



The Grove Preschool

PARENT HANDBOOK



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******Some of the guidelines are subject to governmental restrictions listed under COVID 19 policies. We will initiate regular activities and protocols as governmental restrictions are lifted. (EX: parental visits, special holidays, pick up and drop off procedures etc).***

**Welcome to The Grove Preschool.
We are an extension of the ministries
of The Grove Church, Florida.**

**The Grove Preschool is developed
on these biblical family values:**

Put the goals and interests of others above our own.

(Phillippians 2:3-4)

Live an honest, open life before others.

(Ephesians 4:25)

Give and receive scriptural correction.

(Galatians 6:1)

Clear up relationships.

(Matthew 5:23-24)

Participate in the ministry.

(1 Peter 4:10)

Support the work financially.

(2 Corinthians 9:6-13)

Follow spiritual leadership within scriptural limits.

(Hebrews 13:17)

The Grove Preschool is a member of ACSI, The Association of Christian Schools International and is the Florida Approval Process of Licensing. "ACSI exists to strengthen Christian schools and equip Christian educators worldwide as they prepare students academically and inspire them to become devoted followers of Jesus Christ."

OUR CURRICULUM

Our teaching staff is dedicated to making The Grove Preschool program a positive learning experience for young children. Our classrooms for older children are arranged into play/learning centers. Children are able to make choices and participate in small-group activities.

Our teachers plan standards-based learning experiences, supported with curriculum. We use a well-respected curriculum, Abeka. "Abeka's preschool curriculum features a traditional approach to teaching and learning, cross-subject integration, spiral review, and plenty of hands-on activities." The activities are organized around topics using learning centers that may include art, dramatic play, music, science/nature, fine motor skills, listening skills, cognitive skills, puppets, finger plays, rhymes and group time. The daily schedule also includes both active and quiet indoor activities, snacks, lunch, nap, and outdoor playground time (weather permitting).

We are a partnership with The Grove Church Greenhouse children's ministries. Children attending during the week will be met with familiar faces and places during Sunday Service times.

SPECIAL CONCERNS

Children enrolled in the program must be able to participate in the normally planned activities for their age group. This includes participation in indoor and outdoor activities, learning activities and social interaction appropriate for their age group. The safety and the welfare of the class will have priority over an individual situation. The Grove Preschool reserves the right to determine if the program is not able to provide adequate care for a child.

NONDISCRIMINATORY POLICY STATEMENT

The Grove Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies or admission policies.

REGISTRATION

A registration fee of \$100.00 is due upon enrollment. The first week's tuition is due on or before your child's first day of school. A two-week notice of intent to withdraw or two-week payment is due at the time of withdrawal.

ANNUAL RE-ENROLLMENT FEE (SUPPLY FEE)

An annual re-enrollment fee of \$100.00 is due annually each year. We utilize this fee to ensure that your child has the greatest selection of curriculum and materials on hand. We also put this fee toward updating toys and equipment. We appreciate your support in ensuring our children have the supplies needed to ignite their creativity and the toys needed to engage their imagination.

REGISTRATION PROCESS FOR RETURNING STUDENTS

Returning students have to re-register each year and pay the re-enrollment fee. An announcement will be sent home with all current students in March. An application must be completed and returned by the specified re-registration dates. Applications received after the re-registration dates will be considered on a first-come, first-served basis. The Grove Preschool reserves the right to refuse admittance to the program or to ask for the removal of a child or children from the program at its sole discretion.

THE GROVE PRESCHOOL STAFF/FAMILY DISCOUNT

A 50% discount will be credited to each individual Grove Preschool employee's child. We look forward to seeing your family grow and prosper. We want to support our Grove Preschool staff members.

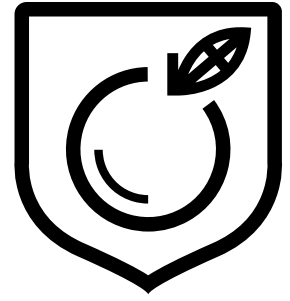
REGISTRATION FORMS

The following forms must be completed and turned in to The Grove Preschool office prior to the first day of attendance, many of these forms are part of the online registration process:

- Registration Application
- Birth Certificate
- Student Health Examination Form 3040
- Vision/Hearing Screening for students that are 4 years old or older
- Florida Certificate of Immunization Form 680
- Discipline and Guidance Policy Acknowledgement
- Food and Nutrition Policies Acknowledgement
- Handbook Acknowledgement Form
- Medication/SunScreen/Photo/Bandaids Release
- Persons Authorized for Pickup
- Distracted Adult Information Acknowledgement
- Authorization of access for child records

Students cannot start class until all records/forms are complete and in The Grove Preschool office.

