



# *Parent Handbook 2022-2023*

Welcome to Faith First Preschool! We are so excited to be part of your child's educational journey. Our number one goal is to be the foundation of faith for the future for your children and your family. Our motto is based on Romans 12:2 "Do not conform to the pattern of this world but be transformed by the renewing of your mind."

Faith First Preschool's mission is to provide a safe, nurturing, loving environment for children to develop spiritually, academically, physically, and emotionally. We strive to build a partnership with families to develop the whole child so they can become self-confident, Christian, global leaders.

At Faith First Preschool, we embrace diversity and inclusion. We cultivate differences to become learning experiences. We foster individuality and cultural knowledge in every moment. We learn through inclusiveness and empower through education.

Thank you for entrusting us with your number one treasure and know that we are committed to provide everything we possibly can to ensure your child's success.

Dawn Kell

Owner and Executive Director

Faith First Preschool

## **Academic Standards**

Faith First Preschool prides itself on the academic foundation we provide for our students. We ask that all students are in class from 9:00 to 3:00 so we can start to build academic success. We have built our curriculum based upon the WEE curriculum and the Abecka curriculum. Our curriculum is in line with Florida Kindergarten Readiness Standards. We start in the infant room building motor skills through manipulatives, stories, and motion. We build on this foundation in the ones and twos room focusing on print knowledge, speech, and artistic introductions. Our four-year-old program intertwines all of these standards and adds the phonological awareness, reading, and socio-emotional growth.

## **Drop off and pick up**

There will be no dropping off or picking up of any students during our napping hours of 12:00 pm – 2:00 pm. If you require a special consideration for a medical appointment, please speak to the preschool director a day in advance.

Being late more than 5 minutes to pick up your children incurs a \$25.00 charge for every 10 minutes you are late. This cost will not be prorated. This cost must be paid in full by check or money order before your child can return to the preschool the next day. If you are consistently late to pick up your child, your enrollment in our preschool may be jeopardized.

Please make time to walk your child to class each day. Please take the time to say hello to the teacher, relay any needs, and get your child and their things ready for the day. Your child is proud of the accomplishments in class and taking a few extra minutes to recognize these means the world to your child.

We do not permit siblings of our students into the classroom play areas at any time. Please maintain supervision of all siblings when picking up your child.

Notify your child's teacher or the Director in advance if anyone other than who is on your approved pickup list will be picking up your child. We will be checking I.D. of this person before allowing them to enter the Preschool. We will not release a child to any individual without proper identification.

## **Student Records**

Should Faith First Preschool cease to exist, school records will be remanded to the local education agency, the Duval County School District.

With the Family Educational Rights and Privacy Act (FERPA) in mind, FFP controls the viewing of student records. School staff members may have unlimited access to student records. The records may not be removed from the school premises. A student and his/her parent or legal guardian may have access to the student's records upon request unless a court order says otherwise. A member of the school staff shall be present when the parent or guardian examines the permanent record file. No document may be removed from the file without the

permission of the administrator or designee. A student's confidential psychological, medical, or testing records may not be released to agencies without the written permission of the parent or guardian.

**Inclement Weather Conditions**

If Duval County schools close because of inclement weather, Faith First Preschool will also be closed. All other school weather closings are at the discretion of administration. Please be sure your email and phone numbers are kept current so we can keep in contact with you in the event of evacuation.

**Custody/Legal Disputes**

Occasionally situations arise when we may deem it unsafe to release your child. Please do not arrive intoxicated or under the influence of drugs that may hinder your judgement and put the safety of your child at risk. Parental and Custody Disputes should be resolved between the parties involved and legal decisions submitted in writing to the Director. Legally, the only orders we can follow are those listed in legal documents and/or Orders of Protection. Both parents have equal rights under the law unless these rights have been specifically removed by a judge. Parent requests that are not in line with the judge's orders will not be granted and the local police will be called before the child can be released from the preschool.

**Napping and Resting**

All extended day and full-time students have a scheduled nap/resting time on a cot or in a crib daily from 12:00pm – 2:00pm. No children will be picked up or dropped off between those hours. Linens will be sent home every Friday to be laundered and must be returned every Monday for weekly use.

