



2015-2016
PARENT HANDBOOK
WELCOME
TO
FIRST PRESBYTERIAN
LEARNING CENTER
License # 45308



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ABOUT THE LEARNING CENTERS

HISTORY OF FIRST PRESBYTERIAN LEARNING CENTERS

In 1985 First Presbyterian Church of Hollywood founded First Presbyterian Learning Center under the direction of the late Virginia Grey (September 5, 1946- March 17, 1999), who still today inspires all who come to the Learning Center with her loving and caring spirit. The Learning Center has been thriving since it opened its doors. In 1997 the school expanded its program and started an After School Program for students from Grade Kindergarten through Grade 5. The program provides homework assistance, tutoring, camp day activities, summer camp and field trips. Today the Learning Center has six preschool classrooms, four classrooms for after school students and a lunch room. The Learning Center, housed in the Educational Center of First Presbyterian Church offers various programs for up for 127 students. Built on principles of love, care and devotion that characterize the Learning Center, First Presbyterian Church founded the Early Learning Center in 2006. High quality child care is provided for 27 children from the ages of 1 through 3 years for full time, part time, year round, camp days and summer camp.

LICENSING, ACCREDITATIONS AND AWARDS

All programs of the Learning Center, including the After School Program as well as the Early Learning Center are fully licensed and monitored by Broward County Childcare Licensing and Enforcement Section, an agency of the Florida Human Services Department. The Learning Center received the Gold Seal Quality of Care Award and is accredited by APPLE as a Professional Preschool Learning Environment. The After School Program was awarded with the School Age Unit Certificate of Endorsement, and is accredited by the Florida Association of Child Care Management. The Learning Center is rated a 4 + Star preschool in the 5 Star Broward County Quality Rating System.

PURPOSE AND GOAL OF THE LEARNING CENTER

The purpose of the Learning Center programs are to serve the community by providing a safe, loving caring Christian environment for young children The goal is to help each child to develop a positive self-image, build confidence, interact successfully with others, foster problem-solving skills, increase sensory awareness, improve language skills, be expressive through music, art, movement, improve large and small motor skills and create a life-long interest for learning and experiencing the love of God. The staff of the Learning Centers in



collaboration with the congregation of the church strive to be the place where young families feel welcome and supported in the most important task of raising children. The purpose and goal for First Presbyterian is to be the village that it takes to raise a child.

THE BOARD OF THE LEARNING CENTER

First Presbyterian Learning Center is an extension of the ministry of First Presbyterian Church of Hollywood and is governed by the Learning Center Board. Voting Board members are the Pastor, Church Elders and Learning Center parents. The directors are reporting members. The Board meets monthly and is responsible for setting school policies, budgets, tuition fees, and overseeing school business. Parents who are interested in serving on the Board may contact the school office at 954.922.8558.

THE CURRICULUM

First Presbyterian Learning Center uses Creative Curriculum, which is a research based teaching strategy. It offers guidelines for teachers to facilitate open ended age appropriate learning activities. Continuous learning occurs in Building Blocks-, Dramatic Play-, Art-, Science-Math-, Writing- and Snack Centers. Through intentional room arrangements and placing of teaching toys the social, emotional, cognitive, and physical growth of students is enhanced. Parents may obtain a booklet about Creative Curriculum at the front desk of the Learning Center school office. Additionally, Experiencing God's Love, a unique Christian curriculum was designed by Pastor Kennedy McGowan to engage the students at First Presbyterian Learning Center in nurturing spiritual development.

THE HOURS OF OPERATION

The Learning Center opens Monday through Friday from 7:00 am to 6:00 pm or 6:30pm, according on the program selected. Saturday Care is available upon request, given there is a minimum enrollment.

YEARLY THEMES

The curriculum is focused on monthly themes. The topics are of interest to young children. The following is a list of monthly themes and general concepts. By reading just one story book per day, parents help to build life-long learning success for their children based on curiosity, confidence, cooperation, creativity, initiative, independence, risk-taking, resourcefulness, and responsibility.

August: All About Me. Experiencing God's Love through Positive Self Image: Students learn to name various emotions, practice healthy habits and value their senses.



We experience God's love and presence in our lives through the joy of communicating with others.

September: Safety, Health, Nutrition. Experiencing God's Love through Cooperation: Students learn ways to stay safe and care for themselves and others.

We experience God's love and presence in our lives through the happiness that getting along with family and friends brings.

October: Community Helpers. Experiencing God's Love through Responsibility: Students learn of ways to help each other. Pumpkin Patch Parent Volunteers are role models for students demonstrating the accomplishments of community service and team work.

We experience God's love and presence in our lives through the benefits of good stewardship.

November: The Beauty of a World Full of Colors. Experiencing God's Love through Citizenship: Students learn about being thankful and the concept of citizenship and social responsibility.

We experience God's love and presence in our lives when working together as good citizens and treating others as we want to be treated.

December: Christmas Celebrations. Experiencing God's Love through Kindness: Students learn that Christmas is the celebration of the birth of Christ.