RATES PER WEEK^{***}



FULL TIME CARE

INFANTS (6wks-11mo)	\$250.00
1 YEAR OLDS	\$200.00
2 YEAR OLDS	\$200.00
3 YEAR OLDS	\$200.00

PART TIME CARE (1-4 years)

2 DAYS	\$140.00
3 DAYS	\$170.00

VPK FULL DAY

8am-12:30pm	Voucher
EXTENDED CARE (6-8am & 12:30-6pm)	\$130.00

Registration fee of \$100 per year.

*Rate change based on class assignment not age

**Prices subject to change

PAYMENT

The full payment amount is expected for all children enrolled whether present or not. **Please keep in mind that you are paying for the space reserved for your child in a classroom, not for your child's attendance.** Thus, to hold that space, payment must be made regardless of attendance.

TUITION PAYMENTS

All tuition will be paid through our preschool software app. You will use a credit/debit/or checking account to have your tuition automatically withdrawn. A late charge of \$25 will be assessed for payments received after 10 days of the automatic withdrawal date that you choose. We ask that the payment be made by the last day of the month for that month's tuition. If you pay 10 days into the next month, a late charge will be applied.

LATE PAYMENT FEES

A late fee of \$25 will be assessed after the 10th day past your account due date, on any account with an outstanding balance. A late fee will be charged and assessed to your account unless prior arrangements have been made with the Preschool Director.

RETURN CHECK FEES

A \$35 fee will be assessed for any insufficient funds charges. If an account has had two declined payments, that account will be referred for consideration by the Preschool Director.

A continual problem of late tuition payments and/or NSF returned checks could result in your child's dismissal from the program.

DELINQUENT ACCOUNTS

An account that is more than 30 days delinquent will result in withdrawal of the child/children, unless appropriate arrangements have been made with the Preschool Director.

WITHDRAWAL FROM THE GROVE PRESCHOOL

If a parent or guardian finds it necessary for a child to be withdrawn, written notice must be received and on file in the office. The registration fee and supply fees are not refundable.

If it is necessary to withdraw a child from a class at any time during the school year, the parent must notify the preschool office in writing (we cannot accept a verbal notification) at least one month before the withdrawal date. You will need to email the Preschool Director. If you email your request, you will receive a return email acknowledgement stating that we received your request. If you do not receive this return email, then our office did not receive your request and you need to re-send. **We require a 30-day paid notification of withdrawal.**

Registration and supply fees are **nonrefundable**. Any refund of monthly tuition is given only after the one-month paid notification has been met and any past-due balance has been paid.

For the safety of all children attending The Grove Preschool, where our staff has reason to believe

any circumstances impacting your child's presence at The Grove Preschool may result in, lead to, or otherwise expose other children or Grove Preschool staff to harm of any nature, The Grove Preschool, in its sole discretion, may dismiss your child from the program immediately.

Other examples of expulsion would include patterns of behavior relating but not limited to the following: vulgarity, biting, patterns of poor behavior, hitting, uncooperative parents, and non-payment.

ATTENDANCE/ABSENCES

We request parents to notify The Grove Preschool office as soon as possible if they believe their child has contracted a communicable disease.

To call in absences, please call the The Grove Preschool phone line (321) 529-2428 or send a message in the app.

When a child will be absent, please call phone # before 8:30 a.m. and leave a message regarding the absence. Please leave the following information on the recording:

- Parent's name
- Child's name and classroom
- Reason for absence

If you are calling for a child who is ill, please leave a detailed message regarding symptoms and the date the symptoms began.

We will attempt to contact you if you have not contacted us with the above information. If we are unable to contact you, there will be a "hold" placed on your child's attendance. A hold means you must visit with the director prior to your child being allowed back in the classroom.

Parents must inform the Preschool Director if their child was given any type of medication prior to coming to school (including allergy, cold or cough medicine).

Families are encouraged to be considerate of other students and staff by not bringing ill siblings into the hallways and classrooms during drop-off and pickup times.

