

REQUIREMENTS FOR ENROLLMENT

1. Physical examination by a doctor must be submitted upon enrollment. This includes immunization record, T.B., Chicken Pox vaccine and Hib. Immunizations need to be recorded on a sheet furnished by your physician.
2. Emergency card, supplied by the school, **MUST** be on file and have current phone numbers where parents can be reached in an emergency.
3. "KNOW YOUR CHILD'S DAY CARE" pamphlet must be read.
4. Registration fee is paid in advance. First month's tuition is due first day of school. After that, tuition is due the first of each month and considered past due after the first Monday of the month. A \$10 late fee will be added to late tuitions EACH WEEK.

TUITION

1. Monthly tuition is due the first day of the month. Those paying weekly must pay on Monday of each week.
2. Although some months have more days than others, your tuition is the same each month. Tuition is based on 38 weeks of school Mid Aug. thru May (Christmas break –2 weeks- and Spring break –1 week- are not included.)
3. Since we are a non-profit school and are trying to keep tuition costs down, we are unable to give discounts for days missed by your child due to vacations or illness. **There is no "sibling" discount when you have 2 or more enrolled.
4. One (1) month's notice must be given when changing number of days your child attends school or terminating enrollment.
5. A late fee of **\$15 each week** is charged for past due accounts
6. When paying tuition at the beginning of the month, we ask that you also bring a snack food to help fill our snack closet for the month. (SEE LUNCHESES & SNACKS)
7. SCHOLARSHIPS are available on a short-term basis. Families are required to perform volunteer hours when receiving scholarship funds. (See scholarship request form)

BEING ON TIME

1. When your child is not picked up at the scheduled time, a late fee is charged. The fee is **\$1.00 per minute**. When you know you will be late, call us!! 484-4415
2. When needed, extra care is available for \$5.00 per hour on a pre-arranged basis if space is available.

CLOTHING

1. Please consider your child's safety and independence when dressing him/her for school. Sandals, flip-flops, and cowboy boots are **NOT ALLOWED** (not good running or play shoes). Shoes should fit and be comfortable on child's feet.
2. We encourage children to be able to help themselves when going to the bathroom. This is difficult with tight clothing, belts, overalls and jump suits. It is the parent's responsibility to have the child dressed properly for school activities.

DISMISSALS

1. Elementary age siblings will not be allowed to remove children from the classroom or playground. An adult must be present.
2. We ask that you notify the school if you will be late or if someone other than immediate family members will be picking up your child.
3. If you know in advance, please complete an "Other than Family" dismissal form. We will always I.D. any person we do not know when they arrive to pick up a child.

BAD WEATHER

1. When bad weather heads our way, be sure to listen to your local news – if the public schools in our area close, we will close too.
2. We may also close if flooding becomes a problem or the toilets cannot be flushed because of complications with our septic tanks.
3. Be sure we have all emergency numbers where you can be reached
4. If severe weather arrives while children are at school we expect you to either pick up your child as soon as possible, or call the pre-school(484-4415) to see what the status of closing the school is. We may move to **Safe Room** next to Chapel.

HEALTH

1. Children are not always well. When they are not feeling good, they want and need to be home in a comfortable environment where they can rest.
2. We often have sick children brought to school who are spreading their germs to other students and teachers. We will not accept children in the Center with any contagious symptoms.(SEE: “KEEPING A HEALTHY CENTER”)

MEDICATION

1. The Center **WILL NOT** be dispensing medication.
2. This is a safety measure taken for your child.
3. If your child must be on medication, ask your doctor for a medication schedule where you will be available to give the required dosage.
4. **DO NOT PUT MEDICATION IN LUNCH BOX OR THERMOS;** Lunch boxes sometimes get in the hands of another child by mistake!!!!

CHILDREN’S FILES

A file will be kept on each child for the entire time the child is enrolled in the Center to keep educators informed of the child’s development and progression from year to year. The information in the file should include, but not be limited to, 2 yearly evaluations signed by parent at parent/teacher conferences, samples of child’s abilities, anecdotal notes, and parent/teacher communications, Ages and Stages completed by parent and Creative Curriculum evaluation completed 3 times per year. This file should go with each child as they leave the Venice Nokomis United Methodist Child Care.

