



*Winter Park Presbyterian*  
**PRESCHOOL**

# 2024-2025

# Parent Handbook

## **Winter Park Presbyterian Preschool**

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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.

## 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 love and compassion.

## Our Program Goals

The Winter Park Presbyterian Preschool provides comprehensive, quality child care for Infants through VPK age children. 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.

## Communication

Winter Park Presbyterian Preschool faculty members make themselves available for discussion of your child's needs via email and will hold formal parent-teacher conferences with you if needed. Check with your teacher if you need to have a conversation and she will let you know when she is available.

Each class will also have a secure site or app (ex: Classtag, Dojo, etc.) for teacher notes, 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 school year. Be sure to accept this invitation and let your teacher know if you do not receive the invitation.

Preschool administrators utilize the Remind app to send important messages and reminders via text.

We also send general school information emails, and send home printed flyers 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 once a month in Fellowship Hall. All are welcome. Please join the PAC by filling out the membership form provided at Meet Your Teacher events.

## Church Preschool Board

Winter Park Presbyterian Preschool is a ministry of Winter Park Presbyterian Church. The Preschool Board is chaired by the Senior Pastor of Winter Park Presbyterian Church, and attended by the 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.

You will be charged \$1.00 for every minute you are late picking up your child.

## 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 Toddler/One Year Old Class

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

### Sample Two- or Three-Year-Old Class

9:00 a.m.	Arrival
9:15 a.m. -9:30 a.m.	Hand Washing/Circle Time/Snack Set Up
9:30 a.m. -9:45 a.m.	Snack
9:45 a.m. -10:45 a.m.	Learning Centers, Free Play, Art, Outdoor Nature Activities
10:45 a.m. -11:00 a.m.	Clean Up/Story
11:00 a.m. -11:30 a.m.	Playground
11:30 a.m. -11:40 a.m.	Hand Washing

11:40 a.m. -12:00 p.m.	Music & Movement
12:00 p.m. -12:15 p.m.	Lunch Set Up/Hand Washing /Story
12:15 p.m. -12:45 p.m.	Lunch/Clean Up/Pack Up
1:00 p.m.	Dismissal

**Enrichments:**

Wednesday	9:35 a.m.	Chapel
Wednesday	10:30 a.m. -11:00 a.m.	Art Class

**Sample VPK Class**

9:00 a.m.	Arrival
9:15 a.m. -9:30 a.m.	Students unpack backpacks, lunch boxes and water bottles, turn in folders and wash hands, then work on morning activity while friends arrive.
9:40 a.m. -10:00 a.m.	Circle time. Morning prayer, song, calendar, story, activity
10:00 a.m. -10:10 a.m.	Snack. Those who are finished can go to carpet and look at books or work puzzles.
10:10 a.m. -10:40 a.m.	Open centers and teacher led activities (dramatic play, blocks, science, art, library, listening center, computer, manipulatives, outdoor nature experiences)
10:40 a.m. -10:45 a.m.	Cleanup
10:45 a.m.	Take class to adult bathrooms
11:00 a.m. -11:30 a.m.	Playground/gross motor activities
11:30 a.m. -11:35 a.m.	Hand washing
11:35 a.m. -12:00 p.m.	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 p.m. -12:30 p.m.	Prayer, lunch and conversation. Clean up/pack up when finished. Quiet free choice activities if finished early.
12:30 p.m. -1:00 p.m.	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 p.m.	Dismissal

**Enrichments:**

Wednesday	9:35 a.m.	Chapel
Thursday	11:15 a.m. -12:00 p.m.	Art Class

**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, Learning without tears and Heggerty Phonemic Awareness Curriculums meet the Florida Voluntary Prekindergarten Standards [Benchmarks] developed by the Florida Department of Education.

**Early Drop Off and Afternoon Extended Day**

Early drop off at 8:30 a.m. and afternoon extended day until 3:30 p.m. are available only for consistent use on specific days of the week and will be billed at the beginning of each month with your regular tuition.

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.

## 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. There is a \$1.00 per minute charge for late pick up beginning at 1:15 p.m. Please be on time.