Please do not bring your child to school when any of the following symptoms exist:

- Fever (must be free of fever (100° or more) for 72 hours without the aid of fever-reducing medicine unless a doctor releases them sooner to return, we will need a doctor's note)
- Vomiting and/or diarrhea (must be free of vomiting and /or diarrhea for 72 hours unless a doctor releases them sooner to return, we will need a doctor's note)
- Any symptoms of childhood diseases

- Chicken pox – all sores must be completely scabbed over and dry underneath
- Common cold – from onset through one week
- Sore throat
- Cloudy, green or excessive runny nose
- Persistent cough or croup
- Skin rash of any kind
- Difficult or rapid breathing
- Draining wound
- Any skin infection – boils, ringworm, impetigo, thrush, hand-foot-and-mouth disease
- Conjunctivitis or other eye discharge (All eye infections are contagious. The child must be on medication for 24 hours before returning to school.)
- Any communicable disease
- Head lice (must be nit free)

The Grove Preschool may find it necessary to modify the illness policies during flu or other similar related outbreaks.

In some cases, a note from the doctor must be submitted prior to a child's returning to school from an illness. It is always prudent to obtain a note from the doctor and bring to the director upon your child's return to school.

We also ask that any open wounds, large scrapes or cuts be properly covered with a bandage. We require all open wounds to remain covered while the child is in attendance at The Grove Preschool.

Children cannot be kept in their classroom while their class is outside on the playground. If a child is too sick to go outside, he/she should be kept at home.

Upon arrival, teachers will visually check for any sign of illness as they greet the children. If there are any questionable symptoms of a contagious illness observed, the parent will be asked to take the child home. Please be aware that it is at the discretion of the Preschool Director to make the determination to send a child home due to illness. It is also at the discretion of the director to request receipt of a medical release letter from the child's physician prior to the child being readmitted to class.

ILLNESS AT SCHOOL

When children are sick, they want their parents, and it can become a very stressful time for them. It is very important that you keep The Grove Preschool updated with current contact numbers. Please notify the office if you need to update any information.

In a non-life-threatening illness or accident, our first attempt will be to contact the parents. If we

are unable to contact the parents, we will start contacting people on your emergency contact list. Please make all of your emergency contact people aware they may be called and expected to pick up your child in case of an illness or accident.

Please Note: A continual problem of not being able to reach a parent when a child is sick or hurt could result in the child being withdrawn from the preschool.

ACCIDENTS

Either the Preschool Director or staff person in charge will render first aid to an injured child and then determine whether the parent should be contacted.

All serious accidents at The Grove Preschool are required to be reported on an Incident Report form. This form is completed by the staff member who witnessed the incident. If a form has been completed on your child, the classroom teacher will review the form and ask for your signature. A copy of this form will be filed in your child's medical records in The Grove Preschool Office.

Your child's Classroom Teacher will inform you of any minor accidents, bumps or scrapes have occurred while your child was at school. She/he will make you aware of how the incident occurred, what first aid was rendered, and any notable visible signs, via the preschool app.

MEDICAL EMERGENCY PLAN

In a serious or life-threatening emergency, the designated staff member will contact 9-1-1. The Grove Preschool will contact the parents to instruct them to either come to school or the hospital. If a child is taken to the hospital via ambulance, a designated staff member will accompany the child to the hospital until parents arrive.

MEDICAL RESTRICTIONS

It is the parent's responsibility to check with the Preschool Director regarding any allergy or health limitation that could affect your child's classroom placement. This also applies to any changes that occur prior to or during the school year. Student's special health needs such as allergies or chronic illnesses (including, but not limited to, asthma, hearing or vision impairments, various allergies, feeding needs, neuromuscular conditions, seizures, diabetes, urinary or other ongoing health problems) must be properly disclosed and documented on required forms. Documentation will then be reviewed by the Preschool Director. In regard to health issues, the school reserves the right to make the final determination regarding acceptance.

ALLERGIES

We face a growing number of children dealing with food allergies and specifically potentially life-threatening peanut and tree-nut allergies. Nut items would include, but are not limited to, the

following: Brazil nuts, almonds, cashews, pistachios, walnuts, peanuts, pecans, hazelnuts, coconut products, coconut milk, almond milk and any type of nut butter (including soy or sunflower, which has the appearance of nut butter). Please check the ingredient label, if it states “may contain nuts,”. We will inform you if your child has another child in their class with these types of allergies.

We may ask you to refrain from packing items with nuts in your child’s lunch if this is the case.

If your child has severe reactions to insect bites, please let us know.

MEDICATION POLICIES

The Grove Preschool policy is to dispense medication to a child only in an extreme emergency.

