



Winter Park Presbyterian
PRESCHOOL

2020-2021 Parent Handbook

Winter Park Presbyterian Preschool

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*We are a mission of
Winter Park Presbyterian Church*

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Winter Park Presbyterian Preschool

Childhood only comes once. As a parent, you want the best for your child. It's important to know that they are being cared for by responsible, loving adults in a safe environment. You want the peace of mind from knowing that your child will receive the best available supervision, appropriate education and personal attention. That is exactly what you will find at Winter Park Presbyterian Preschool.

Mission Statement

Our goal is to provide a warm, safe, and nurturing environment for young children while supporting their physical, social, emotional and cognitive growth. Our mission is to foster each child's optimum natural development of growth in body, mind and spirit by offering developmentally appropriate child-initiated learning experiences where at their own pace, children can develop the ability to think independently and begin to learn the social skills that are a necessary first step in the maturation process. We provide an environment that promotes exploration, discovery, problem solving, creativity, and individuality, where each child feels cared for and valued. We work to help children gain confidence in their abilities. We seek every opportunity to involve children in quality interactions with their peers, their teachers and their world, and assist them in becoming confident in their abilities.

While the preschool will offer an excellent, developmentally appropriate curriculum, we are committed to enhancing spiritual growth by promoting Christian beliefs and values. We believe that, through the array of experiences our school can offer to the children and their parents, each child will have the opportunity to grow mentally, emotionally, and socially. The curriculum will also enhance the quality of each child's spiritual life and make our students feel proud to be children of God and a welcome part of the community of faith.

Our Program

Winter Park Presbyterian Church has a long-standing history of commitment to the education of young minds. The Preschool program is a part of Winter Park Presbyterian Church mission of outreach to the community. The Preschool is staffed by an excellent and dedicated group of teachers. The day-to-day operations of the school and supervision of the teachers are managed by the Director. The Director, in turn, works with and is supervised by the Senior Pastor. The Session and Preschool Board oversee the program. The Preschool Advisory Committee is a group of parents, teachers and volunteers, who, as an adjunct committee under the direction of the Preschool Director, work to show their support for the school by helping to organize a variety of events and functions that benefit the preschool.

Our Philosophy

We believe the preschool atmosphere should be one in which a child can develop self-respect, self-reliance and self-discipline. We understand that "play" is child's work. It is connected to self-worth and social ability. It is a context for learning. We recognize that development takes place in an orderly sequence and we respect the pace at which each child develops. We are committed to building a positive partnership with our families to be able to support each child's strengths and needs. We adhere to a child initiated, developmentally appropriate learning environment that will best prepare the child for the emotional demands of further schooling and life. We believe optimum learning takes place in an environment of physical, emotional, and educational safety and that children learn through the methods of movement, sensory stimulation, manipulation of materials, construction, role play, and expression through word, music, dance, and art.

We implement a developmentally appropriate program that follows an organized, predictable routine and provides the activities in literacy, math, science, cognitive skills, large and small motor development, social- emotional development, creative expression opportunities and more. Our goal is to meet the needs of the individual child and provide an opportunity to grow and develop at their own pace. We use the Lakemont curriculum, a customized program based upon High Scope, Creative Curriculum, Reggio Emilia philosophies and formulas, The Letter People for phonics and literacy, and the VPK Assessment.

Voluntary Prekindergarten (VPK)

Winter Park Presbyterian Preschool has been accepted as a provider for the State of Florida Voluntary Prekindergarten Education (VPK) program. We have 4- or 5-day VPK program options which exceed the state mandated 540 hours and includes added hours and additional enrichments for a small additional fee. As always, our high standards apply. Each class has a maximum of 18 children depending upon the size of the classroom, and all the teachers have their required credentials. The Letter People Curriculum meets the Florida Voluntary Prekindergarten Standards [Benchmarks] developed by the Florida Department of Education.

Our Program Goals

The Winter Park Presbyterian Preschool provides comprehensive, quality child care for toddlers through preschool. We encourage children to:

- develop friendships and relationships with other children and staff
- engage in socialization activities
- develop respect for individual differences
- develop cognitive problem solving and pre-academic skills
- learn about health and nutrition
- develop speech and language skills
- learn self-help skills
- develop connections with nature
- begin a lifetime love of learning
- develop self-esteem and confidence in their abilities

The preschool staff receives ongoing, comprehensive training in all areas of child development and safety. Each staff member is certified in CPR and First Aid. The developmentally appropriate curriculum meets the highest standard of excellence.

Welcome

In 1963 the Winter Park Presbyterian Kindergarten and Mother's Day Out Program welcomed its first students. We transitioned to the Winter Park Presbyterian Preschool in 1983. We are very proud of our reputation and growth since that time.

Winter Park Presbyterian Preschool faculty and staff members are a well-trained, highly motivated group of experienced, qualified educators and child care professionals. Our administrative staff and teaching staff will meet your child's daily needs professionally and efficiently as well as warmly and with great care.

