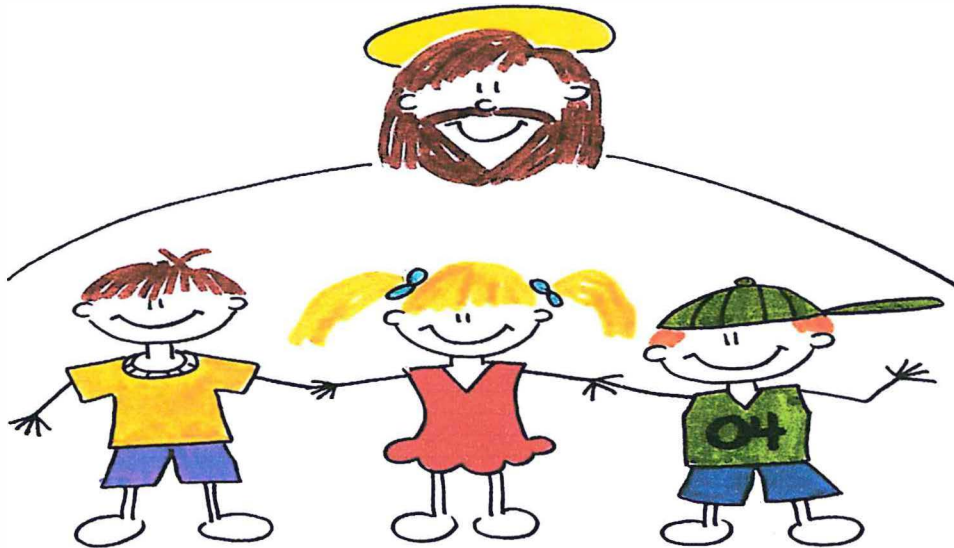


# Sarasota Preschool

*From infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. (2 Timothy 3:15)*



## Parent and Student Handbook

2019-2020

7091 Proctor Road

Sarasota, FL 34241

(941) 552-1314

[www.SarasotaPreschool.com](http://www.SarasotaPreschool.com)

**TAX ID# 59-2433486**

**Certified by the International League of Christian Schools #25664  
Sarasota Baptist Church - Senior Pastor, Dr. Michael Landry**



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## **Mission Statement of Sarasota Baptist Church**

To CONNECT people to Jesus Christ.

## **Mission Statement of Sarasota Preschool**

The mission of our school is to provide a warm, nurturing environment that encourages children to achieve their fullest potential. Our desire is that every child realizes that we love him/her and that Jesus loves him/her more. We are also committed to give every child the fundamental and educational building blocks upon which he/she can build a successful future.

## **Statement of Faith**

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.
- We believe there is one God, eternally existent in three persons; the Father, the Son, and the Holy Spirit.
- We believe in the deity of Christ; His virgin birth; His sinless life; His miracles; His vicarious and atoning death; His bodily resurrection; His ascension to the right hand of the Father; His personal return in power and glory.
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone are we saved.
- We believe in the resurrection of both the saved and the lost.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

## **Statement of Philosophy**

Sarasota Preschool is a Christian environment for children 2 years through kindergarten. Sarasota Preschool is dedicated to the mental, physical, social, and spiritual development of all children entrusted to our daily care. We recognize that each child is a unique gift from God, and we pledge to always show God's love by our kind words and example. Therefore, each teacher and staff member has been carefully chosen to reflect the ideas and goals of Sarasota Baptist Church. We welcome students of every race, color, or religious background. We teach Biblical Christianity and strive to provide an accurate portrayal of God's loving nature.

**Sarasota Preschool adheres to Sarasota Baptist Church's core values. These core values are honesty, integrity, teamwork, leadership, caring, and respect for others.**

## **Accreditations, Certifications, Memberships, and Licensure**

Sarasota Preschool is a member of the International League of Christian Schools. In compliance with ILOCS our program administrators will conduct a quarterly self-inspection of the premises.

## **Termination of School Policy**

The church and administrator or pastor must notify parents, in writing, at least 24 hours in advance of the change in administrator or within 24 hours after any unexpected change.

## **Enrollment: Student to Teacher Ratios**

We follow the guidelines set forth by the International League of Christian Schools.

## **School Hours**

8:30am to 12:30pm (Doors open at 8:15am; drop-off begins at 8:25am).

## **School Calendar**

Our school calendar is handed out during the "Meet the Teacher" meetings. Please keep this accessible during the school year.

