



Parent Handbook 2011-2012

A Ministry of
First Baptist Oviedo

Accredited by Association of Christian Schools International

MISSION STATEMENT

Our mission is to provide a quality early education experience that will create a thirst for learning in the child and the skills necessary for future school success, encourage his personal relationship with the Lord and shape his moral integrity, and support parents in their role as the child's primary teacher.

PHILOSOPHY

We believe a child's education is the foundation for developing their full God-given potential, growing as Jesus did - "in wisdom and stature, and in favor with God and man". (Luke 2:52) We believe that the best educational approach is one that focuses on the education of the whole child. Our teachers will address the physical, academic, social, emotional and spiritual needs each child. We see each of these areas as "spokes in the wheel" that makes up the whole child. All of the spokes of must be present and in balance for the wheel to work properly. So it is with your child. We desire to see that each child possess the ability to write his/her name, begin to identify letters of the alphabet, and also be able to handle disappointments, zip a coat, and walk on a balance beam. All are necessary for future success. We further believe that through our school, children can learn from Christian teachers who will be positive role models in the student's lives. The teachers will have the opportunity to implement a Christian viewpoint into every area of learning.

STATEMENT OF OBJECTIVES

We will provide qualified teachers, a Christian environment and curriculum, as well as developmentally appropriate activities that will strengthen the whole child physically, mentally, emotionally, spiritually, and socially. We not only seek to develop the mind, but also the child's character. We will strive for high academic standards and good citizenship in the pursuit of educational excellence.

STATEMENT OF FAMILY VALUES

First Years Preschool and Kindergarten recognizes that there are a variety of family structures in today's families. As our curriculum addresses the subject of marriage and families we will teach children God's plan for families as described in the Bible. We believe that God defines marriage as a covenant between one man and one woman, to whom God often entrusts the care and raising of children. Children are taught that they are to honor and obey the parents that God has blessed them with.

SCHOOL POLICIES

ADMISSION REQUIREMENTS

First Years will enroll children who have reached the age of 18 months, 2, 3, 4 or 5 years old by September 1st into the older ones, 2, 3, 4 year old & Kindergarten class, respectively. Beginning with the three year old classes, all children must be potty-trained and working towards self-sufficiency in their toileting skills. **Children will be enrolled without regard to race, color, sex, religion, or national origin.**

The children of members of the First Baptist Oviedo and returning students and their siblings will be given registration priority. Membership of First Baptist Oviedo is attained through the following four steps: a public profession of faith, following the Lord in baptism as appropriate, completing the Discover First class, and being presented to the church for affirmation. Open registration will be held for members of the community when current member registration has been completed. Once open registration begins, all children are registered and/or placed on the waiting list on a first come - first served basis.

PRESCHOOL FEES

Registration - \$100 per child (*Due at registration - Non-refundable & Non-transferable*)

Supply Fee - (*Due at registration- Non-refundable*)

2 days/week	-	\$95/year
3 days/week	-	\$110/year

Tuition - (*Tuition is divided into 10 equal payment. There is no reduction in the amount of tuition for those months in which your child is absent.*)

2 days/week	\$1550/year or \$155/month
3 days/week	\$1850/year or \$185/month

KINDERGARTEN FEES

Registration Fee - \$100 per child

(Due at registration - Non-refundable & Non-transferable)

Supply Fee - \$130 per child

(Due at registration - Non-refundable & Non-transferable)

Tuition - \$2750.00/year or \$275.00/month

(Tuition is divided into 10 equal payments. There is no reduction in the amount of tuition for those months in which your child is absent.)

TUITION PAYMENTS

It is our desire to provide a quality preschool or Kindergarten experience for all children enrolled in First Years Preschool and Kindergarten. We charge a reasonable amount for tuition and we collect it on time. Tuition is due on the 1st of each month. When tuition is not received by the 10th of the month, a late fee of \$10 will be assessed and the child will be unable to return to school until the account is once again current. In cases where more than 1 child from a family is enrolled in our program, a single discount of 15% will be applied to the monthly bill of the child whose tuition is the least.