We maintain teacher-child ratios that meet or exceed DCF regulations, and allow for individual attention and safety. Our program is not a babysitting service, but one of specific age-appropriate experiences offered in an atmosphere of warmth and love.

Communication

Winter Park Presbyterian Preschool faculty members make themselves available for discussion of your child's needs after hours via email and will hold formal parent-teacher conferences with you at least once a year. Check with your teacher if you need to have a conversation and she will let you know when she is available to talk to you on the phone.

Each class will also have a secure site or app (ex: Shutterfly, Dojo, etc.) for teacher notes, calendars, signup sheets, reminders and photos of activities. These private groups are only to be used by family members and teachers in your child's class. You will receive an invitation to join your child's class shared site at the beginning of the year. Please be sure to accept this invitation. Please let your teacher know if you do not receive the invitation.

Preschool administrators utilize a text messaging program to notify parents when the message is urgent. At the beginning of the school year we will ask for the cell phone number(s) you would like to use to receive text messages. Please be sure to accept the text messaging invitation on your phone when you receive it.

We also send general school information emails through our MailChimp program, send home printed flyers, and provide a link to our monthly newsletter, *The Grapevine* to keep you informed of school events. Please check your child's backpack and folder daily for these important communication tools, teacher's notes, their schoolwork and art masterpieces.

Parent Advisory Committee (PAC)

WPPP is supported by a Parent Advisory Committee (PAC) made up of parent volunteers and the preschool Director. The PAC helps with special events, teacher appreciation, fundraising, etc. PAC meetings will be held throughout the year via Zoom. All are welcome. Please join the PAC by filling out the membership form provided at Meet Your Teacher events and a member will contact you with meeting schedule information.

Church Preschool Board

Winter Park Presbyterian Preschool is a ministry of Winter Park Presbyterian Church. A Church Preschool Board is chaired by the Senior Pastor of Winter Park Presbyterian Church, and attended by the Associate Pastor, Preschool Director and Church Committee Chairpersons. The purpose of the Preschool Board is to provide support and management oversight to the Preschool Director and staff to ensure the preschool programs offered are reflective and consistent with the mission and ministry of the Church.

The Director, facility and staff members of the program are grateful to the Parent Advisory Committee [PAC], the Preschool Board, the Session and the members of the Winter Park Presbyterian Church for their continued assistance financially, administratively and spiritually.

Hours of Operation

Winter Park Presbyterian Preschool school day begins at 9:00 a.m., and ends at 1:00 p.m. Extended Day and office hours begin at 8:30 a.m. and end at 3:30 p.m.

Staff persons should not have responsibility for your child after the designated dismissal hours. You will be charged \$1.00 for every minute you are late picking up your child after 3:30.

Sample Class Schedules

Schedules are an example only. Each teacher creates their own schedule and allows appropriate time for open centers, playground, snack and lunch. Times are subject to change, give or take a few minutes.

Sample Infant* or Toddler Class

8:45-9:00	Arrival at Car Circle
9:00-9:30	Greeting/Classroom Time/Free Play
9:30-9:50	Handwashing & Snack
9:50-10:00	Diapering/Free Play
10:00-10:30	Playground*
10:30-12:00	Free Play, Open Centers, Music & Movement, Art, Outdoor Nature Activities
12:00-12:30	Handwashing & Lunch
12:30-12:45	Diapering/Free Play/Prepare for Nap/Pick-up
12:45-1:00	Dismissal at Car Circle

*Infants will nap and have additional diapering as needed. Infants will have outdoor/stroller time as often the children's needs dictate and will begin to use the toddler playground as they are able.

Sample Two or Three Year Old Class

8:45-9:00	Car Circle (3s' Car Circle is 9:00-9:15)
9:15-9:30	Hand Washing/Circle Time/Snack Set Up
9:30-9:45	Snack
9:45-10:45	Learning Centers, Free Play, Art, Outdoor Nature Activities
10:45-11:00	Clean Up/Story
11:00-11:30	Playground
11:30-11:40	Hand Washing
11:40-12:00	Music & Movement
12:00-12:15	Lunch Set Up/Hand Washing /Story
12:15-12:45	Lunch/Clean Up/Pack Up
12:45-1:00	Car Circle (3s' Car Circle is 1:00-1:15)

Enrichments:

Wednesday	9:35	Chapel in classroom
Wednesday	10:30-11:00	Art with Mrs. Cross in classroom (Threes only)

Sample VPK Class

9:00-9:15	Car Circle arrival
9:15-9:30	Unpack backpacks, lunch boxes and water bottles. Students turn in folders. Wash hands. Work on morning activity while friends arrive.
9:40-10:00	Circle time on carpet: Morning prayer, song, calendar, story, activity
10:00-10:10	Snack. Those who are finished can go to carpet and look at books or work puzzles.
10:10-10:40	Open centers and teacher led activities (dramatic play, blocks, science, art, library, listening center, computer, manipulatives, outdoor nature experiences)
10:40-10:45	Cleanup
10:45	Take class to adult bathroom
11:00-11:30	Playground/gross motor activities
11:30-11:35	Adult bathroom for hand washing
11:35-12:00	Students go to carpet when entering room. Journals, writing, story, learning skill. Continue assignments and centers. Start cleanup and hand washing at 11:50.
12:00-12:30	Prayer, lunch and conversation. Clean up/pack up when finished. Quiet free choice activities if finished early.
12:30-1:00	Circle time. Review the day. Children share something they learned, liked or did. Read a story. Review a skill. Prepare for car circle.
1:00-1:15	Car Circle dismissal