SAFETY

1. We are regularly checked by the HEALTH DEPARTMENT AND FIRE DEPARTMENT to ensure your child is in a safe environment.
2. We take every prevention method possible and we have first aid available for minor injuries.
3. If your child is injured seriously, however, you will be notified immediately.
4. It is very important that we have current PHONE NUMBERS on your child’s EMERGENCY CARD so you can be reached without delay. The card **MUST** be on file before your child can attend class!!
5. Accident reports are filled in for every incident that occurs at school. You will be asked to sign the report before your child leaves the school.

EMERGENCY PROCEDURES

1. All rooms have a phone and an intercom that can allow teachers to contact someone immediately in an emergency.
2. A phone is taken to the playground in the AM and PM each day during playground times.
3. All rooms have a bell at the door that dings as the door is opened, to alert the teacher that someone is either entering or exiting the room.
4. The playground is locked before and after playtime and has a 6-foot high fence to keep out vandals that would jeopardize safe play on the equipment.
5. First aid boxes are available both inside the school and on the playground.
6. We have monthly emergency evacuation drills.
7. The fire extinguishers are inspected each year.

CHILDREN WITH DEVELOPMENTAL DELAYS

1. When the teacher determines that evaluations of a student indicate delays she will discuss it with the director. Further screening may be needed and then a conference will be set up with teacher, director and parent.
2. With parent input and support, a plan will be laid out to meet the needs of the child.
3. Depending on the degree of concern, either in-house techniques will begin, or the ELC Warm-line or the Florida Center will be contacted.
4. When professionals evaluate the child, the teacher and director will work together with parents to be sure child receives the best possible services. Many services and techniques have been implemented in the past to aid with developmental delays.
5. We feel it is best for the child to remain in the Center, if services are available for the child and providing it is in the best interest of the child, emotionally, socially and intellectually.

ASSESSMENTS AND SCREENINGS: Twice a year we send home screening forms titled “Ages and Stages Questionnaire” in your child’s birth month and half birth month. We expect you to complete the form and return it to school as soon as possible. This form gives us necessary information to assist your child’s teacher to know where your child is developmentally in academic, physical and social skills. We also assess each child three times a year (Sept. Jan. and April) on 38 developmental skills to be sure each child is progressing in all areas of development. If you have a question about this please see your child’s teacher. VPK students are assessed three times yearly using VPK assessment.

INCLUSION - DIVERSITY POLICY:

1. Inclusion creates diverse groupings in a classroom. Students learn from each other and grow socially and emotionally from shared experiences. All races, religions & nationalities are welcomed. Children will not be excluded for developmental delays providing there is a support system to meet the needs of each child.
2. Staff will work with families to embrace the home language with introduction of books, foods, words, music and more that are familiar to the child.

DISCIPLINE

1. Teachers use positive reinforcement and encouragement at all times.
2. Redirecting negative behavior will be done whenever possible.
3. Calm-time is used as the result of continued negative behavior (directing the child to the quiet area, in clear view of the teacher), giving the child time to calm himself down with the aid of the teacher, Tucker Turtle, books, blowing bubbles etc.
4. Behavior charts and natural consequences are also means of changing behavior.
5. Parent/teacher /director conferences are held as needed.

UNACCEPTABLE BEHAVIORS (including physical and verbal aggression & bullying against peers and staff)

When the usual procedures are not working, we will take the steps necessary to do what is best for the child of concern and the rest of the children and teacher in the classroom.

1. Written and Verbal description of behavior that is unacceptable will be given to parents.
2. A Parent/Teacher conference will be held to make a specific plan that will be followed by teachers and parents. A date for a return conference and a date for expected compliance will be set.
3. When a child's behavior becomes AGGRESSIVE or BULLYING, the child will be sent home immediately on the first offence. If and when that same child repeats the aggressive behavior, the child will be asked to leave the school until such time that we can be assured that the child's behavior has been dealt with by a professional and we can be assured that the behavior will not be repeated. The teacher, Director and Board of Directors will assist in making these determinations.
4. Parent support and cooperation will be expected at each step of the process or the child will be terminated at the school's discretion.
5. Professional help will be requested by parents and teachers in a timely manner.
6. When all steps have been taken to adjust the behavior, and the behavior continues, it may be necessary and in the best interest of the child, to find a program that will better meet their needs.

****AGGRESSIVE BEHAVIOR & BULLYING WILL NOT BE TOLERATED** – without parent cooperation, child will be expelled.

Expulsion and Suspension Policy (6-17)

Our preschool program has policies in place to create a safe, healthy and developmentally appropriate environment for young children. Working together with parents, teachers and community resources we provide quality early learning experiences for all children. We insure that policies and resources are in place to prevent or limit expulsion or suspension of young children, however there are times when expulsion or suspension is necessary.