VPK

First Years is participating in Florida's Voluntary Pre-Kindergarten Program. VPK provides 540 hours of free high-quality preschool to all 4 year olds residing in the state. Parents choosing to enroll their children in the VPK program are responsible for complying with the attendance policy, verifying student attendance each month, and presenting their child for the state kindergarten screening, regardless of whether the child attends Kindergarten in a public or non-public school. Students are expected to attend at least 85% of the program. The state will not pay for absences that exceed 15% of the program length. There is an additional allowance for family emergencies. VPK providers have the option of dismissing children for excessive absences. Absences must be documented with a written note.

INFORMATION TO BE ON FILE

In order to ensure the health and safety of your child, the following information is required to be on file for each child enrolled at First Years Preschool & Kindergarten:

1. Current Medical examination certificate
2. Current Immunizations Record
3. Emergency Medical Release Form
4. School Registration Form
5. Signed receipt of Parent Handbook Acknowledgement
6. Copy of child's birth certificate
7. Food Allergy Profile (if applicable)

STAFF

All of the faculty members associated with the First Years Preschool & Kindergarten have had background clearances thru FDLE. In addition, our teachers hold degrees in education or other developmental-related fields or have met our high standards through years of experience in preschool teaching.

CURRICULUM

Our chosen curriculum is the Core Knowledge Preschool Sequence. This curriculum is a *“set of model guidelines describing fundamental competencies and specific knowledge that, for children from 3 to 5 years of age, can provide a solid, coherent foundation for later learning in kindergarten in beyond”* These guidelines are consistent with our mission to provide children with an educational foundation that will enable them to reach their full God-given potential through experiences and activities that support the development of the whole child.

ARRIVAL AND DISMISSAL PROCEDURES

Each morning a carline drop-off will be available for all children enrolled in the three year old and four year old program beginning at 8:55 a.m. Parents will drive through the designated carline area where a First Years staff member will meet your child and escort them into the building. All parents with children enrolled in the one year old and two year old classes will need to park and walk their children to their classroom daily. All parents of preschoolers will park and walk into the building to pick up children in the afternoon. Dismissal will begin at 12:55 p.m.

When using the morning carline it is important that parents remember two important rules. (1) Cell phone use during carline is not permitted. (2) All children must remain seated and buckled. Children are not permitted to hang out of open windows.

Kindergarten students will have a carline drop-off and pick-up each day at 8:30 a.m. and 12:30 p.m. Parents picking up Kindergarten students after lunch at 1:00p.m. will be required to park and walk to pick up their children.

Preschool parents, please do not plan to arrive before 8:45 a.m. in the morning. If you do you will likely get trapped in the Kindergarten carline and you may be required to exit the campus and circle back around.

All children will be signed in as they are dropped off. Teachers will keep written attendance records in the classroom and will verify that all children

have been picked up. Parents with children in the VPK program will be required to verify attendance on a monthly basis.

In the event that you need to pick up your child early, please come to the First Years office to sign your child out and a staff member will escort your child to the office. The staff requests that children remain in class until school dismissal to avoid classroom disruptions. Please do not sign your child out early simply to avoid the afternoon dismissal procedures. Preschool classes are offered from 9:00 a.m. to 1:00 p.m. If you choose to pick your child up prior to lunch, please arrive no later than 12:00 p.m.

LATE PICK-UP POLICY

A late fee of \$5.00 for the first five minutes and \$1.00 per minute thereafter will be assessed for parents arriving after **1:10** p.m. for preschool and after **12:40** p.m. for Kindergarten.

STUDENT RELEASE POLICY

A student may be released only to persons listed on their registration form/emergency contact form. Please send a note to the teacher when anyone other than the child's usual ride will pick them up. If there is a last minute change in plans, a call to First Years should be made to notify us of your child's alternate ride. To ensure the safety of your child, proof of identification will be requested from any unknown individual who requests your child.