**\*All linens must be labeled with your child's first and last name\***

<b>Class:</b>	<b>Linens needed:</b>
Infants	Fitted Pack and Play sheet, Sleep Sack
Ones and Twos	Fitted Twin sheet, small blanket
Threes and Fours	Fitted Twin sheet, small blanket

**Lunch and Feeding**

It is your responsibility to send your child a healthy lunch, 2 snacks and a reusable water bottle filled with plain water each day. Be sure to include an icepack in your child's lunch if it requires refrigeration. We do not provide refrigeration. We do not heat food. If you would like your child to have warm food, please warm it at home and send it in a thermos container. We do

not provide food services. Please let us know of any allergies your child may have, as we do food related activities, parties, and crafts throughout the year. Please do not send candy in your child's lunch. Please follow the USDA Food Recommendations when packing your child's lunch. **Per DCF policy all lunch boxes, bowls, spoons, water bottles, and food containers must be labeled with your child's first and last name. Please do not send glass containers.** Please keep in mind, all food needs to be cut up and ready to serve your child. We want to proactively keep your child safe from choking hazards. An example would be whole grapes or hot dogs. Unless they are cut up, they will be returned home. We love your littles, and our intention is to always keep them safe.

### **Parties/Celebrations**

We love to celebrate special occasions with your child! If you would like to send in a special treat to share with the class, please talk to your child's teacher about any allergies present in their room and let the teacher know what day you plan on sending in the treats.

We do have parties for many occasions/holidays throughout the year. Your child's teacher will post a list of needed items on her classroom board or possibly contact you via email or text. If you are willing and able to donate, we welcome you to do so.

### **Labeling**

**All** your child's belongings (with the exception of individual diapers) must be labeled with their first and last name per DCF code. Label all lunch bags, food containers, bottles and bottle caps, water cups, sippy cups, wipes, baby food, utensils, extra clothing including shoes, coats, mittens, hats, backpacks, sheets, blankets, and everything else you can fit a label on. You may consider ordering labels online, or masking tape and a sharpie marker work just as well. A few of our favorites are: [www.namebubbles.com](http://www.namebubbles.com) [www.mableslabels.com](http://www.mableslabels.com)

### **Dress Code**

Children are required to wear weather appropriate play clothes. We do a lot of messy activities that may cause your dressy clothes to get stained. Only wear clothes to school that you are ok with getting dirty. If wearing a dress, your child must wear shorts, bike shorts, or pants underneath to provide modesty.

**Children are required to wear socks and fully enclosed tennis shoes each day.** Crocs, flip flops, and sandals are not permitted.

### **We all have Accidents**

Occasionally a child may have an "Accident." Please send in a seasonally appropriate complete changes of clothing including a shirt, underwear, pants/shorts, socks, and shoes. You will need to replace those daily if your child is potty training. See your child's teacher for individual needs.

All clothing and shoes must be labeled with your child's first and last name.

### **Medications**

**All medications require a completed and signed authorization form.** These forms are available in your child's classroom and from the Director. You may consider taking a few forms home with you to fill out for future use to save time at drop off.

1. All medications must be administered from the original container with the label intact and legible.
2. All prescription medication must be identified with the child's name on the original label.
3. No medication will be given after the expiration date on the bottle.
4. Label restrictions and guidelines cannot be altered without a doctor's statement.
5. Prescription medication can only be given to the child whose name is on the bottle unless a doctor's note dictates differently.
6. Do not add medication to your child's cup or bottle.
7. All medication must be age appropriate and administered according to the directions on the label.
8. Diaper creams and Insect Repellent ARE considered medications by DCF and require Medication Authorization Forms to be filled out and signed by the parent.

### **Tuition Payments**

The Enrollment Fee of \$100.00 **per student** is due upon registration.

Tuition is due on the First day of each week. If tuition is not paid in full on the first day of the week, a \$25.00 late fee will be assessed on the second day of the week. If tuition and any late fees are not paid by the third day of the week, your child may not return to school until payment has been made in full. There will be NO prorating of days due to late payment.

Tuition is due even if your child is absent. The tuition covers the cost of the teachers and overhead and is used to hold the student's spot at FFP. If there are any questions or concerns, please contact administration with your questions.

**\*\*\* Rates are subject to change annually.**

**\*\*\*2 weeks' notice will be given in the event of a rate change.**

Payments maybe made by check, money order or online. Please make sure to write your child's name on the memo line of your check or money order to ensure credit is given to the correct account. We do not accept cash. Please do not attempt to give payment to any teachers, as they cannot accept money.

## **Infants**

Infants must already be accustomed to feeding from a bottle before you leave them in our care.

DCF code does not allow the use of blankets, pillows, toys, or sound machines in the crib with your infant. If you would like your child to be covered while sleeping, please provide a size appropriate sleep sack. If your child requires a sound machine, please bring one that attaches to the outside of the crib.

## **Potty training**

Potty training starts at home. Once your child has had ongoing success with potty training at home, we will gladly then assist them with potty training here at school. All children must be completely potty trained before entering the 3-year-old classroom.