Teachers are never allowed to administer any kind of medication (including vitamins, cough drops, and other over-the-counter drugs). Only the preschool director or appointed director is permitted to administer medication to a child—and ONLY with the proper releases. Parents who have children with severe medical concerns should complete a **Parent/Physician Request for Administration of Medication by School Personnel** so emergency medication can be kept at school.

Do not send any medication to school in your child’s backpack! This includes prescription diaper ointments. **Do not add any medication to your child’s drinking cup and then bring it to school!** Please refrain from placing “gummy” vitamins in your child’s lunch. This is for the safety of your child and the other children in the program.

Teachers are allowed to apply rash ointment, insect cream, and sunscreen if permission is given on your child’s registration forms. If needed, we prefer the parent to apply these prior to school. Your teacher can store sunscreen, diaper cream and insect repellent for your child in a safe place, please do not leave products in your child’s backpack. We will use Aquaphor Baby diaper cream.

EMERGENCY MEDICATION KEPT AT THE GROVE PRESCHOOL

If your child has a known history of serious illness that requires immediate medication:

- A Parent/Physician Request for Administration of Medication by School Personnel must be completed and turned in for all medication. This form gives us specific written information about what to do in case of an emergency. Please contact The Grove Preschool office to request this form.
- Bring the form and the medication to the director in the Office on or before the first day of school. It will be kept locked in the Preschool Office. Please provide the appropriate dropper or dosage cup.

- Prescription medications will only be administered if they are in the original, labeled bottle from the prescribing pharmacy which lists the date of expiration, the doctor's name, and the phone number. The pharmacy label must identify the child for whom the medication is requested. Prescription medication requests that do not coincide with the printed dosage on the pharmacy label of the prescription bottle must be clarified on the completed physician form. If it is an antibiotic that can be taken morning and night, please refrain from asking us to administer these types of medications.
- Over-the-counter medications will not be given unless the child's parent/guardian provides the medication in the original container. They must be accompanied by the signed Parent/Physician Request for Administration of Medication by School Personnel. Your doctor must be specific in the dosing instructions on his form.

Verify that the medication will not expire during the school year.

Only the Preschool Director, or designated office staff are permitted to administer medication to a child.

The medication is accessible to the Preschool staff only during the preschool hours, for the child to whom the medication belongs. (If you are at church for another function or event, you will need to coordinate medication storage with the appropriate department and follow their procedures; other departments do not have access to our medications.)

All medications are required to be picked up by a parent on the last day of the school year. Any medications left after the last day will be discarded.

IMMUNIZATIONS

The Grove Preschool shall retain on file for each child in care a current, complete and properly executed Florida Certification of Immunization form or the Religious Exemption form regarding immunizations. If the custodial parents or legal guardians fail to provide the documentation required above within 30 days of enrollment, the facility shall not allow the child to remain in the program.

Parents are advised that there may be children attending who may not have current immunizations.

NURSING ROOM

The Grove Preschool has a nursing room located in the lobby of the church called the mother's room. This is for your convenience and comfort during the preschool hours. As a parent, you have the right to breastfeed and/or provide breast milk for your child while in our care.

PETS

Pets are not permitted on the premises at any time. This allows us to maintain a safe, healthy environment for all of our children and staff.

CLASS ROSTER

This list is for personal use only and not for solicitation purposes. A classroom roster is available upon request from The Grove Preschool Office. This roster will include the names of the children in your child's class.

SPECIAL OCCASIONS AND CELEBRATIONS

The children will celebrate certain holidays and special occasions in class. The classroom teachers will notify parents in advance of the plans for these events. A sign-up sheet may be made available for parents to bring items.

We will have special school-wide events during the year in which all groups will participate (Pajama Day, Donuts with Dads/Muffins with Moms, Easter, Thanksgiving, Christmas and Special Color Days, etc.). The dates for these special days will be communicated throughout the year.

We may schedule classroom parties and special event days on alternating class days for those that have children attending only one or two days a week. If your child attends only a few days a week, we may allow him or her to attend certain special events if they fall on the day your child does not attend. You will be asked by the teacher to bring your child during the time of the event.

BIRTHDAYS

Please check with your classroom teacher in advance about how she/he plans to celebrate children's birthdays. Some classes will allow you to bring birthday treats and celebrate individual birthdays while other classes celebrate birthdays with one big class party. Check also with the teacher regarding specific allergies in the classroom.

If you are having a party outside of school and want to send invitations home with the children from school, please make sure all children in the class are included.

Balloons and candles are prohibited at The Grove Preschool.