Here are some reasons for expulsion or suspension of a child:

When the school's discipline policy is not acceptable to parents of a disruptive child

Excessive biting, violent behavior or use of profanity

The child's parents unwillingness to support teachers in changing negative behaviors

When parents and teachers together determine the child could be more successful in an alternative environment

When all options have been exhausted and the child's negative behavior continues to disrupt the classroom environment.

Expulsion or suspension not related to a child's behavior can also occur. There are times when a parent's actions or behaviors can cause a child to be expelled or suspended.

Here are some reasons:

Documented habitual disregard for drop off and pick up times

Documented habitual disregard for sick child policies

Documented abusive behavior toward staff or other parents

Documented patter of chronic absences without documentation of illness or any special circumstances

Failure to comply with medical and immunization requirements

Documented consistent non-payment of fees.

LUNCHES AND SNACKS

1. We have **3 snacks** each day. (Early AM, 2:00PM, and 4:00PM)
2. Our snacks are nutritional and include at least 2 food groups.
3. We mainly serve water to drink because we feel children do not get enough water to drink and they are usually getting milk and juices with their meals and at home.
4. We ask that each family bring in a fresh or packaged food item each month to help us lower the costs of snacks. The entire school throughout the month will share these snacks.
5. Please bring nutritional foods, **NO COOKIES OR SWEETS!** (Examples: apples,bananas,chips,dips, pretzels, gold fish, graham crackers,cheese, crackers,celery,carrots,granola bars, Doritos & salsa, peanut butter,grapes etc.
6. **LUNCH** is brought to school and put in a refrigerator (refrig. in each class).
7. **Refrigerators are small – keep lunch boxes smaller also please!**
8. Lunches, including drink and nutritional food, should include at least 4 food groups.
9. Finger foods are a good alternative to sandwiches (cut-up meats, veggies, fruits, or cheese are nutritious and appetizing).
10. **NO CARBONATED DRINKS OR GLASS CONTAINERS**
11. **NO CANDY (will be sent home in lunch box)**

SPECIAL TIMES

1. **Birthdays** are celebrated at school and we ask that you furnish a special treat for your child's special day. (Fresh fruit, frozen yogurt etc. are a great way to celebrate a party). If you choose to have a lunch party, notify the teacher in advance so children won't bring their lunch boxes on that day.
2. **Children's Worship** with our pastors is 20 minutes of songs, a prayer and a mini sermon that is age appropriate for the children. 10:30am on alternating Tuesdays and Wednesdays
3. **Music Appreciation** is 20 to 30 minutes of singing songs and playing and learning about different instruments. We are accompanied on the piano by Mrs. Liz VanBuren. . 10:30am on alternating Tuesdays and Wednesdays.
4. **YOGA** includes all children. Each classroom has ½ hour with the YOGA instructor each week (and one of our teacher's aides). The children warm up and stretch to music and then learn different skills that help them with their large muscles, balance and coordination. We meet in the fellowship hall every Monday. **Cost for YOGA is \$12.00 per month.**

PICTURES

1. A local photographer comes to school twice during the school year to take photographs of the children.
2. In the **Fall**, we will have individual, studio-quality photographs taken and they can be purchased 3 weeks later (no pre-ordering necessary)
3. In the **Spring**, The studio-quality photos will again be taken **and** we will have individual and class photos taken in an outdoor setting. They are placed in a "Memory Mate" mat and are pre-ordered at a very minimal cost.
4. You will be notified in advance about picture day.

TOYS

1. The pre-school has many toys for the children to play with.
2. When children bring toys from home, we usually have problems. It is difficult for the toys to be shared, the toys get broken or lost or the toys are confused for those belonging to the school.
3. We appreciate your child leaving all toys at home.
4. Books or records to share with the entire class are acceptable, as well as small dolls or stuffed animals for naptime only.

FACILITIES

1. Your child will soon begin to know many of the regular people around the church.
2. He/she will also become familiar with areas of the church, including the SANCTUARY, MUSIC ROOM, AND FELLOWSHIP HALL, and will feel at home in his surroundings.
3. **NO SMOKING** in any rooms or within 100 feet of a classroom or playground.
4. We welcome you and your child to be a part of our SUNDAY WORSHIP and we hope that you also will become comfortable in all areas of the church.

**You and your family are encouraged to attend
SUNDAY WORSHIP**

**CHILD CARE CENTER HOURS OF OPERATION
7:30AM - 5:30PM**