

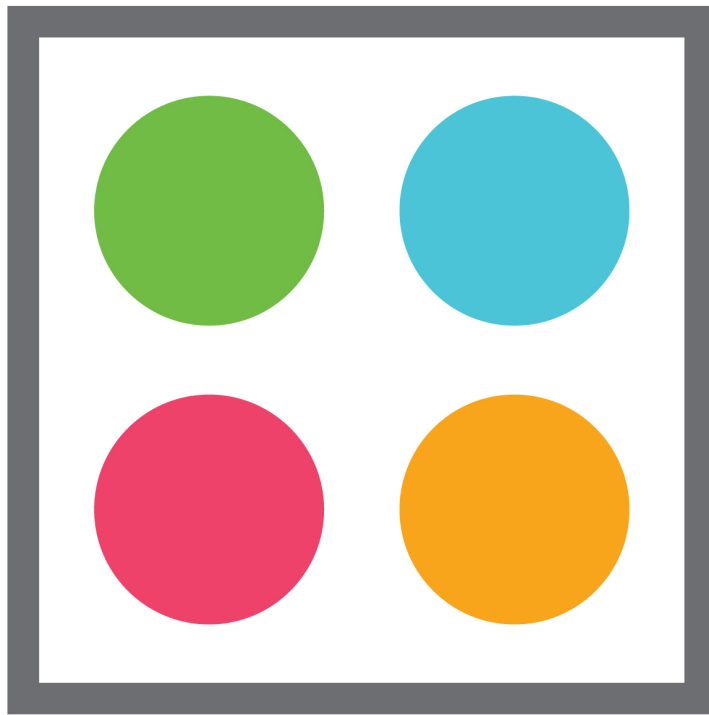
BAY HOPE
DAY SCHOOL

PARENT HANDBOOK

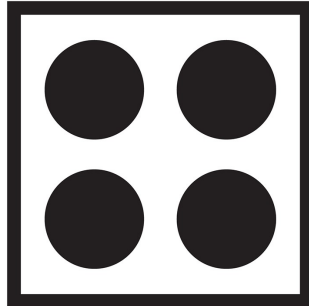


*Train up a child in the way he should go
and when he is old he will not depart from it.*

Proverbs 22:6



B A Y H O P E
D A Y S C H O O L



**B A Y H O P E
D A Y S C H O O L**

General Information & Registration
daysschool@bayhope.com

(813) 960-1694

| | | | |
|-----------------------|-----------------------|-----------------|--|
| Director | Liliana Rogers | ext 1118 | lrogers@bayhopedayschool.com |
| Curriculum | Trish Van Hof | ext 1141 | tvanhof@bayhopedayschool.com |
| Administrative | Karen Donnelly | ext 1121 | kdonnelly@bayhopedayschool.com |

Absences

Text your child's absence: 813-461-3647 (text messages only) or Email: absent@bayhopedayschool.com

Hours of Operation 6:30 a.m. to 6:00 p.m.

License #CHC-223

FEI 59-2487452

17030 Lakeshore Road – Lutz, FL 33558

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BAY HOPE DAY SCHOOL

MISSION STATEMENT

To lead children and families into a growing relationship with Jesus Christ by providing quality childcare and preschool services where children receive the love and support they need in order to reach their full potential.

PHILOSOPHY STATEMENT

Our primary objective is to provide superior Christian education in a nurturing and loving atmosphere that embraces the whole child. We believe that children should learn in a stress-free, safe environment where guided and free expression activities are combined to enhance each child's spiritual, emotional, social, physical and cognitive development.

STANDARDS

Bay Hope Day School is licensed by Hillsborough County Child Care Licensing and visited by a representative to verify compliance prior to our license being renewed. We are also inspected by the Fire Marshall's Office and Health Department before our license can be reissued. A VPK validator visits our center twice a year to ensure that we are meeting the requirements for the state-funded four-year old pre-kindergarten program. The County audits our VPK student attendance each month. We meet or exceed all requirements set forth by all these organizations.

ADMISSIONS POLICY

Bay Hope Day School admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

ACCREDITATION

Bay Hope Day School meets the standards of Gold Seal accreditation through The Association for Early Learning Leaders, formerly known as the National Association of Child Care Professionals. They are committed to excellence by promoting leadership development and enhancing program quality through the National Accreditation Commission's standards. This accreditation is renewed every 3 years.

OUR STAFF

We have a team of dedicated professionals who have the welfare and best interest of your child as their top priority.

Everyone on our staff is required to have the State of Florida 40-hour Child Care certification and 5-hour literacy training offered through DCF, with an additional minimum of 20 hours of early childhood training per year. The state requires fingerprinting and an extensive background check, which is done upon employment. All of our staff is required to have current CPR and First Aid training within the first year of employment.

Each classroom has a lead teacher with a Child Development Associate Credential or a higher level of education. Over 70% of our assistant teachers have also earned their CDA credential.

Educational Advancement: Bay Hope Day School encourages all employees to further their education, whether it is through college courses, seminars or workshops. All are encouraged to join professional teacher organizations - local and national.

COURTESY CALLS & ABSENCES

Phone Calls:

The Day School main number is (813) 960-1694. This is the best number to reach us. At times we are away from our desks and do not hear the phones ring, so please leave a message and we will promptly return your call. If you have tried on numerous occasions and are unable to get through to our answering machine, please call the church office at (813) 968-3983 and ask for the Day School, or dial extension 1121.

Absences from School:

The Florida Department of Children and Families, Office of Child Care Licensing adopted a new regulation into the Florida Administrative Codes for all Licensed Child Care Centers regarding child absenteeism. Parents let the Day School know by or before 9:00 a.m. if their child will not be in attendance.

Email your child's Absences at: absent@bayhoopedayschool.com or Text to 813-461-3647.

NOTE: Please let us know AS SOON AS POSSIBLE if your child has been exposed to a communicable disease.

Absences from the VPK Program:

According to the VPK Attendance Policy set forth by the State of Florida, your child is allowed to miss 36 days per program year. The State will not pay the Day School for any absences beyond 36 days. Please be conscientious of your child's attendance by sending your child to school if they are not ill. Important VPK Standards and Kindergarten Objectives are being taught each day. In the case of excessive absences, beyond 36 days, you may be asked to withdraw your child from the program. Parents will need to sign a copy of the VPK Attendance Policy upon enrollment or on the first day of attendance.