We experience God's love and presence in our lives when welcoming others in our lives, practicing kindness and hospitality.

January: Winter Reflections, Transportation. Experiencing God's Love through Honesty: Students learn that there are many types of transportation that move people and things to faraway places, where many things are different, including the winter season.

We experience God's love and presence in our lives by feeling strong inside when being truthful.

February: Cultural Diversity, President's Day, Experiencing God's Love through Respect: Students learn about different cultures, languages and traditions and how families in other parts of the world live.

We experience God's love and presence in our lives by adoring His creations of diversity and the global wealth of cultures.



March: The Environment, Experiencing God’s Love through Self-Control: Students learn how to recycle and how to keep the environment clean. Animals and plants are an important part of this world, demanding respect and care.

We experience God’s love and presence in our lives through taking delight in making positive contributions to the lives of others and protecting the environment.

April: Insects, Animals, Easter. Experiencing God’s Love through Tolerance:

Students learn about insects and their life cycles of growth and change. Easter is a time of renewal. We experience God’s love and presence in our lives through being tolerant of new ideas and open to the possibility of miracles.

May: Special Days, Graduation. Experiencing God’s Love through Gratitude: Students will review the topics of the year, express gratitude for the work of teachers and celebrate the graduating class.

We experience God’s love and presence in our lives through recognizing each person’s unique talent, gift, wisdom and knowledge.

Summer: Summer Camps provide many off campus activities for VPK Graduates and elementary level students. The students explore local attractions, participate in swimming lessons, visit museums, shows and venues in the area. Students, 4 years old and younger will remain on campus and enjoy Splash Days, in house field trips and daily art and enrichment activities, including music, Yoga and dance.

WAUMBA CHAPEL

Pastor Kennedy McGowan invites students and faculty once per week to Waumba Chapel, held in First Presbyterian Church of Hollywood at 1530 Hollywood Blvd. Pastor Kennedy McGowan is providing spiritual education for 30 minutes through music, story and circle time. The pastor is background checked and fingerprinted by Broward County Childcare Licensing and Enforcement Section, following the same guidelines as required for all childcare staff. Parents are welcome to visit and meet with the pastor. A music CD with Waumba Chapel songs is available upon request in the school office.

ADMISSION, ENROLLMENT FORMS, TERMINATION, WITHDRAWAL

ADMISSION

Parents can enroll children at the Learning Center from the ages of 2 through 5 years old, regardless of sex, religion, national origin, color, race or ancestry. The students are placed

in classrooms according to their age and developmental level. Proof of age, such as a copy of the child's birth certificate, may be required.

CONTACT FORM REQUIREMENTS

It is the Learning Center's policy that the CONTACT FORM remains current. Any changes of contacts' names or phone numbers must be reported in writing to the Learning Center immediately. A student may not participate in the program until the Contact Form is updated.

Required are:

- Listing 3 phone numbers of authorized contact persons who will pick up the student in case parent/guardians are unavailable. The phone numbers of the contact persons cannot be identical. Parents/Guardians may not list themselves as one of the 3 required contact persons.
- Listing of a PASSWORD for use by contact persons who pick up the student.
- Keeping a copy of a photo ID of parents/guardians and contact persons in the student's file.

ENROLLMENT FORMS

An Enrollment Packet must be completed prior to student's participation in the program consisting of the below listed forms according to Broward County Childcare Regulations.

The Enrollment Forms are 1) Contact Form, 2) Emergency/Medical Form, 3) "Know Your Child's Day Care" Leaflet, 4) Alternate Nutrition Plan, 5) SWIM Central Form, 6) Form 3040-Physician's Statement of Good Health, 7) Form 680-Record of Immunization, and 8) Influenza Virus Pamphlet.

THIRD PARTY INVOLVEMENT

The parent signing the contract is the parent party with whom the Learning Center staff is liaising with regarding payments, care and needs of the student or making contract changes, such as adding a contact person. The signing parent party receives all financial statements and is responsible for the full amount billed. Bills issued will state the entire amount due, to be collected from the signing parent party.

TERMINATION OF CONTRACT

It is the Learning Center's policy to reserve the right to terminate a contract for the following reasons:

- Non-compliance with the policies of the Learning Center's programs as outlined in this handbook

- Non-payment of tuition
- Non-observation of traffic rules, speeding and endangering others in the parking lot
- Use of physical force and verbal abuse by a parent/guardian directed at students or other parents/guardians or First Presbyterian Learning Center staff.

WITHDRAWAL FROM THE LEARNING CENTER

Parents/guardians must give a written notice one month in advance in case of withdrawal from the Learning Center. If a previously withdrawn student returns to the Learning Center, payment of the registration fee is due before the student can be re-admitted.

If less than one month notice of cancellation is given, parents/guardians are financially responsible for the full monthly tuition amount as if the student was attending the program.

WITHDRAWAL FROM A PREVIOUSLY SELECTED PROGRAM

Parents/guardians must give a written notice one month in advance in case of withdrawal from the previously selected program to enroll the student in a program of lesser hours.