CONFERENCES

A parent-teacher conference for all preschool students will be held in February Kindergarten conferences are held twice a year in October and March. Please feel free to contact the teacher or Program Administrator about any concerns you may have in the interim. Our door is always open!

NEWSLETTERS & CALENDARS

Each teacher will communicate through weekly newsletters informing you about your child's activities at school. You will also receive a monthly calendar outlining the curriculum planned for each class. Monthly newsletters will be sent home from the administrative staff informing you about school-wide events.

CLASSROOM ACTIVITIES

Your child's schedule will include individual, small-group and large-group activities, which meet the specific needs and interests of each child. They will participate in learning centers, music, snack, outdoor play and worship center.

SCHOOL EMERGENCY PLANS

First Years Preschool and Kindergarten has spent a great deal of time making plans and charting a course of action in the event that an emergency should occur. In order to contact all parents and provide them with the emergency information they need, First Years has chosen to use the Saf-T-Net ALERTNOW Emergency Notification system. In the event of an emergency, First Years administrators would contact the emergency support center and provide the operator with all pertinent emergency information. The operator will then initiate an immediate broadcast to the contact numbers provided. This system has the ability to make over 2,000 phone calls per minute, allowing parents to have immediate access to emergency information.

First Years is proud to be able to offer parents this peace of mind. However, in order for the system to work efficiently, parents must provide the school with accurate contact information and make periodic updates as changes occur. In order to accomplish this task, First Years administration is asking each parent to fill out 2 emergency information cards for each child enrolled in the program. One copy will be kept in the First Years office and the other will be given to the classroom teacher in order for the teacher to have direct access to the emergency contact information for the children in her class. It is the responsibility of the parent to notify the school and fill out new forms should the information initially provided needs to be changed.

Your commitment to accurate contact information will help to ensure that the ALERTNOW Emergency Notification system provides you with the information you need in the event of an actual emergency.

Another way to ensure that the system provides necessary information in a timely and efficient manner is to stage a test of the system. Such a test provides practice for school administration, teachers and parents and helps to uncover any unseen problems with the emergency plan. First Years will conduct a test on the emergency notification system at least once per school year. Parents will be notified in advance about the date and approximate time of the test. Following the test parents will be asked to provide the school with information to help determine the effectiveness and accuracy of the notification system.

FIELD TRIPS

Kindergarten classes will have field trips scheduled throughout the year to enhance classroom learning. Permission slips will be sent home in advance of each trip. Signed permission slips must be returned in order for your child to participate in these field trips. Parents will be asked to help chaperone the field trips. Parent chaperones must complete a background screening and provide copies of a valid driver's license and proof of insurance. Younger siblings cannot accompany chaperones for safety reasons.

SUPPLIES

All classroom supplies will be covered by the supply fee. **All students will need to bring a complete change of clothes in a ziplock bag in their backpack each day.** This should include shirt, shorts, socks & underwear.

DISCIPLINE POLICY

The word discipline comes from the Greek word *matheteno*, which means to disciple or to teach. The ultimate goal of discipline is self-control. It is our desire to teach children discipline and ultimately self-control, by establishing a system of consistent choices, consequences and boundaries. This is done by creating an environment for the child to own his/her behavior and to look down the road at the consequences of the behavior. When a child learns self-control, he/she will make choices based on what is right rather than on the likelihood of being caught.

The use of corporal punishment, including verbal abuse is strictly prohibited by teachers, volunteers or staff.

TOYS

It is very disappointing when a special toy is broken or lost; therefore, please instruct your child to wait for his/her Show & Tell Day to bring in items from home. In order to prevent problems on Show & Tell Days, your child's item must be able to fit inside their backpack. Please do not allow your child to bring any type of weapon to school.

ILLNESS AND ACCIDENTS

To prevent the spread of illness, do not send your child to school if they have had vomiting, fever, diarrhea, nasal discharge or an unexplained rash within the last 24 hours.