Elementary After-School Program / Absences:

Parents of elementary children are asked to call the Day School (813-960-1694) by **12:00 noon** if their child will not be riding the Bay Hope Day School bus in the afternoon from school. This is very important so that we do not spend time at the school waiting for a child who is absent, or who has gone home with a friend. We will be picking up children at four schools with two buses, so our timing is important. Please help us by calling the Day School in advance if your child will not be riding our bus to the Day School.

BABYSITTING ARRANGEMENTS

Babysitting arrangements with Day School employees must be made off the premises and on the staff person's own time. Employees are not permitted to sit for children in their own classes or for whom they care for more than 3 hours daily, as this causes a conflict of interest.

The Day School accepts no responsibility for children removed by employees after hours upon agreement with parents. If you want to a Day School Staff member is to take your child offsite, you **MUST** write a personal note giving the Day School permission to release your child to the employee or add them to the pick up list.

SAFETY

SMOKING, ALCOHOL, and FIREARM POLICIES

NO Smoking: Bay Hope Day School is a smoke-free environment. Please do not smoke anywhere on the premises. Smoking onsite is prohibited by the Hillsborough County Department of Children and Families and causes our school to be in non-compliance.

NO Alcohol: For the safety of your own child, please do not drink any alcoholic beverages before picking up your child.

NO FIREARMS or weapons as defined in Florida Statutes Section 790.001 are not permitted in the building or on the premises, even though you have a concealed weapons permit. Only individuals who are employed by a law enforcement agency and who are required to carry their firearm while on duty will be permitted to enter the building with said firearm.

Visiting Pets: At BAY HOPE DAY SCHOOL we recognize that your child may enjoy having a family pet visit his or her classroom. We are happy to assist your child in sharing their family pet. Please talk with your child's teacher one week prior to the pet's visit. Early notification will allow your child's teacher the time to prepare for children that may have allergies or fears of certain animals. All pets must be properly immunized, be free of disease, and create no health hazard. ***A written notice will be sent home to all classroom parents prior to any pet's visit.***

Please do not bring your pet in with you when dropping off or picking up, unless you have prior approval.

SAFETY

The health and safety of our children and parents, staff and visitors is of utmost importance. We have procedures in place to ensure that your child is safe at all times. "Safety begins with you."



Keyless Entry: Bay Hope Day School uses a Keyless Entry System to gain entrance into the Day School. All families are assigned a code number that is given to them during Preschool Orientation along with information on how to use the keypad. We encourage you to use the keyless entry when entering the building and reserve ringing the guest doorbell for those who do not have a special code.

Classrooms Locked: All classroom doors are locked while children are inside. Please be patient when dropping off and pick up your child by waiting at the classroom door until a teacher can assist you. **Visitors and persons picking up children that we don't know should stop at the front desk for identification purposes.**

Emergency Texting Service: The Day School is able to text groups of parents or an individual parent to their mobile device in the case of an emergency or if your child becomes ill or injured while at school. The Day School needs your cell phone provider in order to text. This information was on your application, however, if your cell provider changes, please let us know your new carrier.

Parking Lot: Please slow down and observe the traffic pattern –

- The Day School parking lot has ONE entrance and ONE exit.
- Check and double-check before pulling in or backing out of a parking spot
- WATCH for children!
- TURN your vehicle off! Do not leave siblings in the car to wait.
- Parents need to HOLD their child's hand at all times while they are in the parking lot. Cell phones should be turned off.
- Conversations with other parents should not be held in the parking lot. Please use the courtyard for this purpose.
- Children should remain by their parent's side while in the school. Remind your child to WALK in the hallway.

Authorization to Remove Child from School: No child will be released to a person not authorized by the parent(s). We must have WRITTEN authorization for any changes to the pick-up list. Phone calls cannot be accepted. It is recommended that parents or guardians always carry some form of picture ID as any employee will ask for identification from anyone that they do not know or recognize.

To change the authorized pick-ups, parents must complete an Addition/Deletion to Pick-Up List form. This form is located in the front office.

A one-time pick-up can be arranged by writing a note to the teacher stating that your child will be picked up by someone else and include their first and last name on the note so we are able to ID that individual from their license. In the case of separated or divorced parents, the only way we may legally deny access to a child is if we have a copy of the legal custody papers on file.

SAFETY

Accidental Injury:

In case of accidental injury, we will make an immediate attempt to contact a parent. If it is an emergency, we will call 911. If necessary the child will be taken to the closest or most appropriate hospital by ambulance. Until contact is made with the parent, the Director or another school representative will be in charge and make all decisions about the care of the child. You will be responsible for any resulting expenses. Please refer to parent's signed (Authorization for Emergency Medical Treatment) that is found in the enrollment form. It is to your responsibility to keep the school up-to-date on changes to home and cell phone numbers, emergency numbers, and other pertinent information.

School Accident Insurance:

Student insurance carried by Bay Hope Day School is a secondary policy only. If an accident would occur at school requiring a physician's care or hospital care, the student's family insurance would be the primary provider and the school insurance would pick up what was not covered by the primary carrier.

Emergency Closings:

The Day School will be **CLOSED** on days when Hillsborough County Public Schools deem it necessary to close for inclement weather conditions such as a hurricane, flooding, etc. However, if the weather is deemed safe but Hillsborough County Schools are closed for shelter purposes only, then the Day School may decide to open. In the event the Day School Administration decides to open the school, you will receive an email and/or text message.

If the Church Executive Director of Operation deems it necessary to close the church office for inclement weather, the Day School will also close for the day.

For non-weather related emergencies when it is necessary to close the Day School, we will make every effort to contact parents by phone, email and/or text message.



Emergency Procedures:

In case of an emergency in which we must evacuate the building you will be contacted by phone and asked to pick-up your child permitting safe conditions exist to do so. We will walk the children to the Worship Center and/or the Children Worship Center located behind the Day School and will remain there until it is safe for the children to be picked up or for us to return to the building.

The person picking up **MUST** be on the computer-generated pick-up list and will be asked to sign that they have picked up their child.