DISCOUNTS, FEES, PAYMENTS AND PROGRAM TUITION PLANS

DISCOUNTS

Parents/Guardians who select to pay the yearly tuition amount in full at the time of enrollment receive a 5% discount. Families with more than one child in the program receive a discount in the amount of \$15 for part-time enrollment and a discount in the amount of \$30 for full-time enrollment. Discounts do not apply for the already discounted VPK and Camp programs.

FEES FOR EXTRA HOURS

If space is available First Presbyterian Learning Center staff may agree to provide extra hours of care beyond the arranged schedule. Extra care can only be scheduled in one hour segments for occasional events. The cost is \$15.00 per hour and paid on the day the additional hours of service are requested. This rate does not apply for unscheduled late pick-ups.

FEES FOR LATE PICK UPS

Pick up times are scheduled according to the program selected and specified in the enrollment contract. In case a pick up occurs later than defined in the parent contract, a late pick up fee of \$10.00 is due for each 10 minutes or portion thereof. Calling the school ahead of time does not exempt one from paying the late pick up fee. Fees unpaid on the day they occur will be added to the monthly billing statement.



REGISTRATION FEE

An annual non-refundable, non-pro-ratable registration fee is due upon enrolling the student for the duration of one school year ranging from August through May of the following year.

PAYMENTS

The full monthly tuition amount is due on the **first** of each month. Payments not received on the third business day are considered late and a **late payment fee** of \$35.00 will be added to the account. Checks returned unpaid will incur a returned check fee in the amount of \$35.00. Checks must be dated accurately in accordance with the calendar date.

Please make checks payable to **First Presbyterian Church**.

If mailing checks, please address to

First Presbyterian Learning Center,
1600 Hollywood Blvd. Hollywood, Fl. 33020

PROGRAM TUITION PLANS FOR THE 2015 – 16 SCHOOL YEAR

- **Full time tuition** is a pro-rated fee for a **ten-month period**, consisting of 10 equal payments starting August 1st and ending May 31st, and does not include Camps nor Camp Days. Camps and Camp Days occur when the academic program is not in session according to the Broward County School calendar.
- **Part time tuition:** is a pro-rated fee for a **ten-month period** consisting of 10 equal payments starting August 1st and ending May 31st and does not include Camps nor Camp Days. Camps and Camp Days occur when the academic program is not in session according to the Broward County School Calendar.
- **Year round tuition** is a pro-rated fee for a **12-month period**, consisting of 12 payments starting from the date of enrollment and ending 12 months thereafter. Payments are due on the first business day of each month. All Camps and Camp Days are included in the payment. Camps and Camp Days occur when the academic program is not in session according to the Broward County School Calendar. Tuition rates may increase within the 12 month period. The rates are fixed for the 2015-16 school year. Registration is required in form of a security deposit. It will be applied as a discount to the 12th tuition payment or booked as a registration fee in event that the contract is cancelled prematurely.

- **Prorated Programs** Students who are signed up during the school year and did not attend in August will be prorated for a partial payment for June, the last month of the school year, at the time of enrollment. In case the student will not be attending in June, the prorated fee will be applied to the last payment, if the Learning Center receives a written cancellation four weeks in advance.
- **Camp Day Tuition** is a one-time full day fee per student per day. Camp Days are scheduled during times when the academic program is not in session according to the school calendar set by the Broward County School Board. The Camp Day tuition includes all activity fees, morning and afternoon snacks and is due when signing up the student. An additional field trip fee may apply during Summer Camp for students, VPK graduates and older, who are signed up to participate in off campus activities.
- **Camp Week Tuition** is a weekly fee for each week the academic program is not in session according to the school calendar set by the Broward County School Board. The Camp Week tuition includes all activity fees, morning and afternoon snacks and is due when signing up the student. An additional field trip fee may apply during Summer Camp weeks for students, VPK graduates and older, who are signed up to participate in off campus activities.

ARRIVAL, ATTENDANCE AND DEPARTURE

ARRIVAL

- Full time students may arrive from on 7:00am. Part time students may arrive no earlier than 8:15am. Upon arrival, students must be signed in daily with the accurate arrival time.
- Upon arrival, students and parents must wash hands or apply hand sanitizer. Dispensers are conveniently placed throughout the school.

ATTENDANCE

The Learning Center requires all parents/guardians to inform the center via phone or e-mail or in writing when a student is absent due to sickness, unexpected circumstances or vacation. This notice should specify the reason for the absence and the expected day of return. Tuition is due in full on the first of the month, regardless whether the student is in attendance.

DEPARTURE

- All students must be picked up promptly at the time specified by the program selected.
- Upon departure students must be signed out daily with the accurate departure time.
- A late fee is due in case a student is picked up later than the time specified by the program selected.

EMERGENCY RELEASE POLICY

- If in the event of an emergency the parents/guardians cannot be reached, the Learning Center will call one of the designated contact persons listed on the Contact Form.
- The Learning Center advises all parents/guardians to inform the designated contact persons about the release procedures as soon as the student is enrolled.