If your child contracts a contagious condition such as chicken pox or head lice, please notify the Program Administrator at once so other parents can be alerted. In order to prevent the spread of lice, all nits must be gone before the child can return. Children must be screened at the First Years office before they can be readmitted to school.

Please be advised that if your child sustains any significant injury or becomes ill with any of the above symptoms while at school, you will be contacted immediately. Minor scratches and bumps will be brought to your attention when you arrive to pick up your child. If we cannot reach either of the child's parents we will attempt to contact one of the individuals listed on your registration form/emergency card. Please be sure that the individuals you listed for this purpose are willing to pick up your child when they are ill.

MEDICATION

For reasons of safety & liability, the First Years staff is unable to administer medication.

ALLERGIES

Children with severe food or insect allergies that require the administration of medication for lifesaving purposes will be allowed. Parents will be required to complete a food allergy profile for their child providing written documentation of the symptoms and treatment plan. If an Epi-pen is required, it must be in the original box with an appropriate prescription label. In the event that Bendryl is to be administered we request that parents provide Bendaryl Perfect Measure to insure quick and accurate dosing.

BIRTHDAYS

Birthdays are special occasions for young children. We encourage and welcome parental involvement for these events. Please notify the teacher in advance if you would like to bring a birthday snack for your child's class. Parents are invited to attend their child's classroom birthday celebration. Invitations to parties outside the school may be handed out at school if every child in the class is invited. Otherwise, invitations should be handled by mail to prevent any hurt feelings.

KIDS CAFE

Kid's Cafe, an optional lunch time will be offered M-F from 12:30 to 1:00 for children in Kindergarten. The cost is \$1.00 per day and allows a uniform pick-up time for parents with a preschooler and a kindergartener.

SNACKS

Snacks will be provided by parents on a rotating basis. When called upon, each family will provide snack for the entire week. This will result in a rotation every 6 to 15 weeks depending upon the number of children enrolled in the class. A list of suggested snack items will be provided. In the event that your child will not be in school, please notify your child's teacher, so that alternative arrangements can be made.

DRESS POLICY

Please dress your child in clothes that will be comfortable and allow participation in outside play and art activities. Buttons, zippers, and snaps should facilitate self-toileting and not hinder the development of this skill. It is suggested that if girls wear dresses, shorts be worn underneath. This will allow freedom to participate in all activities. Rubber soled, closed-toe shoes will ensure the safety of your child on outdoor equipment. **No Flip-flop style shoes please.**

PARENT INVOLVEMENT

There are several opportunities for parents to be involved at First Years. Parents are invited to attend their child's classroom birthday celebration. We ask parents to work with teachers to notify them of your desire to celebrate your child's birthday at school and coordinate date and time. In addition parents are invited to attend the annual Christmas program, end of the year celebration and for our mom's, the Mother's Day Tea. Parents of three and four year olds will have the opportunity to volunteer to help with a curriculum related event. In addition, parents will also have an opportunity to sign up to come into the classroom to be a guest reader. Information about this program will be sent out during the first few weeks of school.

ACKNOWLEDGMENT FORM

Please sign this page and return to the First Years Office:

I have read, understand and agree to abide by the conditions outlined in the 2011-2012 First Years Preschool & Kindergarten Handbook.

I hereby grant to First Years Preschool & Kindergarten and to its employees, agents and assigns the right to photograph my dependent and use the photo and or other digital reproductions of him/her or other reproduction of his/her physical likeness for publication process, whether electronic, print, or digital.
*No photographs will be published on the internet.

I hereby authorize First Years Preschool & Kindergarten, a ministry of First Baptist Church Oviedo, or any of its employees or agents, to obtain emergency medical attention for my child, _____ from a hospital, physician or other emergency health care professional in the event of illness or injury.

Please list any medicines that your child is currently taking: _____

Please list any medical allergies: _____

Child's Name

Parent's Signature

Date