Bay Hope Day School Emergency Preparedness Plan

| Reason for alert: | Fire in the building | Severe Weather (Tornado) | Suspicious person or Danger near the building | Chemical Threat (Outside) |
|--|---|---|--|--|
| Signal for action: | Fire alarm will sound | CODE GRAY | CODE YELLOW Call 911 | CODE ORANGE Call 911 |
| Action to be taken: | EVACUATE Building | Move to hallway or other assigned room | Lockdown Shelter in Place | Lockdown Shelter in Place |
| <p>Details:</p> <p>Always carry your clipboard & emergency pick-up information with you.</p> <p>RELEASING CHILDREN:</p> <p>Children should NOT be released until the “all clear” has been given and the present danger has been resolved.</p> <p>A legible written signature is required on the attendance sheet next to the child’s name, and the individual picking up the child, MUST be on the written pick-up list.</p> | <p>Turn off the lights and close the doors to the classroom.</p> <p>Exit following the evacuation routes posted in each classroom.</p> <p>MEETING PLACE:</p> <p>Children’s Center / Building B</p> <p>or</p> <p>Main Worship Center / Building A</p> | <p>Move all children to the inside hallway away from any windows.</p> <p>Close your classroom doors.</p> <p>Set people in “watch” positions at different ends of the building with walkie-talkies.</p> <p>Shift to “duck and cover”</p> <p>Stay in assigned location until “ALL CLEAR” has been given.</p> | <p>Stay inside your room until you are given the “ALL CLEAR”</p> <p>Retreat to closets and/or bathrooms.</p> <p>No one is to leave their classroom for any reason.</p> <p>All students and staff in an outdoor area must move immediately to the closest secure classroom area UNLESS an intruder is IN the building.</p> <p>Admin staff will lock ALL doors and notify church office (968-3983)</p> <p style="text-align: center;">Danger in the neighborhood</p> <p>Stay inside your room until you are given the “all clear”. All doors will be locked and children should be kept inside.</p> <p>If danger gets closer to building you will be told to “RETREAT” to closets and/or bathrooms.</p> | <p>Move all children to the inside hallway away from any windows.</p> <p>Turn off A/C unit and close your classroom door.</p> <p style="text-align: center;">Shift to “duck and cover”</p> <p>Admin staff will lock ALL doors and notify church office (968-3983)</p> <p>All doors need to be sealed. Stay in a sealed area until the “all clear” has been given.</p> <p>.....</p> <p>Chemical threat INSIDE the Day School / C</p> <p style="text-align: center;">Evacuation</p> <p>Follow Fire Drill Exits.</p> <p>1st – Children’s Center / B 2nd – Worship Center / A</p> |

These are general guidelines to be followed. Our main goal is to keep our children safe!

FULL-TIME PRESCHOOL AND CHILDCARE (6:30 a.m. – 6:00 p.m.)

ARRIVAL AND DEPARTURE TO AND FROM CENTER

For safety reasons, keeping track of how many children are in each classroom at all times is extremely important. The teacher is responsible for writing down when each child arrives and departs each day. It is your responsibility to make your child's presence known to the teacher. When the children are on the playground, please walk your child all the way outside and verbally touch base with your child's teacher before leaving. The same is true in the afternoon -- **touch base** before removing your child.

Circle time occurs between 8:30-9:00 am in our classrooms and sets the tone for the day. New topics, centers and letters are introduced early. Jobs are given out and special activities are discussed. Being in class for this time will make the rest of the day much easier for your child as he/she will feel confident in knowing what is going to happen that day.

Early Morning and Late Afternoon Care:

Children are combined together with similar ages for very early morning and late afternoon care. As numbers increase or decrease accordingly, the age groups will be separated. A note is posted in the late afternoon letting you know if our child is on the playground or in another classroom.

Lunch Time and Rest Time

Lunches:

We provide one-half hour for lunch for each class. Children eat in their own classroom and parents are responsible for supplying a nutritious lunch. Please see the Nutrition section of our book for the County licensing guidelines.

Rest-time / Nap-time:

A mat or cot will be provided to your child for napping and/or resting time. This mat is sanitized daily. A travel size pillow, small blanket and/or stuffed toy may be provided by the parent but should be taken home every Friday for laundering purposes.

PART-TIME PRESCHOOL

(8:30 am – 11:30 am)

ARRIVAL AND DEPARTURE TO AND FROM CENTER

Please have your child here by 8:30 a.m. on a regular basis. Circle time occurs between 8:30-9:00 am in our classrooms and sets the tone for the day. During Center time new curriculum concepts may be introduced and special activities are discussed. Being in class for this time will make the morning much easier for your child as he/she will feel confident in knowing in advance what is planned.

LUNCH BUNCH

11:30 am – 2:00 pm or 12:30 pm – 2:00 pm

For 3 and 4-year old classes ONLY

Lunch Bunch:

Lunch Bunch is a time for your child to socialize and eat lunch with their friends. After the children eat, they are free to explore centers and use their imagination to discover new discoveries through art, music, science, blocks, and story time. Children will end their day on our playground.

Advance reservations are not required. Simply pack your child a nutritious lunch and advise the teacher that your child will be staying. Since many lunchboxes look alike, please remember to print your child's name on the outside of their lunchbox for easy identification.

All part-time preschoolers need to be picked up by 2:00 p.m. If you pick up your child before 2:00 pm you will need to come inside to get your child; however, children staying until 2:00 pm will be taken out front at 1:55 pm for the pick-up line. Please be prompt as our preschool teachers are scheduled to leave at 2:00 pm. If you are late in picking up your child at the designated time you will be charged a late-pick up charge according to the guidelines set forth in the financial section of this parent handbook.

CURRICULUM GOALS

Our curriculum includes the following developmentally appropriate goals. It consists of play, stories, songs, movement, activities, art, and learning projects. Children are celebrated for their victories and encouraged in their strengths.

During their preschool years:

Children will grow socially and emotionally by learning to.....

- ❖ Listen and follow simple directions
- ❖ Think for themselves
- ❖ Live within limits they can understand
- ❖ Make choices
- ❖ Express feelings in socially acceptable ways.
- ❖ Identify with an adult other than a parent
- ❖ Feel secure away from home
- ❖ Make new friends
- ❖ Work both individually and in a group
- ❖ Take turns and share

Children will grow physically and mentally by.....