The gate will be opened at 2:30 p.m. for pick up from enrichment classes. There is no car line at 2:30 p.m., and there is a \$1.00 per minute charge for late pick up after 2:30 p.m. Please be on time.

Pick up from extended day is at 3:30 p.m. All students in extended day will be picked up from their extended day classroom. There is no car line at 3:30 p.m. If you arrive early, please call us when you are at the locked gate so that we can let you in. There is a \$1.00 per minute charge for late pick up after 3:30 p.m. Please be on time.

## After School Enrichment Classes

Fall and Spring Enrichments are 12-week programs that take place after school. We offer a variety of classes that change each semester such as soccer, science & discovery, mixed sports, music & movement, art, cooking, gymnastics, ballet, Spanish and nature classes. Classes last 30 minutes and extended day until 2:30 p.m. 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

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
Ones - All classes	12 months by Sept. 1
Infants – All classes	4 months old 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

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 "Month of tuition and child's name" will be helpful in keeping careful records.

Tuition is 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 (there is a fee charged to you for using a credit card that can range from 2.75% to over 3% depending on the type of credit card being used) 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 director to avoid an additional month's tuition fee if you are planning to withdraw your child.

### **Arrival and Dismissal Procedures**

#### **Drop Off and Pick Up for Infants, One- and Two-Year-Old Classes Only**

Park and walk in using the walkway under the awning. Hold your child's hand at all times. You will drop off and pick up your child outside the classroom. Do not enter the classroom or linger in the preschool hallways. If you would like to visit with another family, please do so in the parking lot.

#### **Car Circle Drop Off for Three-Year-Old and VPK Classes Only**

- Car circle is accessed through the front of the church office under the portico. Please pull all the way forward.
- **Place name signs in windshield** (hanging from rear view mirror if possible). **This is mandatory.** We cannot read signs that are laid on dashboards. Leave your car sign up until you exit the property. We would be happy to provide you with extra signs if you need them for additional drivers.
- **Do not get out of your car.** A teacher will remove your child from your car.
- **Have your child exit the vehicle on the passenger side only.** This keeps us from walking between cars with your child.
- Do not allow children to hang out of the sun roof or windows or drive with children on your lap.
- Please send notes with your child instead of giving verbal instructions to staff at car circle.
- 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.



### **Pick Up for Three-Year-Olds and VPK Classes Only**

Park and walk in using the walkway under the awning. You will pick up your child outside the classroom. Do not enter the classroom or linger in the preschool hallways. Hold your child's hand at all times. If you would like to visit with another family, please do so in the parking lot.

### **Drop Off and Pick Up for Sibling Groups**

Park and walk car circle age children to the church office where carline is taking place. Then proceed to your younger child's classroom for drop off.

### **No Car Line During Inclement Weather!**

There will be no car line service if there is heavy rain, lightning in the area or other severe weather. We will notify you by text message if car line is cancelled. Since weather conditions can change quickly, please note if there are no staff members visibly monitoring car line you will need to park and walk in. All children will be dropped off or picked up at their classroom if we are experiencing inclement weather conditions. Please be patient as it will take time to safely transition all the children in our care.

### **Walkers and Bike Riders**

Walk your three- year olds and VPK student to the church office where their class will be during drop off. Parents of one-, and two-year-olds who walk or bike to school will need to be taken to their classrooms. Please do not attempt to pass your child to a teacher that is monitoring car line.

### **General Information**

We will make sure that any person not known to us is authorized to pick up and will require them to show identification. We will need to see identification if we are not sure of your identity, even if you are a parent.

If there are circumstances such as a doctor's appointment that will cause you to arrive late or need to pick up your child early, you will need to walk in and go to the office to drop off/ pick up your child to avoid disturbing the class. Please call the office when you are at the locked gate so that we can let you in.

The school day ends at 1:00 p.m. There is a \$1.00 per minute charge for late pick up beginning at 1:15 p.m. Please be on time.

When picking your child up after enrichments or extended day, please park your car in a parking place and walk in to the classroom. Do not leave your car sitting in the driveway for any reason.

