

PARENT HANDBOOK

Splash Zone PRESCHOOL



“Children are a gift from the lord : They are a reward from Him “

Psalms 127:3

WELCOME TO THE SPLASH ZONE PRESCHOOL AT SPIRIT OF JOY!

1801 Rouse Road , Orlando FL 32817

OPERATION HOURS : 7:00am - 6:00pm

This handbook has been prepared to acquaint you with our school's policy and philosophy . We hope that you will enjoy our programs as we seek to help build your child's confidence socially by learning and exploring in a fun, loving and Christian environment. It is important to read through the handbook, sign the Handbook Acknowledgement Form and see the Director if you have any questions about our policies.

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PHILOSOPHY

The Splash Zone Preschool provides quality education in a safe, nurturing and supportive Christian environment that includes the family in the learning process. Our focus encompasses a planned curriculum that provides academic enrichment, fosters independence, encourages respect for others, values creative play and promotes a positive approach to learning. Our core values are:

LEARNING - CREATIVE TEACHING - LOVE - SAFETY - WORSHIP - FAMILY

MISSION STATEMENT

We are a non-profit Christ centered learning environment where children ages 1 through 4 years of age are educated and nurtured with the support of their families to ensure an overall positive academic and spiritual journey. We take pride in our safe and welcoming environment where children feel loved, where they grow in their knowledge of the Bible, and where they develop physically, mentally, socially, spiritually and emotionally.

STATEMENT OF PURPOSE

The purpose of the Splash Zone Preschool is to:

- Provide a ministry to the families of Spirit of Joy and the community.
- Provide a safe, healthy, loving and educationally enriching environment for the children of the community.
- Provide a planned curriculum (Wee Learn by Lifeway) that provides academic enrichment, fosters independence, encourages respect for others, values creative play and promotes a positive approach to learning
- Provide an environment conducive to Christian learning :
 - Worship God through prayer, music, praise and the Word.
 - Minister to the needs of the families we serve.

OUR PROGRAM

The Splash Zone Preschool is a ten month program beginning in August and ending in May. All students must be at least 12 months when starting the program. The Splash Zone Preschool accepts all children regardless of race, creed, or national origin. The Splash Zone Preschool is certified by ACSI (The Association of Christian Schools International) and operates under the standards and requirements of Orange County.

While attending The Splash Zone Preschool, your child will participate in a variety of learning opportunities such as:

- Working with paints, crayons, play dough, blocks and other manipulative materials.
- Enjoying stories, lesson related videos and books. A Bible story or an activity the teacher can relate to a Bible verse or a Bible thought will be included in the day's activities.
- Developing oral language for reading readiness. Becoming familiar with the alphabet and phonetic sounds and working with numbers, colors, shapes, etc.
- Learning social skills such as sharing, taking turns, planning, working and playing with others.
- Learning to respond rhythmically to music, singing new songs, and listening to different styles of music. Music and Movement time is a core part of every classroom routine.
- Acquiring good health and cleanliness habits. Acquiring good manners and respect for authority and other.

We use the Wee Learn Curriculum developed by Lifeway.

The curriculum is divided into units that are taught each month. Everything your child does in any given month will tie directly to the unit we are teaching.

*** Teacher Transitions are to be expected throughout the year. Notice of transition will be sent out to parents 1-2 weeks before it takes place.**

ENROLLMENT AND ADMISSION REQUIREMENTS

The Splash Zone Preschool will enroll any child who has reached the age of 1, 2, 3 and 4 by September 1st into our One, Two, Three and Four year-old classes accordingly. The transition of Mobile Infants into our One's class will be determined by their ability to walk, eat, drink and sleep independently. Children of any race, color, national, ethnic or religious origins are accepted as space permits.

Children of members of Spirit of Joy Lutheran Church, returning students and siblings will be given enrollment priority. All children are admitted after a scheduled Director's Conference and review of registration forms on a first-come, first-served basis.