- ❖ Developing large and small muscle coordination
- ❖ Developing visual and auditory discrimination
- ❖ Developing language skills
- ❖ Recognizing colors and shapes
- ❖ Recognizing some uppercase and some lowercase letters
- ❖ Recognizing and writing numbers 1 to 10
- ❖ Working creatively with their hands
- ❖ Learning to cut with scissors
- ❖ Recognizing and writing their first name
- ❖ Learning some letter/sound associations
- ❖ Recognize and produce rhyming words

Children will grow spiritually by...

- ❖ Experiencing various types of prayer
- ❖ Hearing age-appropriate Bible stories
- ❖ Learning about forgiveness – honest – compassion – and obedience
- ❖ Exploring God's wonderful creation
- ❖ Celebrating major Christian holidays
- ❖ Singing songs about God and Jesus
- ❖ Hearing faith language such as *God, prayer, Jesus, love, and worship* used in the classroom.

CURRICULUM PHILOSOPHY

Bay Hope Day School's philosophy is that children learn through purposeful play – through interactions with each other, adults, and materials. We believe that a child's play is an integral part of their learning and social development. The more senses that are involved with an activity, the better! Developmentally appropriate activities in the areas of language, fine and gross motor, social/emotional and cognitive development will be incorporated into your child's learning experience. Christian values will be taught through Bible stories and songs, memory verses, daily prayer and social interactions.

We all know that two-year olds are in constant motion and are developing many new skills! They will be provided a rich learning environment that helps them expand their vocabularies, find appropriate ways to express their creativity, and safely discover the world around them. Using a blend of curriculums, will ensure that your children have the resources that will allow them to achieve these goals.

Building on the three-year-olds, "I can do it!" attitude, this program will use experimentation and exploration in building higher-level thinking, language, math, social, and motor skills. To help accomplish these goals we will be using Creative Pre-K Curriculum lesson plans using a "hands-on" approach to learning that includes fun and challenging activities.

The Pre-K 4-year old program will use the Links to Literacy curriculum, and will help build a foundation for lifelong learning through play. By investigating new interests and experiences, children will gain independence and self-confidence in their growing abilities while achieving readiness skills necessary for kindergarten.

Artistic Experience

An important part of our curriculum is art. A variety of materials are available daily in the classrooms. Playing with Playdough, sculpting with clay, cutting, pasting, drawing and painting are not only fun for the children, but are also important opportunities for learning. It is a chance for children to express original ideas, develop fine motor skills, improve coordination, recognize colors, shapes and textures and develop creativity and pride in their accomplishments. Rather than concentrating on a finished product to go home, we want to focus on what the children are learning from the experience.

Chapel and Music

Chapel is generally on Wednesday of each week. The children enjoy songs, prayer and Bible stories in the worship center with one of the church ministers. Your child will enjoy music class once a week in the classroom with our music teacher. The children love to learn new songs and play musical instruments as they march around.

Program Extras

The Day School brings in resource people and programs to enhance the curriculum. Major events are scheduled throughout the year including, Open House, Noah's Ark Parade, Christmas Program and other Classroom Events.

Holiday Celebrations

Our preschool children are learning the very basics of Christianity and we recognize that our Day School families are made up of different religious beliefs. Therefore in conjunction with Bay Hope Church, our preschool has adopted the following policies regarding holiday celebrations.

The school respects the right of parents to celebrate the holidays with their families as they wish, however within the preschool program our major emphasis will be on the Christian teaching of the holiday.

We celebrate the following holidays with your children.

HALLOWEEN: The preschool emphasizes a harvest theme at this time of the year. We conclude the month of October with our annual Noah's Ark Parade.

THANKSGIVING: Parents are invited to attend a Thanksgiving Feast as the children celebrate and remember that 1st Thanksgiving feast in America giving thanks to God.

CHRISTMAS: Our children celebrate Christmas as the birthday of Jesus. Children in our 3 and 4-year old classrooms perform in a Christmas program where the birth of Christ is celebrated.

There are other times throughout the preschool year that parents are invited to classroom parties. Your child's teacher will keep you informed as the preschool year unfolds and will also let you know if they need supplies and contributions to help with the party. A sign-up sheet is generally posted on the Parent Board inside the classroom.

Please keep in mind that teachers are not allowed to receive gift cards, checks or cash for regular school supplies. Parents need to bring in the supplies they have purchased. The teachers may accept cash to pay for pizza or other food that is to be purchased for a party day.



BAY HOPE
DAY SCHOOL

*We love to learn at
Bay Hope Day School!*

PARENT INVOLVEMENT

Where to be active

It has been proven that parent involvement in a child's education is one of the most important factors in how that child perceives education and its importance. Please get actively involved in your child's experience here at Bay Hope Day School – all questions and ideas are welcome.

Homeroom Parents

Every classroom needs 1 or 2 homeroom parents to be a liaison between your child's teacher and the other parents in the classroom. Homeroom parents are responsible for coordinating classroom parties and are also responsible for securing parent volunteers within your child's classroom for school-wide functions. Being a Homeroom Parent requires a commitment of your time, energy and willingness to get the job done to be effective. In some instances you will have to make several phone calls to get the task at hand completed.

Other Parent Involvement

Parents are always welcome in the classroom to observe or simply to have lunch with your child. We encourage your assistance during special class projects or story time. Your child's class should have a designated day for Story Moms and Dads to come visit to read to the class. Check with your child's teacher about this opportunity.

We delight in Moms and Dads who are community service workers who are able to come to class and share with several classes a part of what they do to help our community. We also like to have Moms and Dads who have special talents to come visit in the classrooms.

Missions Projects

Helping young children experience the joy of helping others is the goal of our mission projects. With your help we hope to instill a lifelong desire in each child to help those less fortunate by sharing their time, talent and resources. Please allow your child to participate as much as possible in these missions.

Day School Advisory Council

The Day School Advisory Council serves as a liaison between the church and the Day School. The Council is comprised of teachers, parents and members of the church. The council meets every other month at 7:00 pm. Parent representatives on the council serve a 1-year term. If you are interested in serving, please contact the director.

All parents are welcome to attend any council meeting. A notebook containing minutes of each meeting is located on the front office to keep parents informed. Extra copies are available on request.