## **Severe Weather Policy**

Experiencing a hurricane or extremely severe weather is always a possibility in Florida. Sarasota Preschool's closing policy in the event of such weather conditions is as follows:

1. All closures and re-openings will follow Sarasota and/or Manatee County School Board decisions.
2. Emergency closures will be on our Facebook page and the Sarasota Baptist Church website.
3. Dismissal or absence due to weather conditions will not alter tuition payments.

## **Fire Safety**

As required by law, Sarasota Preschool conducts a monthly fire and/or emergency preparedness drill, as dictated by our emergency preparedness plan. These drills are conducted while the children are present. It is important for each child to be prepared in the event of an emergency and not to be afraid of the noises or requirements of each drill. Please be positive with your children concerning this event.

## **Security and Safety**

Sarasota Preschool is housed in a secured facility. All access doors are under lockdown once drop-off is complete and re-opened prior to pick-up. No parent or visitor will be able to enter the building after the doors are locked without the assistance of a staff member. Once the doors are locked, visitors may ring the bell for assistance. ***The doorbell is in the middle of the doors. Proceed to far left and wait to be buzzed in by staff member.*** The foyer doors to the classrooms will also be locked down.

We will never release a child into the care of any person whose name is not on the enrollment form and /or pick-up list. Although a name may be on the enrollment form and/or pick-up list,

picture identification (a current driver's license) must be presented to the attendant, teacher, or office personnel if they do not personally know you. All parents and/or designated pick-up person(s) should be prepared to show proper identification if asked. This is not meant as an inconvenience but is done for the protection and safety of your child.

As part of our efforts to keep your child safe, ALL parents, legal guardians, and authorized pick-up persons must complete the Parent/Guardian/Authorized Pick-Up Volunteer Affidavit form. ***Also, no cellphones may be used while dropping off, picking up, or driving in the parking lot to ensure the safety of our children. Being engaged with your child and other children is of utmost importance. Once you have picked up your child, you are then responsible for his/her safety and security.***

### **Financial Policy**

Tuition is due on the first week of each month. Payments must be made by cash or check, and tuition accounts must be kept current. We will provide you with an invoice as a courtesy if your payment is late. Any change in the status of days or times of your child's attendance will start at the beginning of the next month.

A \$25.00 NSF fee will be charged for all returned checks. After a total of two returned checks, tuition payments must be made in cash only. All registration fees and curriculum/activity fees are non-refundable.

### **Student Withdrawal**

Sarasota Preschool requires a two-week notice to be given before your child's withdraw date. We do not refund in the middle of the month.

### **Absences and Tardiness**

If a child is unable to attend Sarasota Preschool for any reason, the parent should notify the Sarasota Preschool office at 922-1449 ext.168 or 941-552-1310. Sarasota Preschool classes adhere to a structured curriculum and a routine schedule. Absences and tardiness may affect the quality of your child's educational advancement, and tardiness is a distraction for the classroom.

### **Drop-off and Pick-up Policies and Procedures**

School begins promptly at 8:30am. **It is important to your child and the classroom to be prompt in the mornings.** Four-year olds practice assembly first thing in the morning, so being on time is a must. Your cooperation in this matter is greatly appreciated. Monthly tuition remains the same.

Parents must register their child's attendance at their child's classroom. Parents must initial the class sign in sheet when you drop off and when you pick up your child. We open the doors at 8:15am; however, class begins at 8:30am. Your child may be taken to his/her classroom at

8:25am. This gives the teacher time to get ready for school. Our teachers understand that your child's education and your need to convey concerns or questions to them are very important to you. They welcome the opportunity to discuss them with you after school. In order for our teachers to give their undivided attention to the children during the preschool morning, we ask that you quickly drop off your child to his/her designated area and not linger in the room or facility.

Our Sarasota Preschool program has an open door policy, allowing you access to your child at all times. If early pick up is required, please notify us and simply ring the doorbell and move to the far left door, someone in the facility will grant access to the building. At the end of the school day, the teacher will release your child to the proper parent or guardian. Anyone on the Authorized Pickup and Release form must fill out a Volunteer Affidavit. NO child is permitted to leave the classroom without first the teacher or helper's knowledge. This is for the safety & security of your child. Please do not expect your child to leave without your teacher being aware.