Each school year at time of enrollment, all parents are required to fill out all forms in the enrollment packet, sign up for automatic payment tuition, pay registration fee of \$130.00 and one week's tuition in advance. **REGISTRATION FEE & FIRST WEEK'S TUITION ARE NON-REFUNDABLE.** The fees will serve as a security deposit to secure a child's place in a classroom for the minimum of one week. At the end of that week, the child will need to have started the program or another week of tuition is due. Your child's place in the classroom is forfeited if the financial obligation is not met. Here are the steps to take to successfully enroll:

1. Schedule Tour of the facility.
2. Schedule Pre-Enrollment Conference with Director.
3. Registration Fee \$130.00 + 1st week's tuition. (NONREFUNDABLE)(PER CHILD)
4. Parent Handbook Form signed and dated.
5. Medicine Administration Consent Form. (if needed)
6. Submission of completed enrollment packet and required records per child.
 - ▶ Up to date immunization record
 - ▶ Health entry exam certificate (School Physical)
 - ▶ Copy of Birth Certificate

FEES

TUITION:

Tuition is a revolving fee each week/ month for the enrollment payment agreement signed at the time of registration. Tuition is due every Friday for the next upcoming week if paying weekly, and the last day of the month for the upcoming month if paying monthly. Tuition cannot be discounted for any sick days, impromptu family vacations or impromptu absences. School holidays will not be charged.

YEARLY REGISTRATION:

Enrollment from year to year is not automatic! You must enroll your child each year. Yearly registration fees are non-refundable and are due at time of enrollment. Already enrolled families are given priority in admission. Spaces are given on a first come, first serve basis. In house registration starts Feb 1st. Community registration starts Feb 25th. REGISTRATION IS \$130.00

AUTOMATIC LATE PICK UP:

A late pick up fee of \$5.00 for the first 5 minutes late and \$2.00 per minute thereafter will be charged when a child remains overtime. No exceptions. You are considered late if you arrive later than 2pm (Preschool Hours) and 6pm (Wrap Around)

Phone calls to notify of late arrival will not exempt a late fee charge

AUTOMATIC LATE PAYMENT:

A late payment fee of \$20.00 will be charged to all accounts with a balance of \$150.00 or greater on midnight Wednesday of each week. If accounts are two weeks or more delinquent, the Director has the right to discontinue services. Unpaid accounts will be turned over to a collection agency with prior parent notification.

FORMS OF PAYMENT:

Automatic Online payments or check. Payments are made in your Procure Parent Portal *Automatic payment is required *

DISCOUNTS:

10% Sibling Discount (ongoing) | 10% Referral Incentive Discount (2 weeks only)

WITHDRAWAL:

Two week notice is required. Failure to notify will result in a charge of normal tuition rate for those two last weeks regardless of attendance.

ARRIVAL AND DISMISSAL PROCEDURES

For security reasons and to maintain compliance with DCF and ACSI, each parent or specified approved adult must sign their child in and out everyday during drop-off and pick-up. Specified approved adults should be listed in the Authorized Person List in the enrollment packet. The teacher and/or director holds the right to check photo identification of adults picking up the child, as their name must exactly match what we have in the authorized person's list. When in doubt, we check them out!

▶ NEW ARRIVAL PROCEDURES

- Students will be allowed to start arriving from 8:50 - 9:00am for the families enrolled in the Preschool hours program. Before that time, teachers are busy preparing for a successful day.
- All children in the preschool hours program should arrive no later than 9am, as classroom activities start promptly at this time.
- In the morning, all parents should park their vehicle in the appropriate parking areas and escort their child to the school entrance door. Parents will line up and keep 6 feet of distance apart. Then they will have their children thoroughly wash their hands in the hallway bathrooms before meeting the director or designated teacher at the preschool doors. Please be aware that drop off won't be as quick as it has been in previous years, so we ask for patience and this process becomes more streamlined.
- Temperature of the child will be taken by director or teacher on their foreheads, and parents will be required to inform if child has experienced any symptoms of illness in the last 24 hours. Parent will sign in. The director or teacher will then do a health assessment, ask child to wipe the bottom of their shoes on sanitizing mat and escort the child to their designated classrooms. *No parents will be allowed in the preschool hallway upon drop off for health safety requirements by the state*