FIELD TRIPS

The Grove Preschool does not take field trips, and children will not be transported from the center unless there is an emergency.

SECURITY

We take your child's safety very seriously.

All exterior doors will remain locked during the preschool operating hours.

WEAPONS

Firearms, hunting knives, bows and arrows, and other weapons of any kind are prohibited on the premises.

Smoking, vaping, e-cigarettes of any kind are prohibited on the premises of The Grove Preschool. This includes the parking lot during drop off and pick up.

COURT ORDERS

If The Grove Preschool is notified of a court order impacting registered children, The Grove Preschool staff will adhere to that court order without exception. However, The Grove Preschool cannot adhere to any court orders that it does not receive. Please provide the office with a copy of any court orders pertaining to children in our care. For court orders, do not assume the court will notify us in a timely manner of its order. It is your responsibility to notify the office of any order impacting your child.

INCLEMENT WEATHER/CLOSINGS

In the event of inclement weather (or other weather-related events), we will send a Procare text and email notification as soon as it has been determined we will be closed or delayed in opening for the day.

On inclement weather days when The Grove Preschool is in session, we ask our parents to closely monitor the weather throughout the day. If you hear that local public school districts are closing early, then you need to pick up your child from The Grove Preschool early. If you are uncertain whether we are closing early, you may call the preschool office; teachers are unable to make personal phone calls notifying parents of an early closing. Expect a message via the Preschool App.

No credits or makeup days will be given for any emergency-related closings.

POWER OUTAGES

In the event of an extended power outage during The Grove Preschool day, we may determine to contact parents for immediate pickup.

EMERGENCY DRILLS

The Grove Preschool will conduct periodic fire, and emergency drills. Our staff will be trained for emergency situations each year.

EMERGENCY PREPAREDNESS PLANS

In the event of an emergency, evacuation or re-location our first responsibility is to move the children to a designated safe area known to all employees, caregivers, parents and volunteers. During a lock-down WE WILL NOT RELEASE CHILDREN. Once the lock-down is released, we will release your children to you safely.

If The Grove Preschool Director or security officials find it necessary for preschool staff and students to evacuate the building and surrounding area due to a dangerous situation, all children will be transported to the emergency evacuation site within walking distance. Our remote evacuation site will be texted or emailed via the preschool app during a time of emergency. Signs will be posted on school doors instructing you where to go. Teachers will have all contact numbers with them.

Any student who may need assistance or have a special needs will be personally carried or escorted by a Grove Preschool staff member or teacher during an emergency evacuation. Children under 12 months will be evacuated via a transition crib. All other children will be lined up and escorted out of the building. Head counts will be monitored and class rosters are located in each classroom. In the event of a lockdown, children will stay in their current classroom. When relocating, the staff will take the following items with us:

- Parent and Emergency Contact Numbers
- Authorization for emergency care
- Attendance Records

We will communicate with local authorities, parents and licensing by using a cell phone or evacuation phone and a parent alert text message if available.

If you need to contact us during an Emergency, please call: The Preschool Director (321) 529-2428.

ARRIVAL AND DEPARTURE

Please be cautious in the parking areas. The use of cellphones is highly discouraged while entering and exiting the parking lots.

Please be aware it is considered neglect to leave a child unattended in a car. Every year information regarding distracted adults will be provided. If a family needs assistance with drop-off or pickup, please contact the office for assistance. Due to the ages of the children in our program, we do not offer curbside drop-off or pickup. Therefore, a parent or guardian must walk a child inside.

Please do not park in the loading/drop-off zones or in the handicapped parking unless you have a handicapped parking permit. **Do not park in the fire lane.**

ARRIVAL

We monitor the main doors to The Grove Church lobby at 6:00 a.m. for early morning drop off. Parents are to walk children inside and check-in via the app.

Classroom activities begin promptly at 8:30 a.m. Children who arrive late may miss activities and can be a disruption to their class.

Please understand that if you arrive after 9:00 a.m., the teacher will already be in session with the class. The doors will all be locked and you will need to contact the preschool office for entry.

CHILD CHECK-IN

When you arrive in the morning, please:

Complete the check in process via the app. If someone other than the child's parents will be picking the child up on that day that information must be provided to the teacher and/or director.

Remove infants from their car seat or any other type of resting device and personally hand them to the teacher.