NON-EMERGENCY RELEASE POLICY

In the event parents/guardians are unable to pick up the student, the Learning Center's release policy will be followed:

- First parents/guardians must inform the school office staff by phone or in person about the day and time when the change in routine occurs.
- Then the parents/guardians must provide the name of the designated contact person who is scheduled to pick up the student.
- Upon arrival the designated contact person is asked for the PASSWORD and a photocopy of the photo ID of the contact person is made and kept on file.
- In case the Learning Center staff has not been notified prior to the change in routine, parents/guardians are contacted to verify the change before the student can be released.
- Next the student will be released to the contact person.

NON-RELEASE OF A CHILD TO AN INTOXICATED OR IMPAIRED INDIVIDUAL POLICY

Students in the care of the Learning Center staff will not be released to an individual who is, or appears to be intoxicated or impaired. A staff member will call a designated contact person from the Contact Form to make arrangements for a safe pick up of the student.

STUDENT RELEASE POLICIES

Under no circumstance will the Learning Center allow the release of a student to others than the parent/guardian unless one of the above listed student release policies was followed. This policy is in place to provide safety for all students and to ensure a protected environment.

HEALTH PROMOTING POLICIES

ALLERGIES

- Parents/guardians must indicate on the Contact Form if there is a concern about allergies, health or growth and development with the student. The information remains confidential and will only be shared with a staff member on a need to know basis.
- The Learning Center is a **nut and peanut free environment**. Almonds are included in the nut free policy.
- Lunches consisting of products made with nuts/peanuts (granola bars, Reese's Pieces, cookies, etc.) will be removed from the lunch room and returned to the parents/guardians. An alternative lunch will be served to the student and \$ 5.00 for the cost of lunch will be added to the student's account.
- The Learning Center is a **latex free environment**. Therefore products such as **latex gloves and latex balloons** cannot be brought into the Learning Center.

HEAD LICE

Head lice are easily transmittable. Therefore staff of Learning Center routinely conducts head checks of all students about once or twice a week. If head lice are present, the center's sick policy will apply and students with head lice will wait in the office until they are picked up. Students will be re-admitted to the program after a proof of treatment such as sales receipt or product label is presented or a clearance letter from of a professional lice clinic is submitted. In order to participate in the Learning Center's programs students must be free of lice **and** nits.

HEALTHY HABITS

- In order to maintain a healthy environment, students and staff wash hands frequently.
- Parents and students wash hands or apply hand sanitizer upon entering the building and/or class room.
- Facial tissues are conveniently placed at child's level throughout the school to encourage frequent use.

- Teachers remind each student to keep hands and toys out of his/her mouth.
- Toys, furniture, pillows and beds are regularly washed and sanitized to prevent the spread of germs.
- Students' Rollee Pollees are stored separately in alike bins with lids, labeled with each students' name to ensure sanitary conditions for students who nap.
- Bathrooms and sinks are being cleaned routinely throughout the day.
- All class rooms, bathrooms and the kitchen are being cleaned daily by a professional cleaning team after school hours.

MEDICATION

The Learning Center staff will administer medication to students if parents/guardians completed a #5 Medication Form prior **and** the following conditions are given: **Prescription medication** must be provided in the original, sealed child-resistant container, labeled by a pharmacist with student's name, name of the medication, date the prescription was filled, name of the physician who wrote the prescription, medication's expiration date, instructions for administering the medication and storage and disposal instructions. **Over-the-counter medication** must be provided in the original, sealed, child-resistant container, **labeled by a physician** with student's name, specific, legible instructions for administering the medication and storage. **Learning Center staff does not administer medications, including over-the-counter medications that are not prescribed by a physician.** The Learning Center staff is required to keep medications in a sturdy child-resistant, closed container that is inaccessible to students and prevents spillage. **Medications must not be placed in the student's lunch box, cubby or backpack. Parents/guardians may drop off the student's medication in the school office with a staff member.** Medication, once opened **will not be sent home to be returned the next day.** Parents/guardians are advised to obtain two prescription fillings, one for home, and one for school use. A parent/guardian may stop by the Learning Center to administer the medication to his/her own child during the school day as an alternative to the Learning Center policy.

Suntan lotions and diapering ointments will be applied if in an original and manufacturer sealed container, labeled with the student's name. A #5 medication form must be filled out by the parent/guardian and kept on file prior to the application of lotions or ointments.

MUSCULAR SKELETAL INJURIES

If a student comes to school with any muscular skeletal injury, he/she must have a signed physician's note stating any restrictions the student might have.

RE-ADMITTANCE POLICY FOR COMMUNICABLE DISEASES

A physician's note is required for a student to return to school after having fallen ill with a communicable illness. Students must be free of illness and/or fever and fever-reducing medications for 24 hours and free of vomiting/diarrhea for 24 hours while on a normal diet before returning to school.