Enrichments:

Wednesday	9:35	Chapel in classroom
Thursday	11:15-12:00	Art with Mrs. Cross in classroom

Extended Day

If you use Extended Day you must provide the appropriate ticket in your child's folder in the morning or advance payment. Tickets are available for purchase by sending in the order form on our website. You may use them as needed throughout the year, including summer camp. Check your calendars and newsletters for dates when

Extended Day is not available. Children attending enrichment classes (which are charged separately) can be picked up after class or stay until 2:30 in Extended Day at no additional charge.

Afternoon Extended Day activities are provided in all classes and include story time, art, outside play and open learning centers. We also offer restful music and time to relax. Younger children may nap.

We reserve the right to limit your child's attendance at Extended Day if fatigue/behaviors show a need for this. We will do our best to meet the needs of your schedule, but our priority is always to do what is best for your child.

Early Morning Extended Day – by the Semester or Appointment ONLY

We will no longer allow drop-ins for Early Morning Extended Day. You must arrange for early care one week before the day you need it or book by the semester for four or five days per week and pay by the month. The cost is \$3.50 for one time early drop off anytime between 8:30 to 9:00. Early Morning tickets are available in books of 5 and 25. Please order tickets by sending in the ticket order form (available by calling the office for us to send a form home or download from our website). We offer a discounted prepayment option by the semester for those whose children are attending school four or five days. You may sign up for prepaid Early Morning Extended Day at the beginning of each semester.

Afternoon Extended Day

Afternoon Extended Day is available until 2:30 and/or 3:30. One afternoon ticket is required to stay until 2:30 and two tickets are required to stay until 3:30. Children enrolled in afternoon enrichment classes have extended day until 2:30 included in the cost of the class. If your child is staying until 3:30 after an enrichment class, only one ticket is needed. There is a **\$1.00 per minute charge for late pickup** after 3:30. Please arrive on time.

Afternoon Extended Day tickets are available in books of 5, 10, 12, or 25. Tickets are \$7.00 each. Please order tickets by sending in the ticket order form (available by calling the office for us to send the form home or download from our website). If you use Extended Day every afternoon, we offer a discounted prepayment option by the semester for those whose children are attending school four or five days. You may sign up for prepaid Afternoon Extended Day at the beginning of each semester.

Late Pick Up

Our school day ends at 1:00 p.m. If you are running late, contact the office so we and your child know when to expect you. If you do not pick up your child by 1:15 p.m. they will be in Extended Day. You will need to bring a ticket when you pick up or you will be charged the increased rate of \$9.00/ticket if you do not bring one. If you are late picking up at 2:30, you will need to bring an extra ticket when you pick up or you will be charged the increased rate of \$9.00 if you do not bring one. You will be charged \$1.00 for every minute you are late picking up your child after 3:30.

After School Enrichment Classes – Plans to Be Announced at a Later Date

Fall and Spring Enrichments are 12-week programs that take place after school. We may offer outdoor classes such as soccer, mixed sports, art and nature classes. Classes last approximately 30-45 minutes and extended day until 2:30 is included in the cost.

Registration

A completed registration form and non-refundable registration fee must be received to secure a spot in the program. Classes are filled on a first come, first served basis.

Age Requirements for Classes

Class	Age
VPK - 4 or 5 day program	4 years old by Sept. 1
Threes - All classes	3 years old by Sept. 1
Twos - All classes	2 years old by Sept. 1
Older toddlers - All classes	19-23 months by Sept. 1
Younger toddlers - All classes	12-18 months by Sept. 1
Infants - All classes	6-11 months by Sept. 1

Exceptions to these age policies are not recommended, but may be requested in writing to the Director, who will meet with the teacher.

Tuition Policy

We consider teaching and caring for your child to be both a pleasure and privilege. Discussing payment of tuition and fees is not enjoyable; however, it is necessary to issue a reminder that tuition payments are due monthly on the first day your child attends. Checks should be made out to Winter Park Presbyterian Preschool or "WPPP" and a notation of "May tuition and child's name" will be helpful in keeping careful records.

Tuitions are calculated and divided into ten equal payments. **There are no discounts for short months, such as December, or absences, just as there will be no increases for long months. We do not allow makeup days for individual children's absences.**

Tuition is due on the first of the month. A grace period will be given until the close of business on the 7th of the month. On the 8th of the month any accounts with outstanding invoices will be charged a \$35.00 late fee. A \$25.00 charge will also be levied for any checks returned by the bank for insufficient funds.

