

Zion New Life Preschool PARENT HANDBOOK



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**Written and Approved
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Zion New Life Lutheran Church and Preschool
Parent Handbook

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“Jesus said ...go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you...”

Matt. 28:19

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Introduction

Mission Statement

Zion New Life Preschool recognizes the vital task of sharing the Gospel message with all children, their families, the community, and, indeed, the world. This is the ultimate purpose of Zion New Life Lutheran Church. We encourage our staff to become members of Zion New Life's spiritual family and share our ministry. Therefore, we embrace the congregational mission statement to

S.H.I.N.E.

Share His Incredible News Everywhere!

Vision Statement

We believe the Bible is the completely accurate and the true Word of God. We believe we have salvation through faith alone, by the grace of God. We believe in Jesus Christ as our Lord and Savior. These core beliefs impact and influence every aspect of our school. Zion New Life Preschool provides an academically challenging, Christ-centered education in a caring environment that will prepare children for today, for tomorrow and forever.

Philosophy Statement

We believe God's vision for Zion New Life Preschool is to provide children with developmentally appropriate experiences and opportunities to develop socially, emotionally, intellectually, and physically. Our staff is dedicated to providing a loving environment where he/she will feel secure and be nurtured, where our children can explore, manipulate and use their natural environment to learn to problem-solve and learn about the world around them. We want our children to thrive and grow spiritually, cognitively, emotionally, socially and physically so that they may realize that learning is fun while reaching their God-given potential.

Program Goals

- Provide a program that is developmentally appropriate, where children are encouraged to learn according to their individual needs and interests.
- Provide many experiences, materials, opportunities, and time for children to develop socially, emotionally, intellectually, and physically.
- Provide a safe and nurturing environment where children explore, experiment, manipulate, and use their natural curiosity to solve problems and learn about the world around them.
- Provide experiences and activities that foster a child's self-esteem, self-trust, and positive feelings toward learning.

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- Provide a learning experience that meets the needs of both the children and their families.
- Provide opportunities for children to develop independence, and a desire to be self-motivated, responsible learners.
- Share the Gospel message with all children.

Licensing

ZNL Preschool is a public program voluntarily licensed to serve 157 children by the Florida Department of Children and Families. A copy of the licensing rules is available for review in the office.

Enrollment

Non-Discrimination Policy

ZNL Preschool admits children and families of any race, color, nationality, or ethnic origin to all the rights, privileges, programs and activities of this ministry center. We do not discriminate on the basis of race, color, nationality, or ethnic origin in administration of the educational or admission policies.

Tuition

Payment Schedule

For your convenience, your child's tuition is divided into 10 payments. Payments are due the first day of each month for the current months tuition.

Late Payments

Late payments will receive a \$25 fee on the 15th of each month that tuition is not received. If a payment is four weeks past due, the child will not be allowed to return until payment arrangements have been made with the Director or Assistant Director.

Discounts

Families with two or more non-VPK children enrolled full-time at ZNL Preschool are eligible for a 5% discount to be applied to the youngest child's tuition fee.

No credit for sick days will be given.

Staff will receive a 50% discount for childcare, but a full registration is required.

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Fees

Extended Day Care: Billing done weekly. To be paid weekly \$4.25 per hour charged by the quarter hour.

Tuition:

5 day Program	\$325 per month
3 day Program:	\$285 per month
2 day Program:	\$190 per month
2 day 5-hour Program:	\$290 per month
Registration:	\$150 (non-refundable)

A 5% discount on tuition will be given for full payment at time of registration.

A 5% discount will be given for second child in immediate family.

Florida State Sponsored VPK Program is available for 4 year olds only.**

(see addendum)

****Child must be 4 by September 1st**

*Prices will be pro-rated if the child enters later in the school year.

Tuition may be broken into 10 monthly payments due on the first of each month. A tuition or Extended Day Care payment is considered delinquent if not paid by the 10th of the month and a service charge may be assessed.

***A returned check will cause an additional \$25 to be paid in cash.**

A late charge of \$5.00 per minute will be assessed if a child is picked up past 6:00 pm.