REPORTING OF ACCIDENTS AND INCIDENTS

While every effort is made to prevent injuries, sometimes accidents occur. Minor injuries will be washed with soap and water, a band aid and ice will be applied. In case of an emergency staff will call 911 and promptly inform the parents/guardians. In all cases, a #4 Record of Unusual Incidents and Accidents Report Form will be completed by the teacher and/or director and given to parent/guardians of the involved student(s). The parents/guardians are asked to sign the report. The signature verifies that the report was received. Signing the form does not indicate agreement with the content of the report.

SICK AND INJURED STUDENTS

Sick students should not attend the program. If a student is diagnosed with a communicable disease, or sustained an injury prior to attending the program, parents/guardians are kindly asked to notify the school's office staff. A student is considered sick when one of the following conditions is present:

***Fever- 100 degrees F or above**

***Severe coughing**

***Vomiting**

***Diarrhea**

***Eye/nose/ear drainage, "Pink Eye"**

***Sore throat**

***Rash/persistent itching**

***Lethargic behavior**

***Contagious disease**

***Lice or nits**

SICK AT SCHOOL

In the case students fall ill while attending the program, they will be made comfortable in the school office until they are picked up. Every effort is made to contact the parents/guardians of a student who becomes sick. If parents/guardians do not respond to the attempts of staff to contact them, one of the contact persons indicated on the Contact Form is called and asked to pick up the student. To maintain a healthy school environment,

parent or contact persons must be prepared to pick up a sick student within 30 minutes, must keep their Contact Form up to date and have an emergency care plan in place.

RELIGIOUS EXEMPTION FORM

If parents/Guardians choose not to immunize their child, a Religious Exemption Form must be obtained from the Broward County Health Department, prior to the child participating in the program. If there is an outbreak of a communicable illness, a non-immunized student cannot attend the program until the outbreak is cleared.

HEALTHY MEALS

ALLERGY CONCERN POLICY

The Learning Center is a nut, almond and peanut free environment. Food products containing nuts or peanut butter can cause severe allergic reactions in some students and cannot be served in the Learning Center.

BREAKFAST

Time for breakfast is provided between 7:00am and 7:30am. The Learning Center provides breakfast consisting of milk, cereal and fruit for a fee of \$2.00 upon parent request. Children who routinely arrive after 7:30am should eat breakfast at home as arts, crafts and table toy activities are scheduled after 7:30am.

LUNCH

The Learning Center's Chef and her support staff prepare healthy hot lunches Mondays through Thursdays and serve catered Pizza Pies on Fridays. Parents/Guardians can place daily, weekly or monthly orders for hot lunches. Hot lunches are prepared from fresh ingredients and cooked on site in the commercial kitchen of the Learning Center. The meals are served family style in bowls and dishes with child sized serving spoons and colorful plastic plates.

LUNCH BROUGHT FROM HOME

Lunches brought from home will be kept in a designated area in the lunch room. All food must be stored properly in a container to prevent spoilage and contamination. Plastic bags, shopping bags, Ziploc bags and paper bags are unsafe and/or inappropriate and will be removed. The Learning Center strongly discourages "junk food" and "fast food" style lunches. Sodas and other canned drinks, gum and candies cannot be served in the lunch room during meal times. Parents are expected to pack all needed items such as utensils, napkins, plates and cups in the student's lunch box.

LUNCH SUPERVISION

During lunch time teachers are seated with the students and engage in meaningful conversation, making lunch time a pleasant and wholesome experience. Teachers also provide supervision, assistance with self-help skills, encouragement to taste a variety of foods and monitor the amount of food consumed to ensure proper food intake. Daily reports about a student's appetite and food consumption are available upon request.

SNACKS

Every day First Presbyterian Learning Center staff serves nutritional morning and afternoon snacks consisting of fresh, dried or canned fruits, vegetables with dips, crackers, bagels with cream cheese, cereal, muffins, whole wheat toast, fruit breads, yogurt, cottage cheese, milk or juice. Snack food is served family style. As part of the Snack Center learning activity, students learn to serve themselves. They share and enjoy a meal together. Snacks provide an important part of a child's healthy physical development with benefits lasting into adulthood. Snack menus are posted in the school's Lunch Room and the classroom. In case a student has special nutrition needs, the food items brought from home should compare to the food items served in the school. Plain milk for example is replaced with a plain milk substitute rather than a chocolate flavored milk substitute. Special food items must be packed in individual one serving containers, so they can be easily stored and served. Snack time is a time of sharing and enjoying each other's company.

LEARNING CENTER GENERAL POLICIES

ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS

The First Presbyterian Learning Center includes children with special needs and makes every effort to accommodate students with special needs who are enrolled in the program. The Learning Center follows the Americans with Disabilities Act and does not discriminate against anyone with special needs.

BIRTHDAYS

A birthday is a special day for many students. Parents may bring individually packed **store bought, sealed** snacks or a **store bought, sealed** birthday cake to the center. All food items **must be nut free** and produced in/with equipment that does not handle nuts. Because of allergy and concerns, **home baked goods** and home cooked meals **cannot be served** at classroom parties. Activities such as clowns, bounce houses, pony rides, birthday crafts or items such as catered food and gifts for any of the participating students are discouraged.