Each family will be assigned a user name and temporary password to make secure payments online via the payment link on our website. Families can make one time payments or scheduled payments. Your online payments can be processed as a credit card or debit transaction. You can also view your account, see what has been billed and payments applied.

School Closures Due to Weather Event

WPPP follows Orange County Public Schools when determining school closure for extreme weather events. Tuition will not be reimbursed for closures of up to ten school days.

School or Individual Class Closures Due to COVID-19

WPPP follows CDC, Florida Department of Health and FLDCF guidelines when determining school or individual classroom closure due to a case of COVID-19. Tuition will not be reimbursed for closures of up to ten school days.

Delinquent Accounts

If your account becomes 30 days delinquent the Winter Park Presbyterian Preschool reserves the right to dismiss your child from the school. Please notify us if any extenuating circumstances cause your payments to be late so that we may assist you with special financial arrangements. Information concerning scholarships may be obtained through the Director's Office and can only be approved by the WPPC Session Preschool Board.

Withdrawal

We require one month's written notice sent to the preschool office to avoid an additional month's tuition fee if you are planning to withdraw your child.

Drop Off and Pick Up Procedures

We have made extensive changes to our arrival and dismissal procedures to make our preschool environment as safe and healthy as possible for the children in our care and our staff. Drop off and pickup for all age groups will take place exclusively at car circle. You will no longer be able to walk up to drop off or pick up your child, or enter your child's classroom or preschool facilities unless it is an emergency.

Please assist us in keeping car circle moving. We ask that you get in line no earlier than 3 minutes before your assigned car circle begins. Your child's teacher will not be available beyond the given age group car circle times, and you will be asked to pull over or get back in car line at the beginning. Safety is our main concern and must take precedence over convenience and speed. Our car circle will move quickly, and will be most safe and efficient when all parents (and others who may bring in or pick up children) respect and adhere to these procedures.

NEW Staggered Times and Procedures

Car circle is accessed through the outer circular driveway in the pine playground area. Please follow the directional signs. Staggered drop off and pick up times are listed as follows:

- Morning car circle begins 8:45 a.m. and ends at 9:00 a.m. for Infants, Toddlers and Twos Classes
- Morning car circle begins 9:00 a.m. and ends at 9:15 a.m. for Threes and VPK Classes
- Afternoon car circle begins 12:45 p.m. and ends at 1:00 p.m. for Infants, Toddlers and Twos Classes
- Afternoon car circle begins 1:00 p.m. and ends at 1:15 p.m. for Threes and VPK Classes

If you have children in different age classes, you will be able to drop them off and pick them up at the same time in the first car circle that begins at 8:45 and 12:45. Please inform each of your children's teachers at the "Meet your Teacher" event.

All children will have a daily health screening for COVID-19 symptoms during car circle. This includes taking a non-contact temperature reading for all children before they are removed from their cars. Parents will be asked a few screening questions daily.

Early Morning Extended Care at 8:30 a.m.

If you plan to use early morning care you will need to sign up for 4 or 5 days using our prepaid semester plan or schedule care a week in advance. When you arrive in the morning to drop off your child, you must use the car circle and follow the rules below. The early morning teacher will give your child a daily health screening. Once this is completed your child(ren) will be taken to their early morning classroom.

Afternoon Extended Day after 1:15 p.m.

Pick-up from afternoon extended day is 2:30 p.m. or 3:30 p.m. for all age groups. You will go through car circle and your child will be brought to your car. If you plan to arrive earlier than 2:25 or 3:25 p.m., please call the office and we will notify the teacher and plan a pick up at car circle.

Car Circle Driving Rules

- **Place name signs in windshield (hanging from rear view mirror if possible) throughout the entire school year. This is mandatory.** Leave your car sign up until you exit the property. We would be happy to provide you with an extra sign if you need one.
- Do not get out of your car. A teacher will remove (or place) your child in your car.
- **Have children exit/enter vehicle on the driver side only. Exceptions will be made for infants and toddlers under the age of two.**
- Pull up at least three car lengths to fasten seat belts and car seats. Do not leave the property without buckling up.
- Do not allow children to hang out of windows or sun roofs, or drive with children on your lap.

- Place notes in your child’s folder instead of giving verbal instructions to staff at car circle. If you need a phone or zoom conference with your child’s teacher, please schedule one.
- If your child is upset, please do not expect staff to remove them from the car. Please pull into parking area and allow your child to calm down.
- Be prepared to show identification if we do not know you yet. Ask all possible pick-up persons to bring their ID.
- Please make sure your child is ready to exit the car in the morning, shoes on, backpack in hand.

General Safety Rules

Please inform all drivers of the need to follow these rules. We may ask to see identification if we are not sure of your identity, even if you are a parent. Teachers will stop anyone who is not known to us picking up a child in your place so that we can check ID and make sure they are authorized to pick up. Be sure to send a note or call to add anyone who you authorize to pick up your child to your emergency information and registration forms, and inform your teacher or the office in advance if someone new will be picking up. Indicate who will pick up each day on the sign in sheet. Ask for additional car signs for anyone who will be picking up regularly.

