.

Ruth's Promise:

Ruth's Promise is a ministry which assists families coping with an elderly member who needs care while the usual caregiver spends time doing errands or just taking a break. This ministry will be held on Tuesdays. Prince of Peace Preschool will be participating in this ministry. We hope to do art projects, perhaps have snacks and generally spend some time with these dear people. We believe this will be a creative enrichment experience for the children.



Birthday Parties

If you are going to invite the entire class to a birthday party, you may hand out invitations in the classroom, however, if you are only going to invite a select few, please mail the invitations. The same policy goes for Thank you notes. Please R.S.V.P. to those parents who invite your child to a party.

You are welcome to share a special snack (purchased from store) on that day; however, this is snack time, not party time. A special cake, or preferably cookies may be served, as well as a special drink. You may, but it is not necessary to, supply special plates, napkins and cups. However, no balloons or party favors. Those are for your party at home.

If your child has a summer birthday, each class will designate a day toward the end of the school year to celebrate all summer birthdays.

School Parties:

Halloween/Harvest Party- Children may dress in country western attire. Parent help welcomed!

Christmas-We celebrate by hosting a small program for the parents. We also plan a day of celebration for the children where we have a special movie, games and crafts.

Valentine's Day- we exchange valentine cards...

Easter - Prince of Peace has a large celebration which is open to all of the children at PoP Preschool. We will have a special party for Easter. Parent help welcomed!

**We will contact parents with special requests for the party. Please let us know if you can help in any way.

Mother's Day-We ask Mom's or Grandmothers to share a meal with their child at our annual Mother's Day Celebration.

Prince of Peace Lutheran Church: Please know that the church is here for you. If you are having any difficulty in your life and need to speak to one of our Pastors, or another staff member, please let the Director know, or simply call the church office. You do not need to be a member of our church to reach out for help. 585-9969

Prince of Peace Preschool retains the right to change policies with proper notification to parents.

Mission Statement

We at Prince of Peace Preschool, as a ministry of Prince of Peace Lutheran Church, strive to ensure an accepting, safe, secure, developmentally appropriate, Christian environment where children are free to learn and grow.

Philosophy

Prince of Peace Preschool welcomes children of all races, socio-economic backgrounds, nationalities, and religious preferences. We encourage parents to be involved in their child's learning experiences at PoP Preschool. We respect that you are your child's first teacher. We would like to partner with you to make the learning experience at

PoP Preschool even better. You are always welcome to visit, volunteer or assist teachers with school projects from home.

We encourage you to visit anytime. An appointment is not necessary.

**Prince of Peace
Nutritional Policy**

Prince of Peace chooses not to provide meals. We will provide a morning snack only. All snacks will include two food groups. If and when drinks are provided, it will be either 2% milk, or 100% juice. We encourage the children to drink water throughout the day. Parents provide a daily water container for their child. Your child's first and last name must be written on the container.

In the event that a child's parent fails to provide a nutritious lunch for their child, Prince of Peace staff/teachers will provide supplemental food items to complete the child's meal and parents will be charged a fee.

PLEASE research the following website for a better understanding of the nutritional needs of preschool aged children.

<http://www.choosemyplate.gov>

This is to acknowledge that we have read and understand the pre school handbook, including the Discipline Policy and the financial requirements set forth therein and will abide by these policies.

Payment schedule

Parents of full-time students may pay their fees either weekly or semi-monthly or monthly (at the beginning of the month). All balances must be paid by the start of the last week of the month and during holiday breaks balances are to be paid before the start of the break or a late fee of \$10.00 will be applied to your account

Parents of part time students are to pay at the beginning of the month.

Any changes in your payment schedule must be approved by the Director.

Parent Signature

Date

Name of Child/Children

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