Candles, latex balloons and piñatas may present a danger to younger students and cannot be used in the Learning Center. Small toys, goody bags, birthday gifts and candies are set aside and sent home with the students at pick up time. The Learning Center staff makes every effort to ensure a safe and controlled environment so students of all ages are safe and protected from potential hazards. Parents who wish to give out party favors and birthday party invitations may deliver the items to the school office staff for distribution.

BITING POLICY

Children must learn that biting is unacceptable. When a student continuously bites it often indicates that the student is having difficulties communicating, verbalizing emotions or that there may be a need for sensory stimulation.

The biting policy of First Presbyterian Learning Center is as follows:

In case of a biting incident, first the hurt child will be comforted and the area bitten will immediately be cleaned with soap and water. Then the child with the challenging behavior is being talked to by a teacher in a quiet area away from where the incident occurred. The teacher/director will notify the parents/guardians of each student involved in the incident with a #4 Record of Unusual Incidents & Accidents Form. Parents/guardians will be asked to sign the form to verify that they were notified about the incident. The students' teacher and director will analyze the incident and may change room setup or materials to prevent future biting incidents. If biting becomes a continuous problem, the parents/guardians will be asked to schedule a conference with the teacher and director to develop an individual behavior management plan. The plan may include proven techniques such as supervision within arm length (shadowing), providing crunchy/chewy snack foods or sending the student home after a biting incident. If the individual behavior management plan does not lead to a behavior change, a time out from the program may be considered until an improvement of the behavior is observed. Child Care Licensing rules require that child care facilities report unusual incidents and accidents to the parents/guardians of the child and that parents/guardians sign the report. A parent signature does not indicate approval or disapproval. A parent signature verifies that the parent has been informed of the incident. All reports are confidential and do not reveal the names of students involved in the incident. The reports will be kept in the student's file. Parents may obtain a copy of the signed report for their child.

BOTTLES AND SIPPY CUPS

Parents who are providing bottles and sippy cups for their child must label each bottle or cup daily with the student's first and last name and state the date. Parents, who provide unlabeled bottles or cups, need to schedule extra time at the center to label the items before they can be handed to the staff member. Bottles and cups may not remain in the center and must be taken home daily to be cleaned and sanitized.

CELL PHONES

The Learning Center kindly asks that parents may not use cell phones during drop off and pick up time and while driving in the parking lot. Children need undivided attention during this transitional time. Students may not use cell phones at any time they are in the care of First Presbyterian Learning Center.

CHILD ABUSE AND NEGLECT REPORTING POLICY

All child care personnel are mandated by law to report indication of child abuse, neglect, or abandonment to the Florida Abuse Hotline. Child Abuse is defined as "harm or threatened harm to a child's health or welfare", be it mental or physical. Reporting is also required for non-emergency concerns in regards of comments made by a child, unexplained or unusual marks. State mandated reporters are not authorized to investigate, question or validate the content of reports. If an emergency situation occurs and a child appears to face immediate risk of abuse or neglect that is likely to result in death or serious harm without intervention, the Learning Center staff will first call 911 or the local law enforcement agency. Secondly, the Learning Center staff will contact the Florida Abuse Hotline at 1-800-96ABUSE (1-800-962-2873).

COMMUNICATION WITH PARENTS

Staff members communicate and interact with parents in respectful and positive ways. Confidentiality and privacy are maintained at all times. Parents address concerns and questions about the developmental growth of their child with lead teachers and administrators. Parents may request a conference anytime during the year. Meeting at a scheduled time away from the class room will enable the teacher to give undivided attention to the concern at hand without having to focus on the safety of the students in the class and ensuring that all discussed issues remain confidential.

CONFIDENTIALITY

Confidentiality of information as it pertains to students and families will be maintained on a need-to-know basis only. Information concerning students and parents will not be made

available to anyone, by any means, without the expressed written consent of the parents/guardians.

CUBBIES

Cubbies are intended to store personal belongings of a student such as a change of clothes or projects and for staff to place flyers and billing statements. Items brought from home, such as toys, jewelry, medications, lotion, plastic bags, Ziploc bags, advertisement, business cards, etc. may not be placed in a student's cubby or distributed to other student's cubbies to maintain a safe and controlled environment.

DAILY DRESS

It is recommended for students to wear play clothes so they may enjoy all of the activities without concern and can successfully practice self-help skills. Overalls and belts are difficult for students to manipulate, shirts and jackets with strings around collars and hoods are a potential choking hazard. All students must wear sneakers or other tight and proper fitting closed toe shoes. For safety reasons, open toe shoes, clogs, backless shoes, roller shoes or flip-flops are not recommended. Students wearing attire such as Halloween outfits, capes, masks and floor length gowns will be asked to change into casual play clothes. Students participating in Field Trips and off campus activities are required to wear a camp shirt, which can be purchased at the school's front office.