**A birth certificate and proof of residence is required for VPK registration.

**The VPK program covers cost of tuition and registration for the 5 day, Four Year Old VPK Program.

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Voluntary Pre-Kindergarten Education Program

An Overview of Implementing Legislation (HB 1A)

Constitutional Agreement

Passed by Florida voters in November 2002 and requires for every four-year-old in Florida

"...a high quality pre-kindergarten learning opportunity...which shall be voluntary, high quality, free and delivered according to professionally accepted standards."

"An early childhood development and education program means an organized program designed to address and enhance each child's ability to make age appropriate progress in an appropriate range of settings."

"...shall be implemented no later than the beginning of the 2005 school year through funds generated in addition to those used for existing education, health and development programs."

Student Eligibility

"Children who have 'attained the age of 4 years on or before September 1 of the school year...' Eligible until "...the beginning of the school year for which the child is eligible for admission to kindergarten or... admitted to kindergarten, whichever occurs first."

To read the State Statutes and Administrative Rules regarding the Voluntary Prekindergarten (VPK) program, visit the following website:

<https://www.fldoe.org/EarlyLearning/pdf/vpk-statutes-rules.pdf>

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Enrollment and Program Information

Enrollment

VPK law allows parents/legal guardian to enroll their child with any private Pre-Kindergarten provider or public school who is eligible to deliver the VPK program. Each VPK provider must comply with antidiscrimination requirements and may not discriminate against parents and/or children on the grounds of race, color, national origin or disability. (refer to OEL-IM-0025-05)

Florida law specifies that a private Pre-Kindergarten provider or public school **may not** require a parent to enroll their child in or require the payment of any fee or charge for, 'supplemental services' (i.e. extended-day, extended year, wrap-around of full-day services) as a condition of admitting a child for enrollment in the VPK program (refer to OEL-PI-0007-05).

Late Fees

A provider must notify the parent/legal guardian in writing of scheduled pick-up periods for the VPK Program and the fees or charges for late pick up. This notification must be reviewed and signed by the parents. If a parent fails to pick up his/her child from the VPK program at the designated pick up time, the provider may require payment of fees or charges for late pick up. (You did this when you signed the application for enrollment.)

Delayed Enrollment

A provider may enroll a child in a VPK classroom after the class has begun, if at least 10% of the instructional hours remain (54 hours for a school-year program or 30 hours for a summer program), refer to (OEL-PI-0031-05). The parent/guardian must complete and sign the Informed Parental Consent Form (Form AWI-VPK 04). This form must be submitted by the provider to 4C in order to complete the enrollment process.

Transfer Procedure

Providers may accept children who transfer from one program to another (a child may be transferred one time during a VPK school year). However, the parent must obtain a new Certificate of Eligibility at 4C. The provider then submits the original certificate to 4C on a classroom enrollment/addition form.

All transfers must be done with a certificate of eligibility

Monthly Forms for Attendance

At the end of the month ALL parents will sign and verify the Monthly Verification Form for Attendance.

Attendance/Absence Policy

- A child may have 3 unexcused absences per month.
- If the child has more than 3 absences monthly the parent must submit a note stating why the child was absent. The reason must be approved by the Director.

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- If there are over 7 absences for a child in a month, a **3rd party note** (Doctor or unrelated professional), is needed.
- **If the child does not attend at least 1 instructional day during the calendar month, they can lose their spot in the program.**
- A child may have (5) **five vacation days a year.**

A child's absence is excused for the following reasons:

1. Illness or injury of the child or the child's family member which requires hospitalization or bed rest.
2. Physician or dentist appointment
3. Funeral service, memorial service or bereavement upon the death of child's family member
4. Compliance with a court order
5. Special Education or related service for a child's disability
6. Observance of a religious holiday or service
7. Family vacation, not to exceed five excused absences per program year
8. Extraordinary circumstances beyond the control of the child or the child's parent

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Confidentiality

Confidentiality is a top priority for ZNL. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families.