To make this run smoothly you must be on time. If there are extenuating circumstances such as a doctor’s appointment that will cause you to be late one day, please call our office at 407-629-0727 and we will make arrangements with you to drop off your child at the car circle.

Rainy Day Car Circle

Pull up under the awning so that we may access the rear door and we will place your child in the car. Pull up to buckle up. We will notify you by Remind text if car circle is delayed by lightening in the area or other severe weather.

Security

It is unfortunate but realistic that we must take extra measures of precaution to protect the safety of our children. Your complete cooperation is requested and expected in the area of security and safety. **We will not allow anyone other than a parent or parentally designated adult to remove your child from our facility.** Parents must provide us with two names and current phone numbers of designated adults who may remove your child in your absence. If you are ride sharing, we must have a written note informing us of the driver. If there is a change in your pickup procedures you must write or call us to let us know. Persons whom staff members do not recognize will be asked for identification.

Health Guidelines

Notify the WPPP office whenever your child is absent. Your signature on the Attendance Acknowledgement and Disclosure denotes your full knowledge of responsibility to comply with these regulations.

COVID-19 Guidelines

Keep your child home 48 HOURS AFTER they no longer exhibit any of the symptoms of suspected COVID-19. They may return one full day after they no longer exhibit any symptoms, but must have a doctor’s note of wellness AND the director’s permission, and must be symptom free without medication.

Any child who has had a positive COVID-19 test may return to school after three days with no symptoms (fever AND respiratory symptoms have improved including cough, shortness of breath) AND 10 days since symptoms first appeared. The child must be symptom free without medication. We also require doctor’s note of wellness AND the director’s permission before returning.

Symptoms include, but may not be limited to the following:

- Fever of 100 degrees or higher
- Chills
- Cough

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose (with an additional symptom)
- Nausea, vomiting or diarrhea

We understand that many of these symptoms can also be related to non-COVID-19 related issues but must use an abundance of caution. These symptoms typically appear 2-7 days after being infected so please take them seriously.

Suspected or confirmed case of COVID-19 in the preschool

If a case of COVID-19 is suspected we will immediately isolate the child, notify parents/legal guardians, the Dept. of Health and FLDCF. In addition, we will temporarily close the classroom and follow disinfecting procedures as outlined by the Dept. of Health and the CDC. The affected classroom will reopen at the direction of the Dept. of Health.

If there is a confirmed positive case we will coordinate with the Dept. of Health, dismiss children and staff for several days, communicate with parents, clean and disinfect thoroughly. WPPP will reopen at the direction of the Dept. of Health.

Guidelines for All Other Illnesses

Keep your child at home ONE FULL DAY AFTER they exhibit any of these symptoms that are associated with communicable diseases (but not necessarily COVID-19)

- Heavy chest congestion
- Exposed, open skin lesions
- Unusually dark urine and/or gray or white stool
- Very fussy, tired, cranky, lethargic, poor color, loss of appetite
- Unidentified skin rash
- Eye inflammation, redness and/or discharge
- Has taken antibiotics for less than 24 hours
- Earache
- Swollen glands

Communicable/Contagious Diseases

Parents can assist us in maintaining a safe and healthy environment for our children by helping to reduce the spread of illness. Please inform the office if your child has influenza, viral gastroenteritis, bronchitis, chicken pox, mumps, measles, strep throat, head lice, hand/foot/mouth disease, impetigo, conjunctivitis (pink eye). Likewise, we will inform you if your child is exposed to any of these. Remember, for chicken pox, sores must be completely scabbed over with no new blisters present. (Please refer to COVID-19 policy on other side for specific information regarding that illness.)

Allergies

Please inform us if your child is allergic to foods, insect bites or has seasonal allergies, what his/her usual reaction is and treatment plan by filling out our Medical/Allergy Disclosure Form. If your child has a nut allergy, please let us know what type (peanut, tree nut/type of tree nut.) We may need a note from your child's physician with more information.

Chronic Conditions

Please inform us of any condition that may affect, restrict or inhibit activities or behaviors of your child. Children with chronic illnesses such as diabetes or asthma, or those children with unusual medical circumstances or conditions, must have a care plan on file in the office from their physician. Additionally, training by a medical professional should be arranged for staff as necessary depending upon the situation and FL state regulations. Such training is also required for the administration of medication not typically prescribed for children. When possible, the child's physician should arrange a dose schedule that does not involve preschool hours.

Medications

If a prescription medication or a nonprescription topical ointment/lotion (including diaper rash cream, sunscreen or bug spray) is required for your child during the school day, it must be brought to the office in the original container and the DCF Authorization for Administration of Medication form must be completed and signed. All prescription and nonprescription medication that must be administered will require written authorization from your child's doctor in addition to the DCF authorization form. **No medication of any kind – with the exception of the EpiPens – will be taken into the classroom.**

What Happens if Your Child Becomes Sick at School?