▶ DISMISSAL

- Dismissal at from 2:00 - 2:15pm (PRESCHOOL HOURS): Director or teacher will dismiss each child one by one at the preschool doors. Parents will line up in church hallway keeping 6ft distance apart to sign out the child. Children may waking up, getting their treasure box prizes (Friday) or going potty so we appreciate your patience as we bring your child to the doors.
- Dismissal 2:00 - 6:00pm (WRAP AROUND): School doors will be locked during the entirety of wrap around care time. Please be aware that the teachers may take a little while longer to buzz you in because the front desk is closed after 3:30pm. Parents will be given access remotely. Once doors buzz, you will be able to enter and sign out your child at the iPad station. We ask parents to please remain by the entrance wait area behind the red line and not enter the classroom for health safety reasons. The teacher will be happy to tell you about your child's day from the classroom door. This allows her to keep an eye on the occupied children, while quickly attending to you. Your child's belongings will be in their backpack and teacher will make sure child walks over to you by the preschool doors. If children are in playground, teacher will give you access, you will sign child your child out

in iPad, retrieve their items ready for you in the hallway and go to playground or nursery to retrieve your child for the day.

• SICK / INJURED CHILDREN

For your child's well-being, as well as the well-being of the other children and staff, we will strictly enforce that children stay home if he/she has had a fever (100.4 +), diarrhea, vomiting or has been on medication within the last 24 hours. The child cannot return to the center until symptoms are not present for 48 hours and fever free without medication. If the child should start showing symptoms of illness at school, we will call you or the individuals listed in the emergency contact list and require that person to come for the child as soon as possible. The child will be made as comfortable as possible away from other children until parent arrives. Depending on symptoms staff notices on the child, the child may be quarantined with adult supervision until pick up.

WE ASK THAT YOU NOT KNOWINGLY BRING YOUR CHILD TO SCHOOL IF HE/SHE MIGHT BE ILL. ALSO PLEASE DO NOT MEDICATE THEM AND HOPE FOR THE BEST!

We trust your judgement and know that you will be considerate of the other children in the program. We reserve the right to not allow your child to stay if we notice any of these symptoms:

- constant and/or severe coughing
- conjunctivitis
- excessive thick yellow/green nasal discharge. **GREEN MEANS STAY HOME!**
 - (Allergies do not apply. If allergy medicine works, the child does not have a cold)
- rashes, red spots, or blisters usual from communicable diseases (Eczema does not apply)
- diarrhea
- temperature of 100.4 degrees Fahrenheit or higher when in conjunction with other signs of illness.
- nits or live lice in hair
- any unusual sign or symptom of illness

According to the Florida Department of Health, we are by law unable to accept children at the center that have been diagnosed with a communicable disease (CO-VID, measles, mumps, HFM virus, chickenpox, strep throat, lice , etc). Please notify us IMMEDIATELY. Our staff is trained to recognize such symptoms and will not allow children to stay if such are displayed. Please keep your child home until the symptoms have subsided. Parent must provide a doctor's note upon return stating disease, and the time frame child had to stay home to recover properly.

▶ **EMERGENCIES**

Occasionally, medical emergencies arise. In the unlikely event of a medical emergency, we will call 911 before calling the parents or other authorized contacts. If the need for immediate emergency care is not present, we will first call the parents. If parents are not reached, the next person to call **MUST BE AVAILABLE TO PICK UP CHILD AS SOON AS POSSIBLE.**

▶ **INCIDENTS**

Parents will receive incident reports with descriptions of minor cuts, scratches, scrapes, bites and bumps. Teacher/director/staff will execute a phone call if child's incident appears to need medical assistance. Otherwise, you will receive your incident reports immediately on your Procure parent portal. These arrive right to your email box.

- Minor scrapes and bruises: Treated with soap and water, ice, band-aids and hugs!
- Bug Bites, Bites, Bumps : soap , water and ice.
- Nosebleeds : we will sit the child up leaning slightly forward. We will softly apply pressure to the top bony part of the nose for about 5 minutes and also apply ice.