CHILD PICK-UP

Children will be released only to their parents. Parents have the option during registration of giving an authorized person permission to pick up the child. This gives authorization by the parents for certain other people to pick up their child on a continual basis. Parents must inform the school of any changes to those individuals authorized to pick up their child, including providing any related documentation such as custody agreements and court orders, if applicable. In such an event, The Grove Preschool assumes no liability if a child is released to an individual, including a parent, who was previously authorized to pick up a child, but pursuant to custody agreement or court order is no longer permitted to do so.

Parents must inform the director if anyone other than the child's parents will be picking up their child that day (unless the person is pre-authorized to pick up). Remind that person that we will ask for their drivers license. The authorized person will be required to know their PIN for pick-up.

We will not release children unless we have received prior consent from a parent.

Please try not to call in the last 30 minutes of a school day to inform us that someone else will be picking up your child that afternoon. To avoid last-minute confusion, please do this at sign-in in the morning. If circumstances change during the day, please call us at your earliest convenience.

Please leave a callback number where we can reach you to verify the information. Remember that this is for your child's safety.

For the security of the children, we ask when you arrive at the preschool in the afternoon, please:

- Sign your child out via the app

The child and all necessary belongings will be brought to the parent/guardian for pick-up in the hall. Once a parent or other authorized person has signed the child out, he or she is then solely responsible for the supervision of the child.

LATE PICK-UP

If you have multiple children to pick up, we suggest that you begin early so that the last child can be picked up by 5:30 p.m.

A \$50 late pickup fee is charged for each child picked up after 5:35 p.m, and \$1.00 charge for every minute after 5:35 p.m. (VPK only option must be picked up at 12:00 a.m.) The fee will be assessed and an invoice will be sent. Late pickup fees should be paid within one week of the occurrence. Continual late pickup will be cause for dismissal from The Grove Preschool.

Please contact The Grove Preschool Office when you know you will be arriving late. This allows us to notify the afternoon staff. Please understand this does not relieve you of a late fee.

LEAVING YOUR CHILD

This can be an anxious time for some children and some parents, too. We have found it is best if you say your goodbyes at the door. It is less stressful on the child if you make your goodbyes brief and cheerful.

If you are concerned about how your child is doing after drop-off or during the day, please call or come by the preschool office, and we will gladly check on your child. We can also send you periodic updates via the app. (Please see the "Separation Anxiety" section.)

SEPARATION ANXIETY

It is common for some children to experience sadness and crying due to separation from their parents, but most will calm down after a few weeks. Most children may cry for just a few minutes and then settle into their classroom routine. For heavy crying that continues for an extended period of time (30 minutes or more), the teacher will contact the parent to discuss the situation. We might ask you to come and pick up your child. In some cases, we will ask parents to gradually ease their child into the program by bringing the child for initially short periods of time, and then work up to a full day. We have found that in most cases, this method has worked the best.

If your child is crying when you leave him or her at the door, we ask that you not stay at the doorway. A glimpse of you will only make the crying last longer.

LUNCH/SNACKS

Each student is to bring a LABELED water bottle or sippy cup with water in it every day. These cups should contain **only water** and will be used throughout the day.

It is important for each child to bring a well-balanced, nutritious lunch to school since parents are responsible for meeting their child's daily nutritional requirements. Nutrition guidelines are posted on <https://www.myplate.gov/>. All lunches must be ready to eat. No microwaves are available.

FOR 12-17 MONTH OLDS

Lunch should contain finger foods that your child can feed themselves. We will not have the manpower to give children older than 1 year bottles or baby food. The teacher's role is to help them open lunch supplies, and set them up for feeding, safety and cleanliness. Water only please. No sugary drinks are allowed.

Cut up all foods that could be a choking hazard (examples: uncut grapes, uncut hot dogs, large fruit chunks, large cheese chunks, etc.)

LABEL! Please make sure all food items and cups are labeled.

FOR CHILDREN IN CLASSES OLDER THAN 18 MONTHS OLD

Each child needs to bring lunch and snacks to school each day. We suggest the lunch consist of primarily finger foods that can be served with little assistance.

Cut up all foods that could be a choking hazard (examples: uncut grapes, uncut hot dogs, large fruit chunks, large cheese chunks, etc.)

Pack any utensils needed (e.g., fork, spoon). NO knives are permitted (including plastic).

The water your child brings to school will be served at every snack, mealtime and after active play.

LABEL! Please be sure your child's name is on his/her lunchbox, cup and all other containers.

We are unable to heat lunches.

No carbonated/sugary drinks. No candy.

DAILY SUPPLIES

For each school day, your child will need a backpack to carry items to and from school.