PARENT INVOLVEMENT

Parent Conferences

Formal conferences are offered to parents a minimum of twice per year. The Day School is closed one day in February exclusively for this purpose. A second conference is offered to parents throughout the preschool year. These conferences will generally be held before or after class. If you have a specific concern and need to conference before the school-wide conference day ask your child's teacher when they are available by phone to answer quick questions or concerns. Teachers cannot give you their full attention during Drop-off and Pick-up times. Additional parent conferences may be necessary depending on the child. The Day School Director is generally a participant in these conferences.

Sharing your Questions or Concerns

Your first step is always your child's teacher. Ask her to give you a call or set up a time for a conference. If further assistance is needed or you have a general concern in regards to the center, please contact the director. Our doors are always open to assist parents and children.

Children's Birthdays

Birthdays are special! We are more than happy to celebrate them with you and your child during the regular snack time. If you would like to send in a special snack for your child's class, please let his/her teacher know in advance so she can schedule her day accordingly. All treats **MUST** be commercially prepared. The Health Department will not allow us to serve homemade cupcakes and other homemade items. Birthday celebrations can be done with or without your attendance; however, we ask that you refrain from providing outside entertainment and/or balloons at the preschool.

If your child is having a Birthday party outside of school, invitations may be left inside the classroom if you are inviting the entire class. Otherwise, you will need to contact the parents of the children you want to invite individually.

Sharing of Phone Numbers and Addresses:

As a means to communicate with other families in your child's class we will share your telephone number and address at the beginning of the school year. We will only share this information if you granted us permission to do so. Your child's teacher may ask you sharing your contact information. This information is given so that you can communicate effectively on classroom and school-wide events or on a personal level to set up a play date for your child.

DEVELOPMENT

Potty Training for 2's:

This is a major step in your two-year old child's development. We always approach it in a positive, non-stressful manner. Begin training at home and when you feel your child is ready to start using the bathroom at preschool, please communicate this to your child's teacher. Make sure you provide several changes of clothing and replace them as they are sent home. (Mark your child's name on each item.) Note: Twos need to wear simple clothing (elastic waist) to make bathroom time easier.

If your child is still in diapers, please make sure you provide enough diapers on a DAILY basis. We do not keep diapers in stock. For sanitary reasons, we can only allow disposable diapers. Children in full-time care need to bring in enough diapers on Monday mornings to last them for the entire week. If you run short of diapers before the end of the week, our staff will let you know via a note on the child's clipboard.

Three- year-old children must be completely potty-trained and out of pull-ups to be in a three-year-old classroom.

Personal Property and Toys:

We are not responsible for any personal property brought to school. Toys should not be brought into class on a daily basis – only on Show 'N Tell days or if it is a naptime cuddly. If your child brings a toy to school, he/she will be instructed to leave it in the cubby until it is time to go home. Toy guns, war toys and other toys of destruction or costumes are not acceptable at any time. Electronic equipment and toys should be left at home and not brought to school.

DRESS CODE

Children's Attire

Please send your child in clothing that is comfortable and washable, which may be fastened and unfastened quickly. Girls should wear shorts under dresses. On Fridays the children are welcome to wear their Bay Hope t-shirt. (Thursdays for T/Th children)

The children are on the playground every day and we have several types of climbing activities, therefore, **WE REQUIRE THAT YOUR CHILD WEAR CLOSED-TOE SHOES** that are secure around your child's foot and does not flip up and down when the child is running or climbing. We prefer that children wear tennis shoes to school. This provides safety for your child as well as others.

BOOTS, SANDALS, CROCS, AND FLIP FLOPS SHOULD NOT BE WORN

If your child does not wear the appropriate shoes, they will not be allowed to climb on the equipment, but will be asked to sit in the discovery zone and play.

Extra Changes of Clothing

Due to "accidents" of all kinds, please send your child to school with 2 extra sets of clothing which are weather-appropriate in a zip-loc bag, including 3 pair of underwear; a long-sleeve and a short sleeve shirt; long pants and shorts; and 2 pairs of socks. Remember to label all articles of clothing with your child's name. The Day School only has a limited amount of extra clothing, so if your child has an accident, we often do not have appropriate clothing to change him/her. You will be called to bring your child a set of clean clothes if he/she has none. Remember to replenish clothing when soiled items are sent home.

DISCIPLINE

We want all of our children to grow in a positive, non-threatening environment. Our goal is to do whatever it takes to make every child successful here at BAY HOPE DAY SCHOOL.

At Bay Hope Day School, children are guided and directed in a positive, gentle manner. There will be no severe, humiliating, or frightening disciplinary action taken with children. When dealing with a disruptive child, a teacher will always try to talk to and redirect that child. When a child is exhibiting harmful behavior they may be asked to sit next to the teacher or by themselves until he/she has gained control of him/herself. Discipline will not be associated with food, rest, or toileting. Under no circumstances will there be any form of physical punishment. Upon rejoining the group the teacher will discuss with the child his/her behavior, why it is unacceptable, and a positive way to resolve the situation. These instances will be used as opportunities to teach children about forgiveness and grace.

If a child's behavior causes serious harm to him or others or is repeatedly disruptive of the classroom environment, the following steps will be taken:

STEP ONE

Parents will be contacted to attend a conference with the teacher and/or director to inform them of the child's misbehavior and will be encouraged to work with the school staff in finding a solution. Interventions for home and school will be discussed. We often use the Early Childhood Council (ECC) to assist teachers and parents to help children whose behavior is disruptive and/or harmful. This is a free service provided by Hillsborough County. With the parents written permission, ECC will assign an early childhood specialist to their child and will contact the parents and the preschool to set up times for observation and discussion. They will also provide suggestions for both home and school to enable the child to participate in preschool successfully.

STEP TWO

A parent conference will be called and an experimental period will begin. During this time, a written behavior plan will be developed with input from the early childhood specialist, teachers, parents and the director. We will use all resources available to help the child to be successful in the classroom setting.

STEP THREE

If the teacher and/or director document satisfactory improvement, the child will continue in the class. On rare occasions a child does not respond to interventions and has needs that we cannot meet and the parents will be asked to make other arrangements.

ACCIDENT and INCIDENT REPORTS

The main purpose of having parents sign these reports is communication. Many things happen here at school during the day and we want to keep you informed in a positive manner.