WE CANNOT GIVE MEDICATIONS OF ANY KIND (NOT EVEN TYLENOL) TO YOUR CHILD

MEALS & SNACKS

Parents are responsible for providing food for their children. Meals must be delivered at morning drop off **ONLY**. Meals must be properly cooked, packaged and labeled. Ice packs should be used to retain freshness of perishable items. Foods must be nutritious and safe. Avoid choking foods such as hotdogs, sausages, grapes, etc. We have the discretion to return meals that do not follow protocol. Whatever the child doesn't eat will be put back in their lunchbox. They may finish it in extended care or later at home.

9:00 - 2:00 Program	
10am	Morning snack
12pm	Lunch

7:00 - 6:00 Program	
7-8:30a m	Breakfast
10am	Morning snack
12pm	Lunch
2pm	1st afternoon snack
4pm	2nd afternoon snack

*** ALL CHILDREN MUST HAVE A WATER SIPPY CUP (BOTTLE) ***

*** NO CANDY WILL BE FED TO THE CHILDREN DURING MEAL TIMES ***

▶ INFANTS

Parents of infants must provide all formula and baby food for their infants. Formula and bottles must be labeled with your child's name. Parents are encouraged to provide an infant feeding schedule before the first day of care.

DAILY REST PERIODS

Provisions will be made each day for each child to rest. Please provide a crib sheet and small blanket to cover mats at nap time. The linens should be picked up every Friday afternoon to be laundered and brought back to the center on Monday mornings. Please label your child's linens with his/ her name or initials.

- INFANTS : According to their personal routine.
- ONES : 12:15pm - 1:50pm
- TWO'S, THREE'S and FOUR'S : 12:30pm - 1:45pm

ABSENCES - MAKE UP DAYS - SCHEDULING POLICIES

- Weekly tuition cannot be reduced for days your child does not attend due to illness. Remember that you are reserving a spot in the program, and not for attendance. You must still notify the center.
- If child will be absent on any given day please notify center for record keeping. This does not grant makeups or credits.
- Family vacations will not be charged with proper advance notice. At least 1 week in advance. Families have 10 school days available for vacation at no cost.
- All absences or changes of schedule must be communicated to the director by email only. Teachers will direct you to speak with the director if you share changes of schedule with them. Phone calls/voice messages will not be considered when making such changes.

- Please remember that your chosen schedule is not adjustable from week to week. You must attend the days you've chosen, as those spots are reserved for your child in the classroom. You are financially responsible for the days you've chosen upon registration.
- If you drop off late in the morning, child must still be picked up by the end of the day according to the program you signed up for during registration. You cannot make up that hour after pick up time. Ex. Child is enrolled in 9-2 program. Child arrives at 10am. You must still pick up by 2pm, otherwise you will be charged late pick up fees.

POTTY TRAINING POLICY

- Parents must begin the process of potty training at home with consistent success for two weeks before we can start to follow up at school.
- If child cannot fully communicate their needs, they are not ready to potty train. Children must be able to successfully verbalize their need to go. If a child has no desire to go to the potty even if they are capable of verbalizing it, they are not ready to train. **Children in the 1's classroom will not have potty training assistance.** We will not force a child to use the potty, we can only encourage.
- Accidents are bound to happen so we must stay positive and encourage the children for trying.
- During potty training please provide several pairs of training pants as well as 2 full sets of clothing changes on a daily basis. These clothes should be easy to remove by the child and the teacher.
- Activity levels at school can distract your child from responding to the urge to use the potty. We will continue to use pull ups until your child can and will announce that they must use the bathroom and can control their bowels.
- In order to enter the 3's & PreK-Class, the child must be fully potty trained. See addendum for further policy clarification.

LABELING ITEMS

All personal items brought for your child should be labeled with your child's name or initials. (Coats, jackets, caps, diaper bags, cups, lunch boxes, bottles, blankets, sheets, etc). All misplaced items will be put in lost and found. Any items remaining unclaimed by the end of the semester will be donated to a local charity.