In an obvious emergency situation 911 will be called, and the parent will be notified immediately. If your child becomes sick at school or develops any of symptoms listed, they will be isolated and parents will be called to pick up. Please come immediately. If you cannot make it within 30 minutes, please have an alternative person pick up.

Emergency Procedures in Case of Accident or Incident

If a child has a minor accident on site, the staff will take action to comfort the child and administer simple medical assistance. First aid kits are located in all classrooms and in the preschool office. A formal Accident or Incident Report Form will be given to parents for their signature if any accidents occur. Parents will receive a copy of the Accident or Incident Report when their child is involved in a physical altercation. If the incident involves another child who was hurt, that child's parent will receive a copy of an Accident or Incident Report. No names are included in the reports, only a description of what took place between the children. These reports require an administrator's and the parent's signature and will be put in the child's file.

If a child has an accident that calls for professional medical care, the parent or adult designated by the family will be called. If it appears necessary to take the child to a doctor, the parent will need to make arrangements to do so. (These procedures are used for more serious bruises or bumps, uncontrollable nosebleeds, cuts that appear to need stitches or possible fractures). In case of a puncture wound of any type, the protruding object will be stabilized and parents will be called to come to school. By law, we are not allowed to remove puncture objects such as splinters or wood chips.

In an obvious emergency situation 911 will be called and the parent will be notified immediately. Every staff member has received training in Pediatric First Aid and Infant/Child/Adult CPR.

We are very blessed to have had few serious injuries or accidents at our school. Four year olds and toddlers are the most vulnerable to injuries because of the stages of their development. The most common accidents are skinned knees, bumped lips and teeth, bumped heads and, unfortunately but developmentally normal, human bites. Staff members are trained to give your children the "once over" when they arrive at school. If your child has any illness or fever (within the last 48 hours), bruises, bumps or bites, let us know. Likewise, we will do our best to send immediate word by phone or note if "boobos" happen here.

One of the leading causes of accidents is inappropriate dress for play. Please see that your child wears rubber-soled shoes with socks every day. Flip flops and sandals are not acceptable shoes for school. Long dresses are lovely on little girls, but dangerous on the climbing equipment. Jewelry is another hazard we would like to avoid, and please understand that our playground stays fairly cool during winter months so jackets or sweaters are a necessity on cold days. Please label all jackets with your child's name.

Clothing

Each child needs an extra complete set of clothing including socks -- and shoes if possible -- for bathroom accidents or messy art/water play spills. (Summer clothes for early fall and spring, warm clothes for late fall and winter). All clothing must be marked with your child's name. Please provide the clothing in a labeled gallon size plastic bag. We will send dirty clothing home in the plastic bag. **IMPORTANT:** Remember to return the bag with fresh clothing the following day. All children still working on toilet training must have enough diapers or pull-ups for the day marked with their initials or name.

Lunches and Snacks

You will be notified at the beginning of the school year if your child's classroom is a peanut or tree nut free room due to an allergy in the class, and what foods are not allowed. If your child is in a nut free classroom please read labels to determine peanut/tree nut free and made in a peanut/tree nut free facility.

Lunches must be appropriately nutritious and safe. Avoid choking hazard foods such as hot dogs, sausages, grapes, etc. that are not cut correctly. No soft drinks or candy should be brought to school. Mark all lunchboxes, containers, bags, cups, dishes, bibs and eating utensils with your child's name. All cups and bottles must be marked with the child's full name to comply with state regulations.

Please send a full refillable water bottle marked with your child's full name every day.

We encourage you to bring healthy snacks for your child. You can find a list of recommended snacks in the preschool office. Snacks should be marked with name and "snack." **If your child stays for extended day until 3:30, please send a second snack.** Please mark their second snack "name, p.m. snack."

For the health and safety of our children, and to guard against allergic reactions, food that comes from home for sharing with other children on special occasions must be accompanied by an ingredient list and approved by your child's teacher and parent of a child with allergies. Parents of children with allergies often send in a special safe snack for the teacher to have on hand in case a special snack is brought in for a class party.

Chapel Wednesday

Twos, threes and VPK students participate in Chapel on Wednesdays at 9:35 a.m. in their classrooms. Chapel is a special time of developmentally appropriate worship for young children directed by Mrs. Richcreek. Children from our VPK classes are selected to participate as Chapel Helpers and help to act out the week's story. Chapel agendas are sent home each week and include an activity on the back of the sheet.

Pizza Wednesday

Pizza day is Wednesday and is available for toddlers, twos, threes and VPK. If you wish for your child to participate in Pizza Wednesday, you must sign up and pay for the semester in advance. Any child who has not signed up for the semester will not be able to get pizza.

Toys and Other Personal Belongings

We ask that you do not send toys from home unless your child's teacher has assigned a "show and tell" day. Toys from home can be a concern to the staff who feels responsible when these items are broken or disappear during

the day. Children who need special items like pacifiers, plush toys or blankets for security may bring them and teachers will try to help put these items in the child's cubby and bring them out when necessary. Please assist the teachers with this by reminding your child of the rules about toys -- especially in the morning.