An ACCIDENT report will be filled out for any and all injuries that occur here at school. Please note that *we are not allowed, by state licensing regulations to use anything other than soap and water on a cut, scrape, sting, or splinter.*

An INCIDENT report will be filled out when a child has acted inappropriately. These reports will be filled out if the behavior resulted in harm being done to another child. Hitting, biting, and kicking are very normal reactions to frustration and anger for young children.

These reports are NOT to tell you your child is “bad”, but to let you know which behaviors are occurring at preschool.



HEALTH

Medical Records

It is a State of Florida Child Care Licensing requirement that parents provide their child care facility with a School Entry Health Exam (Physical – Form DH 3040) and your child's Immunizations Certificate (Form – DH 680). These are State of Florida forms are obtained from your child's pediatrician. We must receive your child's medical records at the time of registration or by their first day of attendance. It is your responsibility to ensure that your child's immunizations and physical examinations are kept up-to-date and we receive a copy of updated records upon each well visit and/or whenever immunizations are required. If medical records have expired, your child may not return to the center until these records are updated and/or a Medical Exemption is received.

Allergic Reactions

Please notify us if your child is allergic to insect bites, foods, or any other substance that could be life-threatening.

Illness

Your child will be sent home if he/she appears to have signs of illness during the day or is unable to participate in the activities in the classroom for any reason. In these cases, the child will be cared for in the office area away from the other children and a parent will be contacted.

It is the parent's responsibility to pick the child up as soon as possible. If you work more than 30 minutes from the preschool you will need to make arrangements with a friend or family member who is close by and be sure to add them to your child's pick up list.

Please keep your child home if he/she had the following symptoms within the past 24 hours (Children may not return in the middle of the day – i.e., if we send a child home, then that child may not return to preschool the next day):

- Fever
- A constant untreated cough.
- Signs of possible communicable disease: SKIN RASH or INFLAMED EYES
- DIARRHEA and/or VOMITING

We are not equipped to take care of sick children.

We reserve the right to use our own judgment, even though we have received a doctor's release in order for your child to re-enter school.

PLEASE NOTIFY THE CENTER if your child has a communicable disease or has been exposed to one.

OUTSIDE TIME

We are not able to offer care for children who may not play on the playground. All children must go as a group to outdoor playtime. We do have picnic tables and benches for children who wish to participate in quiet activities while on the playground. Please keep your child home if you feel they are too sick to go on the playground.

HEALTH

Medication

We can only dispense medication with your WRITTEN permission per Department of Children and Families (DCF) regulation. Verbal instruction over the phone will not be accepted. In order for us to dispense medicine, you will need to fill out a white Authorization for Medication form that can be found in a Lucite holder on the front credenza. Include your child's name, name of the medication, and exact dosage. Parental instructions must be consistent with the labeling on the medication. Expired medication will be returned to the parent.

Bay Hope Day School cannot administer the **initial dosage** of a medication, with the exception of an EPIPEN with the physician's written permission for life-threatening situations.

We will dispense medications at lunchtime, unless your child has a chronic illness that requires additional medication. If the medication carries over to the following week, you need to fill out a new authorization form. A medication slip may be filled out for one day or the entire current week.

We cannot give a child a sibling's prescribed medicine. The medication needs to be in the original container with your child's name and recommended dosage. The parent will need to provide a medicine spoon for appropriate dosage.

Over-the-counter medication cannot be administered to your child unless the age-specific dosage information is included on the actual medication label. If your child needs a medicine that does not have a specified dosage for a child under 6, we will need to have written dosage instructions from your child's pediatrician. All procedures stated above also apply to over the counter medications.

All medication will be kept in a locked cabinet in the kitchen and dispensed only by designated office staff. Please be aware that we do NOT keep any medication in stock. Tylenol, or similar products, will not be given as a fever reducer to any child.

When you ask us to dispense medication, please remember:

- We only give medication at lunchtime
- The medication must be in the original container
- Deliver the medication to the front office in a ziploc bag along with a measuring spoon for the correct dosage.
- Do not put medication in your child's lunchbox or backpack.
- Do not mix medicine with milk, juice or other food

Emergencies

Before your child begins school, we need to have all medical information on file in the office. If your child might need emergency medication, you will need to provide us with that medicine and a Authorization for Medication form. EPIPENS and other emergency medications, as provided by the parent, need to be kept at school and will be kept in a locked cabinet in the kitchen.

NUTRITION

The following will offer some guidelines and policies at our school that will enhance lunchtime.

- The **Alternative Nutrition Agreement**, found in the registration packet, must be signed for all children. If your child has any allergies, please advise us of this in writing. You will need to provide snacks for your child if he/she has any dietary restrictions.
- All lunches should be in a lunch box with beverages in a thermos or other plastic container. Commercially prepared glass containers and cola or other sodas are not permitted.
- The county Health Department does not allow us to heat or refrigerate food. Please send hot foods in a thermos and cold foods with cold packs in your child's lunchbox.
- Please provide your child with all of the necessary utensils, including napkins, spoons and forks. Please do NOT send knives with your child.
- We discourage the children from eating too many sweets. A little dessert is permissible, but NO GUM, CANDY OR SODA. Please do not send "sweets only" with your child. One dessert-type food is plenty for lunch.
- Please be advised that we will not force children to eat if they are not hungry. Should your child choose not to eat lunch we will return it to the parents in the child's lunchbox. If we are having difficulty with a child's eating we will notify the parents, especially if this is abnormal for the child, as lack of appetite may be a sign of illness.
- Emergency room physicians have listed the following foods as the most common CHOKING HAZARDS in young children and we will NOT serve these foods to the children: Raw Carrots, Nuts, Hard Candies, and Popcorn. If these items are sent in a child's lunch the staff will leave it in the lunch box with a reminder to the parent to send alternate foods to school. Hot Dogs, Grapes and small Tomatoes will be served provided you cut them lengthwise or in small pieces.

County Requirements for Lunches

The county ordinance focuses on providing nutritious meals and snacks to meet the nutritional needs of young children. Using the USDA Food Guide Pyramid for Young children, lunch shall consist of at least four different food groups and snacks shall consist of at least two different food groups. Please help us meet these requirements by carefully selecting one item from the four food groups to send with your child for lunch.