FIELD TRIPS

We will schedule field trips that will come to our school. Also, because we do not provide transportation for the children, parents must bring their children to any out-of-school field trips in the events schedule. Children that cannot attend field trip can come to the preschool, as teachers will be available for care.

PERSONAL BELONGINGS

- Children are not allowed to bring toys from home. Toys from home cause disruption in the classroom. Please help your child understand this policy before arrival and leave their toys in the car or at home. NO TOYS FROM HOME PLEASE.
- Please provide an extra set of seasonal clothes. Flip flops, crocs are not allowed in school
- During potty training: several pairs of training pants as well as 2 full sets of clothing changes on a daily basis. These clothes should be easy to remove by the child and the teacher.
- LABEL ALL ITEMS LEFT AT THE CENTER WITH YOUR CHILD'S NAME OR INITIALS. THIS INCLUDES ALL FOOD ITEMS AS WELL!

DAILY ACTIVITIES

A schedule of the school day routine is posted in each classroom's board. All schedules include individual, small-group and large-group activities that will meet the specific needs of the child and class. Playground time (weather permitting) and learning centers are incorporated into each day. All classrooms will participate in weekly Chapel & Music and Movement Class.

PARENT COMMUNICATION / PARENT TEACHER CONFERENCE

- Each teacher communicates to her class parents through our Procure application daily sheets. You receive these at the end of each day when you sign your child out. School wide communications are also sent on a monthly basis through Procure to inform you of the activities occurring at school. Please be sure to check for the emailed monthly newsletter to keep yourself informed throughout the year.
- **In order to lessen our impact on the environment we enforce online communication. Email and mass texts are the main vehicle of communication, so it is imperative that parents are always aware of emails and texts from the Splash Zone Preschool as they will always have important information about your child and the school.**
- Scheduled conferences are held around the middle of the school year for all classrooms. Please be sure to sign up as it is an important part of your child's experience. These conferences will advise you of your child's progress, and you will be presented with their yearly assessment. Please feel free to contact your teacher or director if you have any concerns at any time throughout the year.

GRIEVANCE PROCEDURES

- If a parent has a grievance against anyone in the school, there are two ways in which to have complaints heard. Parents who have a problem with a teacher are encouraged to talk to the teacher first. If that is not possible, the parents may talk to the director informally or by making an appointment for a private conversation. Please be aware that staff is under strict instruction to not discuss other children and their families with you. Names of other children in the classroom will not be mentioned.
- We hold the right to refuse services at any time to individuals displaying inappropriate, offensive or hurtful behaviors to staff, other parents and students. This includes written emails, texts and personal encounters.

PARTIES

If you wish to bring refreshments or favors to celebrate your child's birthday, please make arrangements at least one week prior to the date with the teacher. The time allotted for birthday celebrations is 10:00am during morning snack and the 20 minutes thereafter during free play. Cupcakes must be mini-sized and store bought. This allows us to check for ingredients as there are bound to be children with allergies in the classroom.

VOLUNTEERING OPPORTUNITIES

Like other schools that are non-profit organizations, we encourage volunteerism. Many opportunities are open to you:

- Room Mom (Teacher birthday, and help in yearly classroom events)
- Staff Appreciation Luncheon
- Fall Festival
- Christmas Pageant

INCLUSION FOR CHILDREN WITH SPECIAL NEEDS

As a program that strives to provide the least restrictive environment for all children needing early education and care, the following policies shall apply to those children with identified special needs prior to enrollment, or for children who are clearly not benefiting from the program for unidentified reasons. "Special Needs" is defined as any child who is exhibiting behavior of being cognitively, socially-emotionally, behaviorally or physically challenged.

We are designed to be inclusive of all children, including children with identified disabilities and special learning and development needs. We require that staff are informed of the identified or diagnosed special needs of the individual child.

Staff works in collaboration with appropriate professionals to make appropriate professional referrals when necessary. Rather than removing the children from the classroom, therapy arranged by the family can be effectively incorporated within classroom activities as much as possible.