Birthday Parties

Celebrate your child's birthday at school simply by sending in mini cupcakes or cookies with minimal frosting. Donuts and donut holes are also acceptable. Balloons, lit candles and lollipops are not allowed in the preschool. Be aware of whether your class has posted allergies and clear all food to be shared with your teacher one week before the birthday to allow time for food permission slips to be signed by the other students' families. Food being brought to the classroom for sharing **must** be accompanied by a complete ingredient list.

Parent Grievance Procedure

The following grievance procedure will be followed as it applies to comments from parents:

The preschool office will provide a Parent Comment Documentation form that will be completed and given to the Preschool Director.

The Director will review the completed form, determine if further communication is necessary, and take the appropriate action. The Director will respond to the grievance in writing within five working days.

If not resolved, the Parent shall provide written notice to the Session and Preschool Board for discussion with the Director at a subsequent Board meeting. The Board will approve/revise the Director's action as necessary.

The Parent Comment Documentation form will be stored in the Director's office in the event of future review or actions.

Child Behavior Management Policy

WPPC Preschool believes that all children should experience success and be treated with respect and love. We strive for a classroom and playground environment that provides children with opportunities to explore the world around them within consistent, age-appropriate limits. In this atmosphere, most behavioral issues are prevented. It is our goal that each child entrusted to our care be allowed and encouraged to understand and believe that he/she is good with the ultimate goal being that each child develops the most positive self-concept possible.

Many behaviors considered by adult standards as inappropriate are necessary phases of child development; however, if behavioral issues occur, our philosophy is to help children (1) learn good values and problem solving skills and (2) take responsibility for their choices. By using the following behavior guidance techniques, we strive to minimize inappropriate behavior while creating a positive environment for each child.

1. Classroom Management: Teachers will manage classrooms by:

- Modeling and reinforcing appropriate behavior through appropriate praise.
- Maintaining constant supervision.
- Setting reasonable expectations for each child's behavior based on his developmental levels and individual difference.
- Becoming familiar with each child's special needs.
- Providing interesting, challenging, and age appropriate activities.

2. Redirection/Distraction: We offer alternatives to children engaged in undesirable or inappropriate behavior by offering a different toy, suggesting a new activity, engaging the child in an activity with a teacher or another child, or by suggesting independent play.

3. Verbal Intervention: The teacher explains to the child the inappropriate behavior and shows them the appropriate way to handle the situation. For example, a teacher might say, "Use your words," and the teacher can model what the child might say. "Instead of hitting, say 'I'm angry because you took my doll.'"

4. Ignoring a child behaving inappropriately to get attention: The behavior can often be stopped when they do not get the attention desired. We use this technique unless a safety issue arises.

5. Logical Consequences: Here, the teacher helps the child understand the logical consequences of their actions by removing an object, activity, etc. that is causing the problem. For example, if a child uses blocks to hit other children, the consequence is to remove the child from the block area.

Guidelines for the STEP Program

The STEP Program is used for (1) any inappropriate behavior which continues after the progressive guidance steps have been used; (2) any behavior which threatens the health or safety of other children or staff; or (3) a continuous inability to conform to the rules and guidelines of the program.

WPPP will use the following sequence of procedures:

1. We will observe and record the child's inappropriate behavior.
2. We will document what we have done to try to change the behavior.
3. If inappropriate behavior continues, parents of the child will be asked to participate in an immediate parent-teacher conference. Children old enough to understand this conference will be invited to attend. A specific action plan will be developed at this conference to address the behavior. The action plan will outline all steps the staff will take to address and change the behavior, and the steps the parents will take to address and change the behavior, as well. Finally, if the behavior persists, the action plan will outline the steps the staff and the parents will take toward finding another program.
4. The Preschool Director may, but is not required to, suggest outside resources to parents and we will work with any outside resource for further guidance in responding to the child's behavior.
5. If the inappropriate behavior persists after the child is kept home on several occasions, WPPP will request that the parent be asked to find another program.

Guidelines for Immediate Dismissal of Child

Certain behaviors may cause a significant risk of harm to the health and safety of other children or staff. For example, (1) a physical assault which results in serious bodily injury, (2) an attempted physical assault which, if completed, would result in serious bodily injury, (3) setting or attempting to set fires, (4) bringing weapons to the preschool, (5) substantial damage to real or personal property, etc.

WPPP may immediately dismiss a child from the program whose behavior creates a significant risk of harm to the health and safety of staff or other children without following the guidance steps outlined above.

Our policy does not permit the use of the following forms of discipline:

- Corporal punishment
- Emotional punishment, including ridicule, embarrassment, or humiliation
- Punishment for lapses in toilet training habits
- Withholding food, light, warmth, clothing or medical care
- Physical restraint, other than the restraint necessary to protect the child or other staff or children from physical harm

Toilet Training

Being toilet trained means your child can pull their pants up and down, wipe, flush and wash hands independently. Children should also be good at knowing when they need to go to the bathroom.