Court Ordered Documents

Divorced parents are required to provide a copy of custody papers to be kept in the child's file at the time of enrollment. Should divorce occur during enrollment, a copy of custody papers need to be filed immediately with the ZNL Director. If the former spouse is not authorized to pick up, or is otherwise restricted from having contact with the child, court ordered documentation is required to deny a parent contact with the child. This documentation must be provided to the school and director. All legal documentation relating to custody for children enrolled in the ZNL program must be on file in the child's documentation file located in the center's front office.

Mandated Reporting of Suspected Child Abuse

Rationale: Child protection policies are intended to safeguard the children and youth in our care. ZNL loves children and desires to provide a secure environment where they can grow spiritually. Therefore, ZNL is committed to encouraging and supporting parents, guardians and caregivers, and, valuing children as instructed by God.

Knowing that child abuse occurs in our society, policies and procedures have been established by ZNLLC in order to protect the children placed under our care from physical and sexual abuse and misconduct. In addition, these policies are designed to protect our staff and volunteers from false accusations. These policies are viewed as necessary and will be followed as much as feasible to ensure that our ministries to children/youth are effective.

Policy: In a Christian congregation and school, where Christ's love and forgiveness are taught and lived, it is imperative that Christ's mind and spirit be active in its staff and teachers. To recognize and help children who are abused and to prevent abuse, the staff of ZNL will:

- A. Establish written policies on the process to follow when physical, emotional or sexual abuse and/or misconduct is suspected. This process, as well as the staff and/or teachers who report abuse, shall have the approval and support of the Church Council and/or the School Board.
- B. There will be an annual training for all staff members to recognize the symptoms of child abuse and/or neglect. This training will include the procedures to follow when abuse may be suspected.

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- C. Suspected physical, emotional, or sexual abuse of a child must be reported to the **Department of Children and Family Services (DCF 1-800-96-ABUSE or 1-800-962-2873)**. The Pastor or the Preschool Director is to be notified of the situation and a Report of Suspected Incident of Child Abuse will be documented. No child, student or youth of ZNLLC or ZNL Preschool should be subject to physical, emotional or sexual abuse by any employee or volunteer. Therefore, the Pastor or Preschool Director must notify DCF, and the police department upon receiving information that an employee/volunteer/parent has abused/neglected a child/student/youth. Teachers/staff are no longer treated anonymously by DCF.
- D. Confidentiality – All reports of child abuse will be held in absolute confidence. No communication by any person is allowed concerning an alleged event except as necessary to cooperate with an official investigation. In no case will the identity of the victim or the accused be disclosed except as required by law.

Parent Code of Conduct

We expect all parents and guardians at our school, to model appropriate behavior and to be good examples to our school community.

All Zion New Life Preschool parents shall:

1. Be respectful to the staff, students, and other members of the school community at all times.
2. Hold their child responsible and accountable for following all school rules.
3. Refrain from using profanity and inappropriate language on school property.
4. Follow the school protocol for handling complaints by first seeking resolution with the staff member involved in a positive and professional manner.
5. Seek the Director for assistance if a resolution cannot be met with the staff member in a positive, professional manner, the parent will seek the Director for assistance.
6. Contact the School Board Chairperson or Pastor if a resolution with the staff member or Director cannot be made.
7. Strive to assist the staff and the school community in increasing the overall academic achievement and safety of their child at school.

Parents Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Zion New Life Preschool, as provided by law.

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Sign In & Sign Out Procedures

For the protection of your child, all children must be escorted into and out of the facility by the parent(s), a person authorized by parent(s), or preschool personnel. An authorized person must sign the child in when dropping them off in the morning and sign them out when picking them up in the afternoon. For safety's sake, children will not be released to any person other than the parent or authorized person. Please notify the preschool *in writing* if a person other than those authorized will be picking up your child. The alternate will be asked to show picture identification.

Late Pick-Up

If school day children are not picked up at the dismissal time of 12:00 pm, they will be taken to Extended Care where they will be clocked in and charged an hour rate of \$4.25 per hour. If lunch is prepared, there will be an additional fee of \$6. Zion New Life Preschool closes at 6:00PM, Monday through Friday. Parents will be charged \$5.00 for every 15 minutes a child is present after 6:00PM for the first offense, \$10 per 15 minutes for the second offense, and \$5 per minute each additional offense. Teachers will record late fees for processing. If there is a late pick-up fee, parents will receive a written notice from the Director stating the amount of the late pick-up fee. The fee will be added to your payment the following week.