- Lunchbox and water bottle - containing two snacks and lunch
- A small blanket for nap time. A "lovey" is ok for younger students. The items should not be too bulky (they need to fit in the child's backpack).
- Make sure your child's backpack, lunch box, and blanket are clearly marked with their name.
- A complete change of clothes. Two changes are preferable.
- Additional diapers/Pull-Ups should also be included, if applicable.

Important: Please check your child's backpack daily for information from the school and empty papers and projects out of their backpack daily.

CLOTHING

Here are some items to consider when dressing for school:

If your child can use the bathroom on his/her own, we request that you dress your child in clothing that will allow him/her to go to the restroom with little assistance from the teacher.

Select clothing free of complicated fastenings.

Washable play clothes are recommended for school days. We have a lot of fun at school, so please keep the dress clothes at home.

Remember your child may be painting at school. We do use washable paint, but stains can happen.

Pack a complete change of clothing (labeled with the child's name), and include underwear and socks in his/her bag every day. Please remember that accidents are not always potty-training related. In case of an accident, your child will be changed and the soiled items will be bagged and sent home.

For all students' safety, shoes must be worn at all times at school. Children are required to wear tennis shoes or other similar closed-toe, rubber-soled shoes. Sandals, clogs, crocs, flip-flops and jellies make it very difficult for a child to play safely; therefore, they are strongly discouraged. We want all children to be able to run and play in shoes that are comfortable. Velcro-fastened shoes are great for little ones.

Children love to go outside. Our classes generally go outside every day—even in the cool weather.

Remember to pack a jacket or coat during cooler weather.

Again, please **LABEL** all items.

PLAYGROUND/OUTSIDE TIME

All ages will go outside during the school day, weather permitting. Our playground areas are enclosed and gated.

REST TIME

In late morning or early afternoon, all classes will have a rest time. After a busy day, preschoolers need this time. Do not ask your child's teacher to keep your child awake. If rest time is stressful for a student, the teacher may consult with parents and decide together to have their child picked up prior to naptime.

Nap blankets must be taken home each week for washing.

Please do not send a special "blanket" or "lovey" to school that is irreplaceable. As much as we try to prevent it, items can be misplaced or go home with another child. We do not want your family to have a sleepless night over a lost item.

TOILET TRAINING

We want to support your child in his/her toilet training. However, we request that your child be successful at home (with no accidents) for a minimum of two consecutive weeks prior to attempting potty training at school. Please communicate with your child's teacher after this time period so she can assist with the process at school.

A student is considered completely toilet trained when he/she is able to:

- Communicate the need to the teacher
- Pull down and pull up his/her own pants
- Anticipate the urge to use the toilet, and control the urge until he/she gets to the toilet

For health and sanitary reasons, if you are potty training and your child continues to have accidents at school (two accidents within a one-week period), we may ask that your child wear a diaper or a Pull-Up at school until he/she is more confident in using the bathroom.

It is very common for a child who has recently been potty trained at home to have accidents at school. As frustrating as it can be, this is a very common and natural occurrence we see frequently in the preschool. Often, a child will forget since there are many distractions at school. The child just doesn't want to be pulled away from active play with friends to go to the bathroom. So, be patient; it will happen.

DIAPERING

Pack all disposable diapers, wipes, and other items that your child will need during the school day. Be sure to label all items with your child's name. You can bring extra diapers/wipes and we can store them in our cabinets so that you don't have to pack extra diapers and wipes everyday. We will let you know when the supply is getting low.

NOTE: Do not store diaper ointment or creams (non-prescription) in your diaper bag. We cannot apply prescription ointment unless prior approval has been given.

PERSONAL TOYS

We recommend you leave your child's toys at home or in the car except for a naptime security item. Other children find it difficult to understand why the child who brought a toy to class does not have to share his/her toy. **Play guns and weapons of any kind are not allowed at school.**

We cannot be responsible for any personal toys, special blankets or irreplaceable items that could get lost, so please refrain from bringing these to school.

COMMUNICATIONS

Your child's room is staffed with a classroom teacher, based upon age of children and number of students, may have additional teachers and teacher assistants. As a parent, your main contact will be the Classroom Lead Teacher. She/he is responsible for greeting the parents and children as they arrive and leave. The Lead Teacher will be the one with whom you communicate the most.

For privacy purposes, the school teachers have been instructed not to discuss any personal issues about a child in front of a child. If a Classroom Teacher needs to discuss any issues with a child's parents, they will either set up a conference time or phone the parents at home.