If your child is consistently dry and independent in the bathroom at home, parents should inform the teachers at the beginning of a school week. At that point the child should come to school in pull-ups with Velcro sides. The teacher will remind them to go to the bathroom throughout the day, as well as to flush and wash hands. If the child expresses a wish to go to the bathroom, they will be taken immediately. Also, the child will be taken to the bathroom at scheduled times (before playground time, etc.).

A child is considered trained and ready to wear underwear to school when they consistently ask to be taken to the bathroom, and stay clean and dry throughout the entire school day. Please send in multiple sets of clothing and underwear during this transition period. Please avoid pants with zippers, buttons or snap closures. **If your child soils their underwear two times in one day or has accidents for three consecutive days, the child must begin to wear pull-ups with Velcro closures to school again until they are able to stay consistently dry and clean.**

Safety

Fire Drills

A fire drill will be held once each month. The drills will be logged on the Fire Drill Form provided by DCF in the preschool office. They are reviewed during fire inspections and by our licensing representative from DCF.

Fire Emergency Procedures

The fire drill procedures and exit routes are posted in each classroom. Teachers are familiar with both the primary evacuation route and a secondary plan in case of unforeseen situations.

Actual Fire

If a staff person discovers a fire, they will activate the fire alarm. A designated person will call 911. Staff will exit with children, following fire drill procedures.

Lockdown

Lockdown and inclement weather drills will be conducted a minimum of one time each per year. Practice drills will be logged in with the date, time and number of children and adults participating as required by DCF licensing.

The procedure will be as follows:

1. Classrooms have speaker phones connected with the preschool office or in an adjoining room. An office staff member will inform teachers of the need for lockdown by paging all classrooms and sending a text message to all teachers' cell phones.
2. Teachers will confirm the lockdown with the class next door and will account for all children.
3. Teachers will make sure they have their cell phones silenced and in their possession.
4. Teachers will then proceed to turn off all lights, lock the door from the inside, close all blinds, and take the children to designated secure area(s) in the classroom. (The teachers in each class have planned the secure areas in the classroom and the chosen areas have been approved by the Director.) Another head count is then taken.
5. Once the "ALL CLEAR" message has been received from the office, teachers will gather the children together and take a final head count before returning to their scheduled day.

Inclement Weather

The procedure for tornado or other inclement weather is the same as lockdown. The children will take shelter in their assigned secure area (classroom, closet, hallway or bathroom) with the additional step of placing mats or a tarp over the children to protect them from airborne debris.

Missing Child

It is our program's strict policy that no child is ever left alone. During transitions, a staff person will always leave a room first as a leader, and another staff person will be the last one out of the room to assure that all the children follow. The children are counted before leaving the classroom to ensure all are present, counted during movement from one area of campus to another, and counted again after arrival at their destination.

If a staff person is alone with a group of children, she will keep her group together to ensure that all the children are safe and accounted for.

If a child cannot be located after a thorough search of the grounds, the Preschool will call 911 and then call the child's parents. The search for the missing child is suggested to last no longer than five minutes before the authorities and parents are contacted.

School Closures

In the event that the school is closed due to hurricane threat or other causes (water boil order, power outage, damage to facilities, etc.) there will be no makeup or alternate days offered. Your child will return to their assigned days as soon as the school reopens. There will be no refunds or credits for missed days.

School Closures Due to Weather Event

WPPP follows Orange County Public Schools when determining school closure for extreme weather events. Tuition will not be reimbursed for closures of up to ten school days.

School or Individual Class Closures Due to COVID-19

WPPP follows CDC, Florida Department of Health and FLDCF guidelines when determining school or individual classroom closure due to a case of COVID-19. Tuition will not be reimbursed for closures of up to ten school days.

Child Abuse Reporting Laws

Child Abuse Hotline Number: **1-800-962-2873**

If staff members suspect child abuse or neglect, they inform the Director. If the Director is not available, inform the Assistant Director. Together they contact the Florida Abuse Hotline.

Any staff member who knows or has reason to suspect that a child is being abused or neglected is mandated by law to report such knowledge or suspicion to her supervisor (see paragraph above) and then to the Central Abuse Registry and Tracking System on the statewide toll-free telephone number (1-800-962-2873). This number is staffed 24 hours a day. The name of the person reporting is confidential and will not be released to any person other than persons responsible for child protective investigations, the Central Abuse Tracking System, or other appropriate state attorney without the person's written permission.

All reporters will be asked to provide the following information:

- Identifying information including the child's name, gender, race, date of birth, school address and phone number.
- The relationship between the child and the alleged perpetrator.
- Names of persons who can provide assistance to the child or additional information.
- The type and extent of harm.
- Any known history of abuse.
- The risk of continued harm to the child and whether the alleged perpetrator continues to have access to the child.

Admissions: Policy of Non-Discrimination

Winter Park Presbyterian 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, admissions policies, scholarship programs, and other school-administered programs.



We are a mission of the
Winter Park Presbyterian Church
&
The Presbyterian Church (USA)

Winter Park Presbyterian Church
Preschool Programs

Tricia Wilson
Director

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