Withdrawal

A one-week notice of withdrawal is required. Anytime a child is withdrawn, his place may be filled by someone on the waiting list. In order to be re-enrolled, an opening will have to be available. A new application must be submitted accompanied by the required registration fee.

The Zion New Life Preschool has the right to withdraw any child for any of the following reasons: excessive tardiness in fee payments or failure to pay fees in excess of two weeks, voluntary dismissal of a child by a parent due to prolonged absences without notification to the preschool, problems of discipline that cannot be solved after repeated attempts, when behavior of a child becomes detrimental to himself and/or others, after two warnings, two parent conferences or one week's formal notice.

School Calendar

Zion New Life Preschool follows the Orange County yearly school calendar as closely as feasible.

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Curriculum Information

Daily Schedule

The daily schedule will vary depending on the age of the student, but will include: work time, clean up, recall time, circle time, small group time, outdoor time, large group time, meals/snack, and reflective time. The developmental areas include: physical, social, emotional and intellectual. The daily schedule is posted in each classroom.

Staff to Child Ratios (DCF)

Age of Children	Minimum Ratio of Staff to Children
1 year of age	1 staff for every 6 children
2 years	1 staff for every 11 children
3 years	1 staff for every 15 children
4 years	1 staff for every 20 children
5 & up years	1 staff for every 25 children

Nap/Rest Time

Children must be provided a regularly scheduled nap or resting time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided alternative quiet activities if unable to rest.

Children are encouraged to bring a familiar item from home to use during nap/rest time, such as a small blanket or stuffed animal. These items will be stored in your child's coat hook or on his/her cot or mat; there is limited space for storage of such items. Please take this into consideration when deciding which items to bring. All items should be clearly labeled with your child's name.

Diapering & Toileting

Parents must supply diapers, wipes, and extra clothing. Please make sure your child's name is labeled on everything.

Children who are still wearing Pull-Ups are not considered to be toilet-trained. Preschool age children must be completely toilet-trained prior to entering the program.

ZNL considers children to be completely toilet-trained when they:

- Can anticipate the urge to use the toilet
- Can initiate going into the bathroom on their own
- Can get there on time
- Can pull down their pants
- Can use the toilet
- Can wipe their bottom

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- Can pull up their pants
- Can wash their hands

In accord with the Americans with Disabilities Act, Zion New Life Preschool will accommodate children with disabilities that require diapering or accommodations that can provide a healthy, secure, educational environment.

Clothing

Please send your child to Zion New Life Preschool in comfortable play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all children to be dressed appropriately for both indoor and outdoor activities.

All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Your child's teacher will request that you bring a complete change of clothing, including underwear, to be kept at school and replenished as needed. Please be sure to clearly label all items of clothing. Let the teacher know whenever your child's clothing or other items cannot be located.

Zion New Life Preschool will sell student t-shirts for \$8 each or 3 for \$15. We encourage your child to participate in our Friday school spirit days.

Items From Home

Toys, stuffed animals, or other items from home may help your child feel more comfortable at school from time to time. However, it is often difficult for young children to share their special "treasures" with classmates. We ask that all items brought to Zion New Life Preschool from home be placed in your child's coat hook shortly after arrival. Please clearly label all belongings brought from home. It is recommended that items of value, such as iPods or handheld gaming systems be left at home, due to the risk of damage or theft. Zion New Life is not responsible for lost, stolen or damaged items.

Birthday and Holiday Celebrations

Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging. Please check with your child's teacher before bringing any homemade snacks. Balloons are not allowed as they are a choking hazard. A list of healthy snack options approved by the USDA and the Florida Department of Education is available from the Director and/or Assistant Director.

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Field Trips

Zion New Life Preschool offers a variety of experiences both at and away from the center. Field trips outside the Winter Garden city limits will require a "Field Trip Permission Form." Parents will be notified at least one week in advance of all field trips requiring a "Field Trip Permission Form." If you do not wish for your child to attend a particular field trip, please find alternative childcare arrangements for that day, as we will not have staff available to stay behind with children not participating in the field trip.