Parents are encouraged and welcome to discuss any issues or concerns with either the teachers and/or the preschool director. You are highly encouraged to contact either person as soon as a

concern arises regarding your child. You are welcome to either schedule a meeting or request a return phone call. Messages in the Procure App can be seen by the director and teachers assigned to that class.

COMMUNICATION WITH PARENTS

We use several different forms of communication to relay important information to our The Grove Preschool families.

- Monthly emailed newsletters
- Weekly Thursday folders

THE GROVE PRESCHOOL OFFICE/STATE LICENSING OFFICE

The office is located in the hallway once you enter the preschool to the right. Our staff is here to assist you. Please do not hesitate to come by the office if you have any questions, concerns or suggestions.

*Parents reserve the right to see the most recent licensing inspection report which is posted in the Preschool office.

STAFFING CREDENTIALS

The Grove Preschool staff considers it a privilege to teach your children. All staff have completed the Florida state mandated DCF child care courses. Many teachers are also FCCPC and/or CDA certified or higher.

- Each of our teachers has a personal relationship with Jesus Christ and considers teaching a ministry.
- All staff members are required to complete staff development training every year.
- Preschool staff is also trained every year on identifying suspected Child Abuse/neglect and mandated reporting responsibilities.
- All staff undergo a criminal background check.

DISCIPLINE

In all classrooms, positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction will be used. The methods will be appropriate to the child's level of understanding, individualized and consistent for each child. Classroom rules will be made clear to the children. Children thrive when they know that they have boundaries and limits. When a child does not follow these guidelines, he/she will be reminded and redirected. Multiple reminders may result in time away from an activity.

In situations where repeated means of discipline have been tried and the child is still uncooperative or uncontrollable, the parents will become involved in an effort to work together to correct the inappropriate behavior. We always attempt to work with the child and his/her parents when a problem arises, but we must also consider what is best for the classroom as a whole. The safety and welfare of the class will be a priority over any individual situation. Please remember that we do not have a 1:1 student-to-teacher ratio in any classroom. Each child deserves the same amount of attention from a teacher.

Please note: Dismissal of a child from the program at any time for disruptive behavior is at the discretion of The Grove Preschool Director. If tuition for that month of the dismissal has already been paid, the school reserves the right to not issue a refund. Please understand, that we are a tuition based school, so that spot may not be able to be immediately filled and we are dependent on tuition to keep our staff paid/program running.

BITING AND HITTING

Many preschoolers will go through a stage of biting or hitting. They might bite or hit because they are frustrated, because their gums hurt or sometimes even by accident. Please understand that this can be a common occurrence among younger children. These types of problems are handled on an individual basis. We will attempt to work with the child and the parent, but safety is always our first concern. We must consider what is best for the classroom as a whole. In more serious cases, a parent may be called and asked to pick up a child early. If this behavior continues, the child could be suspended from attending until the behavior is under control.

An Accident/Incident Report is written for all involved children. The office monitors and retains a copy in the child's file. We will never release the name of the child who is biting or hitting; this is kept confidential.

EARLY INTERVENTION

Early intervention can be a vital tool in assisting children with possible learning differences. It is during the early years that a trained specialist can assess and assist a child with certain special learning needs. The Grove Preschool reserves the right to make the request to a parent to arrange for his or her child to be evaluated by either a public or private specialized service. We reserve the right to terminate enrollment if a parent refuses to arrange for an evaluation or if it is determined that our program is not able to meet the needs of the child while providing a quality experience for both the child and other children in the program.

CHILD ABUSE PREVENTION

We will occasionally give parents and staff training guides and newsletters that bring awareness to our school community regarding abuse prevention, techniques and warning signs.

The leadership of the church and preschool will work with our local Child Advocacy Center to stay informed on changes to abuse and neglect practices.

As child care professionals, the staff at The Grove Preschool is required by law to report any suspected abuse or neglect of a child to the Florida Abuse Hotline of the Department of Children and Families. If you know or suspect that a child under the age of 18 is being abused or neglected, or is at risk of being abused or neglected, you are required to report that to the Florida Abuse Hotline.

Telephone: 1-800-96-ABUSE

Online: <https://reportabuse.dcf.state.fl.us/>

Information Gained From

ACSI

www.acsi.org

Abeka

www.abeka.com/preschool

Mustard Seed Kidz.

West Melbourne, Florida

www.mustardseedkidz.com

Stonewater Church Preschool

Stonewater, Texas

USDA MyPlate

www.myplate.gov