DEVELOPMENTAL SCREENING

Developmental screenings are completed for students sponsored by Family Central using the "Ages and Stages Questionnaire" screening tool. VPK students are screened three times during the school year using the Office of Early Learning issued standard VPK testing kit. If a developmental delay is identified, First Presbyterian Learning Center staff assist parents to contact resources such as the Florida Diagnostic & Learning Resources System (FDLRS). The FDLRS provides services to exceptional education programs and families of students with disabilities. More information can be obtained at www.fdlrs.org

DISCIPLINE POLICY

It is the Learning Center's goal to guide students to a level of responsibility that includes making conscious choices about their behavior and understanding the consequences of their choices. Appropriate, pro-social behavior is reinforced with praise. Children are encouraged to talk about their feelings and are helped to understand the difference between appropriate and inappropriate behavior. Problem solving skills and conflict resolution are



demonstrated and facilitated by staff. Children may be re-directed to a different play area or activity when a resolution is not achieved. In case a student is a threat to him/herself or others he/she may require a time away from the group. The student will be accompanied to a “safe place”, which is a comfortable area in each classroom or the office. There the student is given a chance to regain composure while a staff member remains in close proximity. Before re-entering the group or classroom, the teacher will talk with the student about acceptable choices of behavior. At no time will a student be subjected to discipline that is severe, humiliating or frightening. Discipline shall not be associated with food, rest or toileting. Spanking, any form of physical punishment and shouting are prohibited throughout the entire campus. Neither staff nor parent nor guardian may engage in any of the above listed behaviors. A parent/staff conference may be requested in case of disruptive actions of a student and a behavior management plan can be developed. The center reserves the right to request a time out for the student from the program until a positive behavior change is observed.

GRIEVANCE

If parents/guardians have concerns regarding their student, they should first discuss it with the child’s teacher. If the situation is not resolved, the director should be contacted. If the parents/guardians are not satisfied with the action taken by the director, the Chair of the Learning Center Board should be contacted at the church office at 954.923.8209.

HOLIDAYS

First Presbyterian Church of Hollywood observes the following holidays: Christmas Day, New Year’s Day, Martin Luther King Jr. Day, President’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Friday after Thanksgiving Day. The Learning Center will be closed on the above named holidays.

HOT BEVERAGES

Parents are kindly asked to enter the Learning Center without carrying hot beverages such as coffee or tea through the Learning Center to avoid accidental spillage on students.

NAP AND REST TIME

Students who are enrolled full time need a rest period. During naptime between 1:00pm and 2:30 pm, students are encouraged to relax, unwind and rest quietly while CDs with soft music are played to help students fall asleep or rest quietly. A Rollee Pollee is required for nap time as it is made to cover the beds and fit into the storage bins with lids used



throughout the Learning Center. A Rollee Pollee consists of a sheet to cover the bed, a blanket that snaps onto the sheet and a pillow. The Rollee Pollee is available in the school office for a fee of \$30. It should be brought to school on Mondays and taken home on Fridays to be laundered. It should be labeled with the child's name. Students who are scheduled to participate in nap time and who do not have a Rollee Pollee will be issued a school Rollee Pollee and a laundering fee of \$5.00 fee is added to the monthly billing statement. Children may bring a small soft toy for comfort at nap time. The nap toy remains at the school and will be send home on Fridays for laundering purposes.

NON DISCRIMINATORY POLICY

First Presbyterian Learning Center does not discriminate against parents, children nor staff. All families are welcome regardless of sex, age, religion, national origin, color, race, marital status, physical, mental disability or veteran status.

OPEN DOOR POLICY

Parents/guardians can pick up their student or visit the center at any time. The school office staff may ask for photo identification for security reasons. It is recommended for parents who wish to observe teachers and students in a classroom setting to make an appointment prior to the observation.

PARENT INVOLVEMENT

A deciding factor in school success is parental involvement. The Learning Center offers many opportunities for parents to be involved.

Conferences: The Learning Center staff schedules parent/teacher conferences twice a year. In addition, teachers are available by appointment throughout the year for conferences. A written student evaluation will be provided during the conference.

Fundraisers: Fundraisers supplement the annual school budget and the income helps maintain this high quality program at its affordable rate. The work of school volunteers is highly responsible for the success of fundraisers. The center staff actively participates in the events and invites all parents/guardians to join in and support the events and programs.

Learning Center Board: LCB selects Learning Center parent representatives to attend one monthly meeting. Board members discuss and decide on school policies and programs and govern the Learning Center.

Parent Advisory Committee: PAC parents meet once a month to discuss school topics and organize fundraising projects. PAC meetings are an informative, educational and social



event for Learning Center parents who want to meet other parents and participate in school activities, programs and fundraisers.