As a participant in our child care program, your child may participate in short, unannounced field trips including but not limited to: walks as a class around the perimeter of the building and/or nearby neighborhoods; trips to local playgrounds; trips to local businesses. Teacher-child ratios are maintained at all times.

We encourage children wear their school shirts on all field trips.

Transportation for Field Trips

- Children are not allowed to sit in the front seat under any circumstances.
- Children under the age of six riding in a car or passenger van must be properly buckled in a federally approved car seat or booster seat. Older children and adults must be properly buckled in a seat belt.
- Doors should remain locked when the vehicle is moving.
- Smoking and the use of smokeless tobacco products is forbidden when transporting children.
- Children shall enter and leave the vehicle curbside unless the vehicle is in a protected area or driveway.
- Head counts shall be taken before leaving the center, after entering the vehicle, during a field trip, after taking children to the restroom, after returning to the vehicle, and upon returning to the center.
- When children leave the vehicle, the vehicle shall be inspected to ensure no children are left in the vehicle.

Parent/Teacher Conferences

Parent-teacher conferences will typically be held twice per year, as well as each time your child transitions classrooms. The goal of the parent-teacher conference is to gain insight into your child's development both in the center setting as well as the home setting. During conferences, your child's development and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel it necessary. These conferences will be conducted 2 times per year, or when requested by the parent, teacher or Director.

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Guidance & Discipline

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. Zion New Life Preschool staff will use only positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions:

“Am I...”

- Validating feelings?
- Asking open-ended questions?
- Encouraging problem solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child's eye level?

Below are strategies Zion New Life staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

- **Redirection** - This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- **Logical consequences** - These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.

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- Participate in the solution - If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."
- Natural consequences - Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.
- **"Take a break"** - In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and take a break. I will talk to you when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director and/or Assistant Director.
2. The Director and/or Assistant Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.
4. The Director and/or Assistant Director, Lead Teacher and Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

** If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time.

Health and Safety

Pre-Enrollment Requirements

Each fall, Zion New Life Preschool completes an audit of enrollment records. At the conclusion of this audit, families will be notified if anything needs to be updated. Some forms must be updated every year, including the Emergency Contact and Medical Consent form. (Most forms may be completed electronically;) if you wish to receive a PDF version of the enrollment forms, please provide your email address to the Director and/or Assistant Director.

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Other records must be updated throughout the year, such as physicals and immunization records. When visiting your child's physician for a yearly "well-child" appointment, please request a copy of your child's physical and most recent immunization record. You may bring these items in yourself.

In addition any time a family's information changes such as address, place of employment or health insurance provider, a new Emergency Contact and Medical Consent form must be completed.

Allergies

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

Communicable Disease

Our first priority at Zion New Life Preschool is providing a healthy, secure learning environment for all children. A child will be sent home as soon as possible if any of the following are experienced: an illness that prevents the child from participating comfortably in activities (as determined by the staff); an illness that results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or if a child is experiencing any of the following conditions:

- Fever accompanied by behavior changes or other signs/symptoms of illness.
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing.
- Diarrhea (not associated with diet changes or medications) until diarrhea stops or the continued diarrhea is deemed not be infectious by a licensed health care professional.
- Blood in stools not explainable by dietary change, medication, or hard stools.
- Vomiting (two more instances in past 24 hours) until vomiting resolves for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness.
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious.
- Unexplained rash until a physician determines that these symptoms do not indicate a communicable disease.
- Pink eye (conjunctivitis) until after treatment has been initiated.
- Head lice, immediately.

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- Scabies, until after treatment has been completed.
- Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend childcare.
- Impetigo, until 24 hours after treatment has been initiated.
- Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever.
- Chicken pox, until all sores have dried and crusted (usually 6 days).
- Pertussis, until 5 days of appropriate antibiotic treatment has been completed.
- Mumps, until 9 days after onset of symptoms.
- Hepatitis A virus, until 1 week after onset of illness.
- Measles, until 4 days after onset of rash.
- Rubella, until 6 days after onset of rash.
- Unspecified respiratory tract illness accompanied by another illness, which requires exclusion.
- Herpes simplex, with uncontrollable drooling.