Indicators that your child may be ready to potty train include:

- Naming body functions
- Expressing the need to be changed
- Actively participating in potty time
- Using the potty successfully at home

## **Biting policy**

Biting is a normal phase non-verbal children experience between 13-24 months of age. For health and safety reasons, we take biting seriously. We will make every attempt to redirect a child who is biting, but if a child bites another person (child or adult) more than twice in one day, parents will be called to remove the child from preschool for the remainder of the day. If biting continues and we feel like we have made every accommodation to stifle the behavior, the biting student will be withdrawn from our preschool.

## **Child abuse and neglect**

ALL teachers and childcare workers are mandated by the state of Florida to report ANY and ALL suspicion of child abuse and/or neglect to The Department of Children and Family Services. We take this responsibility very seriously. If you ever have the need to report abuse and/or neglect, please don't hesitate to call: The Department of Children and Families Abuse Hotline

Phone: 1-800-962-2873

Fax: 1-800-914-0004

Reports are accepted 24 hours a day, seven days a week. You may remain anonymous.

## **Incident/accident reports**

Incident reports are written when your child injures another child, gets injured by another child, or has ongoing behavioral issues not conducive of our classroom environment.

Accident reports are written when your child has an accident independent of other children and it results in self injury. Parents must review and sign the Incident/Accident reports when picking up their child daily. A copy will be given to the parent the next business day. If a child receives more than 2 incident reports in a day for the same issue (i.e., biting, spitting, hitting others, hurting others, etc.) the parent will be called to remove the child from the preschool for the remainder of the day. Likewise, if a child poses an ongoing distraction, behaviorally or physically, the parent will be called to remove the child from the preschool for the day. Ongoing distraction and behavioral issues that are unable to be resolved will lead to the child being dismissed from our preschool.

### **Aggression and tantrums**

Aggression toward others and tantrums are more common when children are unable to communicate their needs effectively whether verbally challenged with an impairment, or just too young to speak. We will work closely with parents to help see that the child's communication needs are improved upon and that aggression and subsequent tantrums are resolved. When aggressive behavior and tantrums are unable to be resolved or become harmful to other children/staff and distracting to the overall classroom environment, the student's enrollment at our preschool will be in jeopardy and potentially dismissed as deemed necessary.

### **Social Media Policy**

Parents should remember that all internet postings are permanent, able to be duplicated, and may go viral. Avoid actions and discussions that could harm the interest in the Preschool, our faith, or other persons. Harassment, threats, intimidation, ethnical slurs, personal insults, pornography, obscenity, racial or religious intolerance, abuse, or any other form of behavior prohibited by law is not allowed by families. Families must always conduct themselves on the internet in a way that shows the value and character of FFP. It is your responsibility to post only photographs that are above reproach or any appearance of misconduct or questionable character. If you have any questions about this policy, please contact the Director.

### **Miscellaneous Information**

Please always notify the Preschool if you have any changes in address, phone number, email addresses, or changes in your child's medications. Please also let us know about any major changes that your child may be processing (divorce, death, moving, new pets, etc.) We have found that the smallest changes have huge impacts on our little ones.

For safety and insurance reasons, NO ONE IS ALLOWED on our outside play area.

We provide your young children with a happy, safe, positive, fun, and encouraging introduction to school. This is most easily accomplished when teachers and parents work together. If we feel that we are not the most appropriate place or if we are unable to offer services your child

needs, we reserve the right to dismiss your child from our preschool and request that you find another preschool program for your child





### ***Health and Illness Policy***

Our number one concern for children is their well-being. For this reason, FFP will be performing health checks upon the child's arrival at the school each day. If the child is running a fever or has other symptoms indicating they are sick, a parent will be called to come get the child.

If your child is exhibiting the following symptoms, please keep them home:

- Fever or vomited within the last 48 hours. Fever must be gone for 48 hours without a fever aid before child may return to the center.
- Diarrhea, (two or more loose stools a day)
- Pinkeye or Conjunctivitis (indicated by redness, burning and a thick discharge around eyes). Child may not return to center until symptom-free. Croupy cough or cough accompanied by rapid or difficult breathing or wheezing.
- Clear, runny nose
- Rashes that the parent cannot identify or have not been diagnosed by a physician.
- If the child is exhibiting symptoms of a contagious disease such as measles, chicken pox, mumps, rosella, etc.
- If a doctor diagnoses an infection and places the child on an antibiotic, the child should remain home until on the medication for 24 hours.

### **Communicable Disease Control**

If your child is exhibiting any symptoms of a communicable and/or airborne disease or has been exposed to a communicable/airborne disease they will not be allowed to enter Faith First Preschool. If they start showing signs while attending, they will be isolated immediately, and the parent will be called to come get the child.