***Pick-up time is at 12:30pm promptly. After 12:45pm an additional fee Of\$10.00 will be required at the time Ofpick-up.***

### **Curriculum and Centers**

Each teacher uses resources, including websites, videos, thematic books, and lesson plans, to support each weekly thematic unit. Our goal is to integrate our curriculum with center-based activities to ensure proper growth in both the areas of academics and development. Not only will center activities reinforce the academic program, but centers are also important in developing emotional and social aspects of the child. Centers help children learn to make choices; giving children choices helps them to learn to make decisions and ensures that they will participate in activities that interest them. Children who are late will miss center time. Please realize the importance of this activity. It is our goal that every child experiences loving touch, loving words, and loving actions by his/her teacher every day.

### **Outdoor Play**

Outdoor play is part of our daily schedule. We encourage parents to apply sunscreen on their child BEFORE bringing them to school to ensure proper sun protection. Children may also bring a hat or visor to help protect them from the sun. It is the parents' responsibility to apply sunscreen to their child. Children are required to wear sneakers. The Playground is closed to the general public during school hours, which are 8:30am-12:45pm.

### **Health and Medical Records Requirements**

Children enrolling at Sarasota Preschool must have a current physical exam, within one year of enrollment date, and up-to-date shot records before attending. It is the parent/guardian's responsibility to keep all medical records current. **If your child's records are not submitted to the office by the designated due date, your child will not be allowed to return to Sarasota Preschool program.** Once the records are current, your child will then be allowed to



return to school per the Sarasota County Licensing regulations. Necessary health and immunization forms are as follows:

- HRS Form 680 (immunization form) or the HRS Form DH 681 (blue Religious Exemption from Immunization form)
- HRS Form 3040 (physical examination form)
- Both sides of physical form must be completed. Expiration date on shot record must cover entire school year. Otherwise, you will be responsible to obtain another form from the physician.

### **Student Accident and Injury Policy**

During activities and play, it is possible for children to get injured. If an injury occurs, an incident report will be written. If the injury is serious, the parent/guardian will be notified immediately. Incident reports are to be signed on the day of the occurrence. In the event the parent or legal guardian is not available for signature, the authorized pick-up person will be asked to sign the incident report on your behalf, and a copy will be sent home for your review. Additionally, pictures of the injury may be taken as a part of the documentation process. For the security and privacy of all students, staff, and families, all pictures will be considered the sole property of Sarasota Baptist Church and will be used and reviewed only by Sarasota Preschool staff and administration without exception.

Please remember that the school must be able to reach either parent at all times. If there are any changes to your contact information, notify the office immediately.

### **Student Health Policy**

For your child's health, as well as the health of other children and staff, children are to remain at home or will be sent home if he/she:

- Has a fever within the last 24 hours, children will be sent home immediately with a fever of 100 degrees or above and may not return to school until they have been fever free for a 24-hour period
- Has diarrhea; children with 1 or more abnormally loose bowels/diarrhea in a single school day will be sent home immediately and may not return to school until they have been free from diarrhea for a 24-hour period
- Has vomiting; children with 2 or more cases of vomiting in a previous 24-hour period, unless the vomiting is determined to be due to a non-contagious condition and the child is not in danger of dehydration
- Has been on prescribed medication for less than 24 hours
- Has a stiff neck
- Is sneezing or coughing excessively due to a viral or bacterial illness
- Has difficult or rapid breathing
- Has nasal discharge that is cloudy, thick, or yellow/green (if a child has continuous drainage that is clear, but affects classroom hygiene, the child will be sent home)

- Has unusually dark urine and/or gray or white stool
- Has yellowish skin or eyes
- Seems tired, cranky, or "under the weather" (often a sign of an impending illness)
- Has infected eyes, especially red eyes with discharge and drainage, or matting of the eyelids (must be examined by physician and approved in writing for return to school)
- Has the presence of any rash (must be examined by physician and approved in writing for return to school; rash must not be communicable)
- Has any exposed, open sores that are raw and/or bleeding must be treated and kept properly covered
- Has been diagnosed with impetigo, ringworm, scabies, or strep throat; child may be allowed to return to school after completing 24 hours of appropriate treatment
- Has any of the following conditions: wheezing, lethargy, irritability, persistent crying, difficulty breathing, or other signs of illness
- Has an illness that prevents him/her from participating comfortably in class activities and/or results in greater care need, than the staff is able to provide, without compromising the health and safety of other children
- Has been found to have lice and/or nits (see "Lice and Nit Policy" below)

If a child shows symptoms of illness during the day, the child will be taken to the office and the parents will be called to pick up the child immediately. If a parent is unable to be reached at home, work, or by cell, the emergency contacts listed on the child's application will be phoned and asked to pick up the child. These conditions have been dictated by the Department of Children and Families Administrative Codes and are enforced by the Sarasota County School Board and Licensing agencies.