A child who becomes ill while at Zion New Life Preschool must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his parent to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible (DCF requires that children be picked up within 30 minutes of parent notification).

Zion New Life Preschool reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

Please contact Zion New Life Preschool at 407.656.5751 by 9:00AM whenever your child is ill.

Biting

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at Zion New Life Preschool to prevent and stop biting. This is the typical process followed when a child bites:

- The biting child is stopped and told, “Stop biting. Biting hurts” in a firm voice. (Teachers should remain calm, being careful not to show anger or frustration towards the child.)
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.

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- Appropriate first aid will be provided to the child who was bitten. The bite area will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
 - Was the space too crowded?
 - Were there too few toys?
 - Was there too little to do or too much waiting?
 - Was the child who bit getting the attention and care he/she deserved at other times?
2. The teacher will change the environment, routines or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and Director and/or Assistant Director will meet regularly to regulate an action plan and measure outcomes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

Dispensing Medication

Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the child's full name and birth date. Zion New Life Preschool staff will not administer any medication without a signed Medication Authorization Form. Forms can be obtained from your child's teacher or from the Director and/or Assistant Director.

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Medications are stored in a secure location (refrigerated medications) or in a high cabinet (non-refrigerated medications) while in use at Zion New Life Preschool. The Medication Authorization Form must remain with the medication at all times. Unused medications must be immediately returned to the family and will not be stored at Zion New Life Preschool.

Medications are administered only by Lead Teachers, the Director, or Assistant Director. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given.

Fire Drills

Fire regulations and tornado warning procedures are posted near the exits in each classroom. Fire and/or tornado drills are conducted each month; all classrooms are required to participate.

In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the building and meet on the (sidewalk northeast of the building.) In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as safely possible following an emergency situation.

For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency situation.

Alcohol/Drugs/Smoking

Policy: The use of alcohol, illegal drugs and smoking is prohibited on Zion New Life's campus.

Emergency and Severe Weather Closing

Zion New Life Preschool will remain open during most severe weather. The Director and/or Assistant Director will monitor the weather and local news stations to determine when it is appropriate to close the school early or cancel care for the following day.

In the event that Zion New Life Preschool closes early or cancels care for the following day, parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home.

Alternate Safe Location

Should an emergency require our facility to be evacuated, our pre-determined location for evacuation is Hagan O'Reilly's directly across the street at 16112 Marsh Road, Ste. 401, Winter Garden, FL 34787, 407.905.4782.

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Incident/Accident Reports

Staff members shall document accidents and incidents that occur at Zion New Life Preschool using an Accident/Incident Report. All biting incidents will be documented. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Use great detail when explaining events, but never include other children's names. If the injury is serious, a parent needs to be contacted before pick-up. The parent or designated person to pick up the child shall sign the report the same day as the incident. A copy may be given to the parent. (All Accident/Incident Reports must be given to the Director and/or Assistant Director to be placed in the child's permanent file.)

Food & Nutrition Policy

At Zion New Life Preschool, children are provided a nutritious snacks and (when required) lunch. Zion New Life Preschool follows the nutritional guidelines established by the United States Department of Agriculture's My Plate www.choosemyplate.gov.

Children will be encouraged to sample all foods that are offered, but will never be forced to eat. Please inform your child's teacher if your child cannot eat a certain food or has different dietary needs (e.g. vegetarian, vegan, lactose intolerant) so a substitution can be made. For certain dietary restrictions, you may be asked to provide food from home for your child.

Toy Weapons/Violent Play

There is a strict policy of allowing no toy weapon play at Zion New Life Preschool. Children are not permitted to play with toy weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection will be used when a child is engaging in weapon or violent play. If a child brings a toy weapon to Zion New Life Preschool, the weapon will be placed in the front office and the parent will be asked to pick it up at the end of the school day.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

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Parent Participation

Parent participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your child's experience at Zion New Life:

- Field trip transportation and supervision
- Leading or assisting special projects (sewing, carpentry, cooking, etc.)
- Construction or collection of raw materials for art projects, dramatic play props, etc.
- Eating lunch or snack with your child – please inform the teachers at least one day in advance
- Volunteering in your child's classroom
- Joining us for special occasions (family nights, singing at church, etc.)