Special Events Planning: Parent volunteers cooperate with Learning Center staff, church and community members to host several community and fundraising events throughout the year:

August	Open House, Blessing of the Backpacks & Rollee Pollees
October	Pumpkin Patch
November	Family Sunday
December	Christmas Pageant
February	Scholastic Book Fair
March	Easter Egg Hunt
May	Teacher Appreciation Week
June	Graduation

Volunteers: Parents who wish to volunteer in the classroom in direct contact with students are required to obtain a background check with finger printing issued by the Child Care Licensing and Enforcement Section of Broward County for a fee of \$70.00 and participate in a Volunteer Orientation Meeting prior to working in the classroom.

PARKING

Parents/Guardians may park their car in any of the spaces within the parking lot, excluding the patio area. Children may never be left unattended in the car. Parents/Guardians may call the office if they need assistance of a staff member with drop of or pick up of the student. Parents remove valuables and purses from the car while dropping off or picking up students. Parents are kindly asked to use the highest level of caution upon entering and leaving the parking lot and operate their car at minimum speed.

PETS AND ANIMALS

The campus of First Presbyterian Church and Learning Center is a pet free zone. Pets or any other type of animals are not permitted on campus, including the parking lot, the patio area, the courtyards, and the playground to ensure the safety of students and staff. Students are welcome to present family pets via photograph.

RAINY DAY ARRIVAL AND DISMISSAL

The Learning Center's parking lot may flood when heavy rains set in. Parents may call the Learning Center office for assistance while dropping off or picking up a student. Staff will



accommodate requests as promptly as the line of waiting parents and the pace of young children allow. Please allow for extra time for drop off or pick up on a rainy day.

REPORTING OF INCIDENTS

Child Care Licensing rules require that child care facilities report unusual incidents and accidents to the parents/guardians of the child and that parents/guardians sign the report. A parent signature does not indicate approval or disapproval. A parent signature verifies that the parent has been informed of the incident. All reports are confidential and do not reveal the names of students involved in the incident. The reports will be kept in the student's file. Parents may obtain a copy of the signed report for their child.

SAFE ARRIVAL AND DEPARTURE

Students shall be accompanied by an adult, who stays within arm length while walking through the parking lot, the building and to the classroom. Only adults may pick up students. Student sign in and sign out is required at all times.

SECURITY LOCKS AND DOORS

Students may not operate security locks or doors throughout the school. For safety reasons, adults only may open the doors and operate the security locks. The Learning Center expects of parents that they do not share security codes with their children or third parties.

SMOKING ON CAMPUS

Smoking on campus including the parking lot is prohibited.

SPIRITUAL DEVELOPMENT

Pastor Kennedy McGowan invites to a weekly children's service, called Waumba Chapel at First Presbyterian Church. Children are introduced to Christian values, the meaning of faith, the power of prayers, loving God and following the word of Jesus via storytelling, play acting and songs. Parents are invited to attend the weekly service.

SUGGESTION BOX

A suggestion box is placed next to the parent board for suggestions and comments. Suggestions for improvements, and new programs ideas are always appreciated and highly respected by the administrative staff.

STORM POLICY

It is the Learning Center's policy to follow the decisions of the Broward County School Board on school closings due to unsafe weather conditions. Parents are encouraged to listen to local radio or TV stations for information about public school closings.

TOYS BROUGHT FROM HOME

The Learning Center staff is not responsible for lost, stolen or broken toys. Children may leave toys from home in the school office for safety reasons. Toys from home disrupt class, may be inappropriate, unsanitary and do not promote sharing and getting along.

TRANSITIONS

Transitions between classrooms are based on each student's developmental level. Transition activities will take place prior to a student moving from one room to another or from the Early Learning Center to the Learning Center. The Learning Center staff provides activities for VPK students to transition carefree to Kindergarten such as self-help activities and skill based learning activities complementing Kindergarten assignments.

USE OF TV/COMPUTER

The use of computers and TVs in the class room is limited. At times the Learning Center staff may use computers or TVs for educational purposes. The Learning Center staff will inform parents/guardians in writing about the purpose and length of screen time students may be exposed to.

VISITORS

Visitors are asked to schedule an appointment and shall be accompanied by a staff member at all times. School visitors are asked to complete a log in form, which includes name, address, purpose, and date of the visit and a copy of a photo ID.

VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM (VPK) POLICIES

ATTENDANCE

Also participation in the VPK program is voluntary, once a student is registered and receives funding for participation in the program, daily attendance is mandatory. A physician's note is required for a student, who is absent more than 3 days.

ON TIME ARRIVAL

The VPK instructors and the administrative staff kindly request that VPK students arrive on time. The VPK program starts promptly at the specified time and students who arrive late miss out on instructional time and interrupt the program for other students.

PROGRAM FEES

The VPK program is free for the time VPK hours are scheduled. For late pickups, the center's late pick up fees apply.



SIGNING IN AND SIGNING OUT

VPK students must be signed in and signed out daily with a full signature and the exact time of arrival or departure according to VPK program policies. The daily signatures of parents/guardians document a student's attendance and determine the center's eligibility for payment of VPK funding.

VPK GRADUATION

The students graduating from the VPK program and their families are invited to celebrate the successful completion of the VPK program with a free festive cap and gown graduation event at First Presbyterian Church of Hollywood.