Water Recommendations

Water is considered a nutrient because of its importance to good health and nutrition. Bay Hope Day School provides water for snack, on the playground, and in the classroom. Children will be ENCOURAGED TO DRINK AS MUCH WATER AS THEY WANT and will be able to serve themselves in the classroom.

Snack:

As per DCF regulation, the snack menu offering 2 food groups is posted and is located at the kitchen entrance. Snacks are subject to change. Water will be provided at snack time.

BAY HOPE DAY SCHOOL

General Financial Information

ANNUAL REGISTRATION

Registration is held in January of each year for the following school year.

IN-HOUSE Registration

Our In-House parents are given the opportunity to register their children and any younger siblings first. Registration forms are sent home through your child's classroom and you are given a deadline in which to return the applications.

FORMER FAMILY and CHURCH MEMBERS Registration will give parents the opportunity to register their child before Open Registration. This is a lottery-style registration,

OPEN REGISTRATION: This is also a lottery-style registration and is open to the general public. It is important to stay through the Registration process until your child is registered. If classes are full, the order in which your lottery number is called will determine your child's position on the Wait List.

WAIT LIST: The wait list is created in the order in which names are added. When we have an opening, calls are made and messages left with a 24-hour timeframe in which to respond. If we do not receive a return phone call your child's name will be taken off the Wait List and we will call the next child on the list. If you decline the space we have available but wish to remain on the Wait List, your child's name will be placed at the bottom of the wait list.

Your child's name may be skipped on the Wait List if we need a spot for a child of a newly-hired staff member or to accommodate a special need of a family who has a child currently enrolled in the Day School.

SUMMER REGISTRATION: A less formal registration questionnaire is sent out in the spring to inquire if you are interested in summer care for your child. Based on enrollment, it is sometimes necessary to move children into different classrooms for the entire summer. We generally take the "oldest" students and place them in the next age bracket when necessary.

BAY HOPE DAY SCHOOL

General Financial Information

We expect your childcare and tuition payments to be made on a timely basis and that your account is kept current. Please follow these guidelines in accomplishing this goal.

TIMELY PAYMENTS:

You will NOT be billed for weekly childcare or for monthly tuition, unless your account becomes PAST DUE.

Full-time (6:30 am-6:00 pm) childcare is a *pre-paid expense* and should be paid on or before Wednesday noon of each week. A late charge of \$10 will be added to your account if payment has not been received by Wednesday.

Part-time (8:30 -11:30 am or 12:30 pm) preschool payments are due by the 10th of each month to avoid a late payment fee of \$10. Ten equal payments are expected from August through May. You will be charged a full month's tuition when your child first starts preschool. The 1st and last month will not be pro-rated.

LUNCH BUNCH hours are accumulated throughout the month and will be billed at the rate of \$7.00/hr. Invoices are generally mailed by the 5th of each month and are due within 10 days if the amount exceeds \$25. If Lunch Bunch hours are less than \$25, they may be paid with the following month's tuition. Lunch Bunch invoices are subject to a \$10 late payment fee.

PAYMENT METHODS:

We accept Checks and Money Orders payable to Bay Hope Day School. These may be dropped off at the front desk in the Tuition box. We do not accept debit and credit cards.

Tuition Express

Our preferred method of paying for your childcare and tuition fees is through Tuition Express. You authorize Bay Hope Day School to do an automatic EFT (electronic funds transfer) through your checking or savings account and your childcare and tuition fees are posted directly to your account. We are not set-up for credit card EFT. Withdrawals from your account will always occur on a Wednesday. Monthly tuition for part-time students will be withdrawn from your account on the 2nd Wednesday of every month along with Lunch Bunch hours during the prior month. If you are interested in this program, Tuition Express forms can be obtained through the front office.

Online Banking

Arrange with your bank for online banking and checking options. You initiate and authorize the payment to be made to Bay Hope Day School and your bank will proceed to send us a check for your childcare payment. If you select this option be sure to arrange with your bank to authorize payment about a week before payment is due so that your payments are received on time. You can arrange this on a recurring basis with your bank with just a one-time set-up or you can choose to do it yourself month-by-month or week-by-week.

General Financial Information

REFUND POLICY: Payments for services rendered are non-refundable including tuition payments, withdrawal fees, late fees, *registration fees, supply fees, activity fees, etc. If there is an overpayment on your account when you withdraw your child, a refund will be issued in the amount of the overpayment.

*VPK Registration fees collected for children enrolled in the part-time 8:30-11:30 am class will be “held” until your child attends their first day of school. If the registration is a family registration, the fee will be deposited and the balance of \$25 will be applied to the younger sibling’s tuition. Registration Fees for the Extended Day and Full-Time VPK Classes are not refunded, but are assessed for the longer day.

REGISTRATION AND SUPPLY FEES: Registration and supply fees are annual fees and are non-refundable once payment is made. Registration is held in January for the following school year. Supply Fees are for consumable goods we use on a daily basis. Supply fees are billed during the summer and must be paid by June 15th of each year. Failure to pay your supply fee by June 15th could result in losing your spot to another child on the waiting list.

PAST DUE ACCOUNTS: *All accounts are expected to stay current.*

Full-time (6:30–6:00) childcare cannot fall more than 2 weeks behind in payment. If your account reaches that 2-week period, you will not be permitted to bring your child to preschool until payment in full is received including penalty charges.

Part-time (8:30-11:30 or 12:30) preschool payments must be paid within the current month. A child cannot come to school the following month until payment in full is received including penalty charges.

We realize that temporary financial set backs can happen to anyone and we are willing to work with families in this situation. Please stop by the Finance office if you need a little more grace period.

RETURNED CHECKS: The charge for a returned check is \$25. The second time we receive a returned check, for any reason, all subsequent payments must be made with a money order for a minimum time period of 4 payments, or until your checking account is solvent, whichever is longer.

MULTIPLE CHILDREN DISCOUNTS: Parents who have 2 or more children enrolled in our **full-time** program may **deduct \$5.00** per child, per week from the current weekly fee schedule.

Parents who have 2 or more children enrolled in our **part-time** preschool program may **deduct \$5.00** per child, per month from the current monthly fee schedule. Children receiving funding from the state of Florida for VPK are not entitled to the multiple children discount.