The following are signs and/or symptoms of suspected communicable diseases:

- Severe coughing
- Difficult or rapid breathing
- Stiff neck
- Diarrhea, (two or more loose stools a day)
- Pinkeye or Conjunctivitis (indicated by redness, burning and a thick discharge around eyes).
- Yellowish skin or eyes
- Exposed, open skin lesions

The child will not be able to return to the center until they have been symptom free for 48 hours.

### **Bloodborne Pathogens**

Every classroom and the front office at Faith First Preschool has a first aid kit. These first aid kits contain the followings:

My first aid kit would include the following items:

- Emergency phone numbers
- Pediatric first aid chart
- Adhesive bandages
- Individually packaged sterile dressings
- Gauze bandage
- 1" wide adhesive tape
- Antibiotic ointment or spray
- Disposable paper tissues
- Disposable instant cold pack
- Antibacterial cleaning pads
- Tweezers
- Blanket
- Blunt tipped scissors
- Safety pins
- Hydrocortisone cream
- Thermometer
- Alcohol wipes
- Cotton swabs
- Disposable gloves
- Plastic bags
- Liquid soap

A child that has open wounds, skin lesions, or open cuts will not be permitted in the preschool. All open wounds must be always covered to reduce infections and eliminate the ability to transmit bloodborne pathogens.

### **Immunizations and Statute Requirements**

- Section 65C-22.001(7)(m) requires that parent(s) receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24)
- Section 65C-22.001(7)(n) requires that parent(s) receive a copy of the Child Care Facility Brochure, "Influenza Virus, Guide to Parents" (CF1PI 175-70)
- Section 65C-22.001 (7)(o) requires an up to date "Florida Certificate of Immunization" (Form DH680)
- If Religious Exemption applies, Section 65c-22.001 (7)(p) requires an up to date "Religious Exemption from Immunization" (Form DH681)
- Section 65C-22.001 (7)(q) requires an up to date "School Entry Health Exam" (Form DH3040)

**Faith First Preschool**

**Parent Affirmation**

**2022-2023**

Student's Name: \_\_\_\_\_

Faith First Preschool desires families to be of one mind with the preschool staff in understanding the policies and purpose of our preschool. Consequently, we ask that at least one parent affirm that he/she has read the Preschool Handbook, including the Disciplinary and Health Policies to support the preschool in matters that may arise. Parents need to read the Handbook in its entirety and initial/sign the appropriate spaces indicating that the handbook has been read and an agreement has been made to support the enforcement of all policies and procedures, again, including our Disciplinary Policy which remains compliant with the Florida Statutes Sections 402.26-402.319 and incorporated by reference in rule 65C-22.001 of the Florida Administrative Code.

**This Affirmation must be signed and returned to FFP by your child's first day of school with us, or by the next school day if this is a revision of the Parent Handbook.**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_ Section 65C-22.006 (2), F.A.C., requires a current physical examination (Form 3040) and immunization record (Form 680 or 681). I verify that I am willing to remain in full compliance with this Physical Examination and Immunization requirement.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_ Florida Statute requires that parents receive a copy of the Childcare Facility Brochure and the Influenza Virus Brochure. You must sign and return the Influenza Brochure.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_ Florida Statute requires that parents/guardians be notified in writing of the Disciplinary Practices used by the childcare facility. I have read, understand, and will support the preschool's Disciplinary Policies and Procedures.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the Health & Illness Policies.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the Medications Policy.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_ I have received, read and signed the Distracted Adult Driver Brochure.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_ I have received and read the Tuition Increase/Payment information.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_ I have received, read and agree to abide by the rules and regulations in the Preschool Parent Handbook.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



### ***Discipline Policy***

To maintain a peaceful, loving, and healthy classroom environment, we must provide reasonable rules with appropriate consequences. Our teachers model their behavior in the manner that we wish the students to follow. We try to eliminate any problems before they occur.

If a child is acting in a manner that threatens the other students, teachers, or self, a parent teacher conference will be scheduled with the teacher, child, and director to discuss possible solutions to resolve the problem. Discipline is never associated with food, rest, or toileting. We NEVER spank, threaten, or belittle a child for any reason. Discipline is never severe, humiliating, or frightening.

It is important that your child's teacher and Director know of any changes that may happen at home. A child's behavior can be affected by things that occur at home. Each child reacts differently to home changes. Your situation will always remain confidential and never be discussed with other parents or students.

- Section 65C-22.011(7)(m) requires that parent(s) receive a copy of the child care facility brochure, "Know Your Child Care Facility". (CF/PI 175-24)
- Section 402.305(12)(b) requires that parent(s) are notified in writing of the disciplinary practices used by the child care facility.

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate.

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

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

Date: \_\_\_\_\_