Hiring Staff for Private Services (Babysitting)

- **The preschool will not be responsible for any private arrangements or agreements that are made with staff for babysitting services.**
- Out of hours work arrangements must not interfere with a staff member's employment in the Preschool setting. This will result in staff dismissal.
- Staff members are reminded of their professional status and confidentiality must be maintained on and off campus.
- Confidentiality of the family, outside of the setting, must be respected
- The preschool will not be held responsible for any health and safety or other issues that may arise from private arrangements.
- The staff member must be listed on the child's pick-up list in order to sign the child out of Zion New Life.

The preschool has a duty to safeguard all children while on the premises and in the care of our staff, but this duty does not extend to private arrangements between staff and parents and caregivers outside the doors of Zion or outside the normal hours of operation.

Drop-Off/Dismissal

Our classes begin promptly at 9 am. The front doors will open at 8:45 am and will close at 9:00 am daily. If your child comes in after the door has closed, your child needs to be signed in with the front office.

Our 4-year-old VPK students will use carline for pick beginning at 12 pm. Please **DO NOT** park your car and come in to pick your child up. If you need early pick up, please pick your child up by 11:45 am in the front office.

Pre-K3 families will pick their child up in the school library and will exit out the front doors.

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We ask that ALL families respect carline rules and have patience with families properly buckling their children up. PLEASE DO NOT honk your horn for a family to move their vehicle and PLEASE DO NOT swerve out of the car line. The security and safety of our school children is of utmost importance and we need to your help in making that happen.

Zion New Life Preschool asks that if you need to speak to the teacher about behavior, daily activities, etc. please do so when carline is completed. We need to keep the carline moving and the front lobby clear for the security of our students.

Parent Connection Center

We will be providing a Parent Connection Center that will provide outside resources and services for families. This can include babysitting information to home-based businesses. If you would like to solicit materials in this center for our families, please leave it in the front office for Preschool Director approval.

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Emergency Center Contact Information

Meagan Galamback	Director	407.920.7087
Susie Glascock	Assistant Director	321.297.1751
Ruthie Rieder	School Board Chair	407.761.1375
Don Swords	Congregational President	309.678.5460

Thank You

We want to take this opportunity to let you know how much we appreciate you letting us share in the building of your child's spiritual, academic, social, and physical development. All of these children are special gifts from God. We are thankful that God has given us the heart to love and teach your child and together we get to watch them grow to be just the way that God created them to be!

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PARENT HANDBOOK RECEIPT

Child's Name: _____

Parent/Guardian: _____

PARENT HANDBOOK RECEIPT

I have received the Parent Handbook and in choosing Zion New Life Preschool for my child's care, agree to support the guidelines of this Handbook.

Signature of Parent/Guardian

Date

Director

Date

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***Zion New Life Preschool
Parent Profile Questionnaire***

Child's Name: _____

Parents Name: _____

At Zion New Preschool, we value the input from our families. In order for us to be able to work together with each family and provide a learning environment that best suits your child's and families needs, we ask that you please take a few minutes to complete the below survey. If there are any questions you do not feel comfortable answering, please put an "X" through the number next to that question. At the end of the survey, please go back through the questions and number the 3 most important questions on this survey for us to know about your family and child.

We thank you for allowing us the opportunity to work with your child and we value your time and input! We look forward to an enriching, fun-filled school year!

1. Why did you choose Zion New Life Preschool for your child this school year?

2. What are your greatest desires or expectations for your child's education?

3. In what way do you want our preschool to meet those expectations?

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4. What goals would you like your child to achieve this year?

5. Are there concerns that we should be aware of?

6. Is your child active or quiet?

7. In what ways do you discipline your child when he/she misbehaves?

8. What kinds of things do you do together as a family?

9. What kinds of things are you helping your child to learn?

10. What interests or hobbies do you have? Would you be willing to demonstrate this to the children?

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11. Would you like to get involved in the center as a volunteer? In what way?