General Financial Information

VACATION POLICY FOR FULL-TIME CHILDCARE

Year-round *Full-time* childcare (6:30-6:00) is entitled to 2-weeks vacation for which you will not have to pay the weekly fee. These are weeks that your child is NOT in attendance. Vacation weeks must be taken in weekly increments and not be broken down into individual days. Vacation is pro-rated to 1 week if a child is enrolled November - February and no vacation allowance is available to those children enrolled after March 1st until the following school year.

Children who are enrolled only for the standard 10-month school-year program (6:30-6:00) are entitled to 1 week of vacation. Children enrolled in this program after January 1st will not receive a vacation allowance.

When a child is transferring from part-time to full-time, the vacation policy will apply according to the same guidelines above being pro-rated according to the enrollment switch date.

SCHOOL CLOSINGS

The Day School will be CLOSED the week between Christmas Eve and New Years Day, 3 days in mid-July so our staff can attend a continuing education conference, and the week in August prior to school starting. You will not be charged for these time periods and it does not affect your vacation week(s).

School closings for normal holiday periods will still be assessed a full-week's rate.

VACATION POLICY FOR PART-TIME PRESCHOOL

Children enrolled in our *Part-time* preschool program do not have a vacation allowance. A full payment for all 10 months is expected as tuition is figured on an annual basis and broken down evenly into 10 monthly payments. This includes the months when school is closed for Thanksgiving, Christmas and Spring breaks.

SUMMER CARE-Full-time

Summer care is open from 6:30 am – 6:00 pm. When you enroll your child in our full-time summer program, you are committing to paying childcare for the entire summer until the school closes for pre-planning. Full payment is expected with the exception of any unused vacation time. A child may not come in June and then be pulled out for the month of July. If you pull your child out once summer has started, you must pay for the remainder of the summer at the stated rate.

General Financial Information

WITHDRAWING YOUR CHILD

Bay Hope Day School requires a **2-week written** notice if you plan to withdraw your child, whether he/she is a part of our full-time or part-time program. If a 2-week notice is not given, you will be required to pay for the 2 weeks, whether your child is in attendance or not. When a child is withdrawn for the current school year this also drops them from enrollment for the following school year. Re-enrollment will be based on availability of space and a new registration fee will be assessed.

LATE PICK-UP WARNINGS

All ***full-time*** children need to be picked up by 6:00 p.m. and all ***part-time*** children need to be picked up no later than 2:00 p.m. or the following penalties will be applied for each offense.

- 1st occurrence – Written warning and a charge of \$1.00 per minute late**
- 2nd occurrence – Written warning and a charge of \$2.00 per minute late**
- 3rd occurrence – Written warning and a charge of \$5.00 per minute late**
- 4th occurrence – You will be asked to enroll your child in another center whose hours and/or location better fit the needs of your family.**

Warnings and Penalties will be renewed at the beginning of each new school year in August.

Children enrolled in Part-time preschool program who are not planning on staying for lunch bunch and are not picked by the time car line is over, will be charged a flat fee of \$10 for late pick-up.

VPK SPECIFIC ONLY

(Financial information for children receiving state-funding in our Pre-K 4's classes)

REGISTRATION AND SUPPLY FEES

*VPK Registration fees collected for children enrolled in the part-time 8:30-11:30 am class will be "held" until your child attends their first day of preschool. If the registration is a family registration, the fee will be deposited and the balance of \$25 will be applied to the younger sibling's tuition. If your child ultimately does not attend our school, your registration fee is non-refundable.

Children enrolled in the Extended VPK class till 12:30 pm and the full-time VPK fours class will be charged the regular registration fee for the extended day.

Supply Fees are not charged for any children who are receiving state-funded monies for the VPK 540-hour program time.

VPK CERTIFICATES

Once your child is enrolled at Bay Hope Day School, you will need to apply with the State of Florida for a VPK certificate. VPK certificates must be received by the Day School no later than April 1st to continue to hold your child's space for the fall. For additional information regarding VPK, please go to www.elchc.org.

FIRST and LAST DAY OF SCHOOL

Children must be in attendance the first and last day of school in order for the school to receive payment from the State for those days.

ATTENDANCE GUIDELINES

The state of Florida pays for a total of 540 hours for preschool instruction and has set specific guidelines for attendance for children receiving VPK-funding. If your child exceeds these guidelines, please note that the Day School WILL NOT get paid from the State of Florida.

If an extended vacation is planned we will need to file a Termination form with the VPK office. We will be happy to hold your child's space, but you will need to pay tuition at the stated rate until your child can be re-enrolled into the VPK program. Please note that VPK will only allow 1 re-enrollment or transfer per child during the school year.

MULTIPLE CHILDREN DISCOUNTS

Parents who have one child enrolled in our preschool *part-time* 2's or 3's program and another child enrolled in the 8:30-11:30 VPK, are not eligible for the multiple children discount since they are paying the Day School for only one child.



VPK ATTENDANCE POLICY

(School Year)

Welcome to the _____ VPK school year program! Our goal is to provide a high quality prekindergarten learning experience that will prepare your child to be successful in kindergarten. To obtain this goal, we recognize that regular daily attendance is vitally important to your child’s kindergarten readiness. Our attendance policy was adopted following Florida’s Voluntary Prekindergarten Program’s attendance requirements.

VPK Attendance Requirement: *By initialing each item, you are verifying that you understand, and will comply with each requirement.*

_____ It is important that parents adhere to the start time, as late arrivals are disruptive to the group and awkward for the arriving child. More than three (3) tardies per month is unacceptable and could be cause for termination from the VPK program.

_____ Absences cannot exceed more than 20% of the instructional days each month. The 20% does not apply to scheduled holidays or other school closings. Please refer to our school calendar for holiday closure and plan your vacations in accordance with these dates.

_____ A child with excessive absences (more than 20% each month) may jeopardize his/her continued enrollment in the VPK program.

_____ Parents are required to sign a monthly child attendance certificate verifying their child’s daily attendance in the program. Failure to do so could result in termination of your child from the VPK program.

_____ If termination from the VPK Program results due to the inability to follow the above requirements, you will be given the option of keeping you child enrolled, but paying the regular tuition rate.

I have read, understand, and agree to the above policies.

Parent/Guardian Signature

Child’s Name