### **Early Drop Off at 8:30 a.m.**

Early drop off at 8:30 a.m. is available for consistent use on set days of the week only. You must sign up for this service. One- and two-year-olds will be dropped off at the toddler playground gate. Threes and VPK students will be dropped off at the pine playground gate. If the playground is wet or it is raining you will be directed to drop off in a designated classroom.

### **After School Enrichment Pick Up at 2:30 p.m.**

The gate will be opened at 2:30 p.m. for pick up from enrichment classes. Students will be taken to the extended day classrooms for dismissal when their class has ended. Pick up your child at the extended day classroom. There is a \$1.00 per minute charge for late pick up after 2:30 p.m. Please be on time.

### **Extended Day Pick Up at 3:30 p.m.**

Pick up from extended day is at 3:30 p.m. All students in extended day will be picked up from their extended day classroom. If you arrive early, please call us when you are at the locked gate so that we can let you in. There is a \$1.00 per minute charge for late pick up after 3:30 p.m. Please be on time.

## Health Guidelines

It is a FLDCF requirement that we must be notified by 10:00 a.m. whenever your child is absent.

Out of an abundance of caution we require that you keep your child at home ONE FULL DAY AFTER they no longer exhibit any of the symptoms listed below that are associated with many communicable diseases and COVID-19:

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

- Fever of 100 degrees or higher or chills
- Cough or heavy chest congestion
- Shortness of breath or difficulty breathing
- Fatigue, very fussy, lethargic, poor color, loss of appetite
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore or scratchy throat
- Congestion or runny nose (with an additional symptom)
- Nausea, vomiting, diarrhea, or stomach pain
- Exposed, open skin lesions
- Unidentified skin rash
- Eye inflammation, redness and/or discharge
- Has taken antibiotics for less than 24 hours
- Earache
- Swollen glands

## COVID-19 Guidelines and Precautions

Any child who has had a COVID diagnosis may return to school after 5 days since symptoms first appeared and 24 hours with no symptoms (fever, fatigue or respiratory symptoms including cough). The child must be symptom free without medication before returning to school. In some cases, we may require doctor's note of wellness, a negative COVID test and/or the director's permission before returning. We acknowledge that these guidelines may be more cautious than what is allowed in other schools.

### Suspected or confirmed case of COVID in your child's class

If a child becomes sick at school or develops any of the COVID symptoms listed, they will be isolated and parents will be called to pick up. If a student in your child's classroom has tested positive for COVID you will be notified via text message.

## 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, gastroenteritis, bronchitis, chicken pox, mumps, measles, strep throat, head lice, hand/foot/mouth disease, impetigo or conjunctivitis (pink eye). Likewise, we will inform you if your child is exposed to any of these. Sores from rashes must be completely scabbed over with no oozing or new blisters present for your child to attend school. (Please refer to COVID-19 policy on previous page 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 emergency form. If your child has a nut allergy, please let us know what type (peanut, tree nut/type of tree nut.) We may require a care plan or note from your child's physician with more information depending on the nature and severity of the allergy.

## 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 depending upon the situation and FL state regulations. A parent may be required to come to the school to administer medication during the day. 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 FLDCF Authorization for Administration of Medication form must be completed and signed. All prescription and nonprescription medication that must be administered during the school day will require written authorization from your child's doctor in addition to the DCF authorization form, and a parent may be required to come to the school to administer. Preschool staff is not authorized to determine when an "as needed" medication is to be given. **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 an alternative person on your emergency pick up list must come.

## Director has final authority on when a child can attend or return to school

We reserve the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the course of the day. For the health and wellbeing of the children in our care and our staff we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home. We do take into consideration your physician's recommendations nevertheless it is up to our discretion when your child may return to school. Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs. The younger the child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.

## 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 parents will be notified immediately. Every staff member has received training in Pediatric First Aid and Infant/Child/Adult CPR.

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 24 hours), bruises, bumps, or bites, let us know. Likewise, we will send immediate word by phone or note if your child is ill or "booboos" occur here.

## **Naps-Quiet Time**

Infants, one, and two year olds must take a nap or have quiet time each day to be in accordance with the FLDCP 65C-22.001, 3.6.2.

## **Clothing**

Children must wear closed-toed, 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.