*Per State Legislature, all parents must read, "The Flu: A Parent's Guide." Which is included in the registration packet. It is your responsibility to read it in full. You will be asked to initial on the "Parental Authorization and Agreement Form" that you have received it and read it.*

### **Lice and Nit Policy**

If a Sarasota Preschool staff member detects lice in a child's hair, the child will be sent home immediately for treatment as recommended by their pediatrician. Sarasota Preschool will treat areas, equipment, toys, and furnishings where the child has been in contact. The child may return to school after a 24-hour period and after treatment has been initiated and verified. Parents must provide verification of treatment by submitting a product box top, empty bottle, or a signed statement from the parent that a treatment has occurred. Each child is required to be rechecked by Sarasota Preschool prior to return to his/her classroom. The "No Nit Policy," (which is also used by the Sarasota and Manatee County school systems) means that if nits or eggs are still in a child's hair, even after treatment, the child will not be allowed to return to school and will be sent back home until the child is completely nit and/or egg free. A 10-day retreat process is required and must be verified. Parents must complete the "Lice Treatment Agreement Form" and must comply with all processes in order for their child to return to school.

## **Student Behavior/Discipline Policy**

It is our belief, at Sarasota Preschool, that discipline is for the purpose of correction and training, not punishment.

- Children shall never be subjected to discipline which is, severe, humiliating, or frightening.
- Discipline shall not be associated with food or toileting.
- Spanking or any other form of physical punishment is strictly prohibited.

It is our belief, at Sarasota Preschool, that the purpose of discipline is two-fold.

- To maintain a healthy environment for learning and growing
- As a means of building character in children, we believe in practical application for discipline.

In the event a child displays unacceptable behavior, the following steps will occur:

1. The child is taken aside, and the behavior is discussed.
2. A short period of time-out will be utilized.
3. If the unacceptable behavior persists, the child will be removed from the class and taken to the Administrator's office. The Administrator will address the child's behavior and pray with him/her.
4. A parent may be called if the behavior continues to be disruptive and the child is unresponsive to our behavior/discipline policies.

## **Medicine Dispensing Policy**

We do not dispense any oral medication. Epipens will be an exception. The office must have a written consent to use an Epipen. We will also use topical creams for ant bites and bee stings. If topical creams are not acceptable, please let us know in signed written form.

## **Biting Policy**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 13 and 24 months of age. The safety of all children at the program is our primary concern. The program's biting policy addresses the actions the staff will take if a biting incident occurs. Sometimes biting occurs for no apparent reason. The teacher will encourage the child to "use his/her words" if a child becomes angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our program:

- The bitten area will be washed with soap and water. If skin is broken, we will administer Neosporin.
- The parents of both children will be notified of the biting incident by means of the "Incident Report Form" or a phone call.

- Confidentiality of all children involved will be maintained.
- The bitten area should continue to be observed by parents and staff for signs of infection.

In the event that a child bites multiple children in a day, the parents may be asked to pick up their child from school. In the event that a child continues to bite, on a daily basis, beyond a reasonably set time period, and the child's behavior does not appear to be correcting, we will ask the parents to remove their child from our program for a required amount of time.

### **Developmental/Behavioral Policy**

Parents and/or guardians must bring any sudden changes in home life situations to the attention of the child's teacher. Many times, difficult or disruptive behavior is directly associated with situations unknown to staff. Please feel free to speak with the Administrator for outside resources that may help the situation.

### **Parent Conferences**

During the school year, parent/teacher conferences are available and occasionally scheduled by the teacher or administration to discuss your child's growth and progress. If there are pressing matters that need to be discussed with your child's teacher immediately, please send in a note requesting a phone call. Your child's teacher will call you at her earliest convenience. Please feel free to request an additional meeting with the teacher and Administrator at any time during the year.