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.

DCF prohibits serving the following foods to children under 4 years of age: choking hazard foods such as whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes/sticks or any food that is of similar shape and size of the trachea/windpipe. Food for infants must be cut into pieces 1/4 inch or smaller, and food for toddlers must be cut into pieces 1/2 inch or smaller to prevent choking.

Lunches must be appropriately nutritious and safe. No soft drinks or candy should be brought to school. Label all lunchboxes, containers, bags, cups, dishes, bibs and eating utensils with your child's full name. All cups, bottles and

pacifiers must be labeled with the child's full name to comply with state regulations. Please no glass bottles or food storage containers as this can pose a safety hazard for the children if they fall and break.

**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. Please review our list of recommended snacks. Snacks should be marked with name and "snack." **If your child stays for extended day until 3:30 p.m., please send a second snack.** Please mark their second snack "name, p.m. snack."

To guard against allergic reactions, for sharing with other children on special occasions the food must be store bought. (No homemade food please)

## **Chapel Wednesday**

Twos, threes and VPK students participate in Chapel on Wednesdays starting at 9:35 a.m. and ending by 10:00. Chapel is a special time of developmentally appropriate worship for young children directed by our Children's Ministry Coordinator and/or Pastor. Children from our VPK classes are selected to participate as Chapel Helpers and help to act out the week's story. On the Third Wednesday of each month (excluding December when we have our Christmas Program) we invite parents to attend our Family Chapel.

## **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 in advance. Sign up takes place in August for the Fall semester and in January for the Spring semester. Your child will receive two slices of cheese pizza each week. You will still need to provide snack(s), water bottle and anything else you want offered at lunch time. Children who have not been signed up will not be able to have 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 (labeled with first and last name) 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 cupcakes and cookies with minimal frosting, donuts or donut holes. (All items must be store bought to help guard against allergic reactions.) 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. 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:

1. The parent must write a letter or email the Preschool Director.

2. The Director will review the letter or email, determine if further communication is necessary, and take the appropriate action. The Director will respond to the grievance in writing within five working days.
3. 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.
4. 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**

Winter Park Presbyterian 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 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 unique 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 an 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. Parents/legal guardians will be notified as soon as everyone is safe and a staff member is available to do so.

### **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, they will keep their 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.

## **Immunization Records Requirements**

The preschool is responsible for having on file for each child a current, complete and properly executed Florida Certification of Immunization form (form DH 680), or the Religious Exemption from Immunization form (form DH 681), provided by a parent or legal guardian.

If parents or legal guardians fail to provide the documentation required above within 30 days of enrollment, or the documents have expired, the preschool cannot allow the child to remain in the program. An up-to-date immunization form must be on file for as long as the child is enrolled at the preschool.

Immunizations received out-of-state are acceptable, however, immunizations must be documented on the Florida Certification of Immunization form (DH 680) and must be signed by a physician practicing in the State of Florida.

Parents/legal guardians are advised that some children in our care may not have current immunizations.

If you need assistance concerning these requirements please contact the Department of Health or your child's physician.

## **Health Records Requirements**

The preschool is responsible for having on file for each child a current, complete, and properly executed School Entry Health Exam form DH 3040 provided by a parent or legal guardian.

The School Entry Health Exam form or the signed statement is valid for two years from the date the physical was performed. An up-to-date health form must be on file for as long as the child is enrolled at the facility. If the custodial parents or legal guardians fail to provide the documentation required above within 30 days of enrollment, the preschool cannot allow the child to remain in the program.

If you need assistance concerning these requirements please contact the Department of Health or your child's physician.

Any child who has or is at an increased risk for a chronic physical, developmental, behavioral, or emotional condition and requires additional services must have a current Emergency Care Plan, prepared by the parent/guardian or physician, included in the child's file and readily accessible for those caring for the child. Preschool staff caring for a child with an Emergency Care Plan must be trained to recognize and respond appropriately to a medical emergency.

## **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 Head Teacher or 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 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.

I have read and understand the policies outlined in the Winter Park Presbyterian Preschool Parent Handbook.

Parent Name: \_\_\_\_\_

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

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

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



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