### **Grievance Procedure**

If there is a disagreement with a policy or a decision, or if you are having a "problem" with your child's teacher, please refrain from discussing this in front of your child or other parents. In the event there is a problem, we ask that the following procedure be followed:

1. First, speak directly with the teacher in question and try to correct the problem through positive and effective communication.
2. If necessary, you are welcome to schedule a Parent/Teacher/Administrator conference to resolve any concerns.

### **Parent Ideas and Suggestions**

At Sarasota Preschool, we strive to always provide the highest quality programs and care for your children. The best way for us to monitor our performance is by hearing from you! If you have an idea or a suggestion that may help improve the quality of our program and care for your children, please feel free to mention it to the staff.

### **Facility Visitation and Volunteering**

Anyone interested in visiting or volunteering in a classroom must complete the "Volunteer Affidavit" and must be willing to submit to a local background check. Volunteer Affidavits are available at the kiosk in the foyer..

All visitors/volunteer must check in with the office and sign the visitation log before entering the facility.

### **Personal Items Policy**

Sarasota Preschool provides age-appropriate toys, videos, and games. Please adhere to your child's teacher's wishes concerning toys, videos, or games brought in from home, unless it is part of a "Show and Tell" classroom experience. All personal items such as blankets, clothing, lunch boxes, jackets, etc., must be permanently marked with your child's full name. The lost and found box is located in the office. Sarasota Preschool will not be responsible for lost personal items. After one month, any unclaimed items may be donated for mission projects.

*All students should wear rubber soled shoes and socks. Please do not have your child wear sandals, flip flops, open back/sling back shoes, or crocs. Rubber soled shoes are safer when climbing and playing in the playground.*

### **CONCERNING VIDEOS AND PHOTOS:**

From time to time we take pictures and videos during the school year. We need your permission to use these pictures or videos on our website, or perhaps on the Class's Facebook page, and other media sources for the use of our preschool and church ONLY! The class Facebook page would be by invitation only site. Pictures would be selected to highlight activities during the school year or church events. This would include holiday and special events that take place in our preschool programs. *We will never reference your child by name or provide any specific information regarding your child.* The pictures will only be used by Sarasota Preschool to showcase our school and/or activities. Please fill out the permission slip in your parent packet.

### **Birthday Celebrations**

If you wish to celebrate your child's birthday, we will be glad to assist - please notify the classroom teacher. All parties should be during your child's snack time. Please keep the sugary goodies to a minimum. We would ask that for these celebrations, *mini cupcakes or cookies* be used instead of regular-sized cupcakes or full-sheet cakes.

### **Snacks and Lunches**

Parents will be responsible to provide healthy snacks on a scheduled week that the teacher has designated. At that time, napkins and cups will be needed. Each child will be responsible to bring his/her lunch to school. Water and/or clear juices are preferred (apple or white grape). No sodas are permitted in your child's lunches. We have too many children for teachers to warm food up in a microwave. Please provide items for your child that can be kept hot or cold in a thermos. *For the safety of all our children no peanut products, please!*

## **Student Supplies**

Student supply lists will be provided for each age group prior to school start date. It is the parent's responsibility to provide the items requested on the list.

## **Personal Needs**

Each child should have a change of clothes, with your child's name in permanent marker, which should include outer clothing, underwear, and socks. Please place all clothing items in a large Ziploc bag, and again label, with your child's full name.

While potty training children, your child *must wear pull-ups*. Diapers and wipes must also be labeled.

## **Pizza Day**

We order pizza on Wednesday afternoons. Therefore, please sign your child up for pizza on Monday, Tuesday, or Wednesday morning. The cost of each slice is \$2.00, you can choose between regular cheese and gluten-free cheese. Orders are closed on Wednesday afternoons, no exceptions. You may prepay for the entire semester or school year if you'd like. We cannot refund or apply credit to the following week if your child is absent on Pizza day. **PIZZA PAYMENTS CANNOT BE ADDED TO TUITION AND MUST BE SUBMITTED IN CASH ONLY?**

**Communication, communication, communication will make for a wonderful school year!**

**Please contact your teachers if you have any questions and the director is always available for any concerns or suggestions you may have.**

Please retain this handbook for reference during the 2016-2017 school year. Any revisions will be found on [Facebook sbcpreschool](#)

**FLOCS CERTIFICATE # 25664**

**NOTICE OF NONDISCRIMINATIONARY  
POLICY**

**The Sarasota Preschool**

**Admits students of any race color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization. It does not discriminate on the basis of color, national and ethnic origin in administration of educational polices, admissions policies, and other organization-administered programs.**