The Splash Zone Preschool reserves the right to:

- Request, when necessary, that parents make arrangements for appropriate assessment to be done for children who are clearly not benefiting from the program in one or more of the developmental domains. This can be done through private intervention and/or OCPS Early Childhood assessments. If it is determined that the preschool cannot meet the needs of an individual child, further assessment may be required for continued enrollment.
- Request, when necessary, that all documents from the medical professionals or therapist that deal specifically with treatment and/or goal setting and benchmarks be copied and given to school personnel for use in the child's file. These documents, coupled with a team of people working together (parents, teachers, professionals), will provide the ultimate continuity between school, home and therapy settings, thus providing an increased probability of reaching goals and benchmarks.

- Request, when necessary, that parents make arrangements for additional supervision and care for the child, (i.e. shadow teachers, including specialists) when attending school. When necessary, parents may be asked to make financial arrangements for the additional supervisory personnel.
- After the above efforts have been exhausted, if we as a school feel we are unable to meet the specific developmental needs of a particular child, we will ask that the parents remove the child from the school. This can also occur if the child is showing dysfunctional behavior that could pose a threat to the safety of the other children in the school. Also if we as a staff feel as though the staff and environment cannot meet the child's needs, we will request the child to be removed.
- In all cases, all documents, conversations, and individualized education plans or plans for early intervention will be strictly confidential. Information will be exchanged on a "need-to-know" basis - only for those people who are working directly with the child.

CLASSROOM CUTOFF DATE:

Child must be the age of the classroom by Sep 1 of current school year. If child is not of age by Sep 1, child must be enrolled in younger classroom for the remainder of the school year. The only exception is if child is in infant classroom going into 1's classroom: Infant must be able to walk very well, and eat/sleep independently to transition to 1's classroom.

Example 1: Child turns 3 **BEFORE** September 1. This means child can be in the 3's classroom.

Example 2: Child turns 3 **AFTER** September 1. This means child must stay in the two year old classroom one more year.

CENTER CLOSINGS:

The preschool program operates on a similar schedule as the Orange County School District, with a couple of exceptions. Please see the Splash Zone Preschool Calendar attached to your enrollment packet to be aware of the Splash Zone Preschool center closings.

REPORTING CHILD ABUSE AND NEGLECT :

We understand the importance of family unity, however, if a time arrives where upon any symptoms of suspected child abuse or neglect by a staff member or parent/guardian are brought to our attention, we are required by law to report it to the Department of Child and Family Services. This center is mandated to abide by this law.

ITEMS TO BRING TO ENSURE QUALITY CARE (PER AGE)

To assure your child is properly cared for while in our center, parents are responsible for bringing the following items, and adhering to the policy presented here:

▶ YOUNGER INFANTS : 6 weeks to 6 months

- Diapers - weekly
- Diaper rash cream (labeled with name)
- Wipes - weekly
- Breast milk or formula bottles + Feeding schedule
- 1 Pacifier that stays in the classroom (optional)
- Infant water (labeled with name)
- Pack n Play for sleeping/ napping
- 2 complete changes of clothes (seasonal) - at all times
- 2 sets of crib linens - at all times

▶ MOBILE INFANTS : 6 months to 18 months

- Diapers - weekly
- Diaper rash cream (labeled with name)
- Wipes - weekly
- Infant water (labeled with name)
- Breast milk or formula bottles
- Solids to complement the milk.
- 1 Pacifier that stays in the classroom
- 1 change of clothes (seasonal) - at all times
- 2 sets of linens - at all times
- 2 sippy cups (labeled with name)
- Lunchbag with ice packs daily

▶ TODDLERS : 18 months to 36 months

- 2 changes of clothes (seasonal) - at all times
- 2 sets of linens - at all times
- Diapers/ Pull ups - weekly (potty training)
- Wipes - weekly
- Sippy cup/Water Bottle (1-4 year old class)
- Lunch bag with ice packs

NOTES:

- No pacifiers in the two year old classroom.
- Nails must be trimmed at all times to avoid scratching accidents and for hygiene.
- During potty training, no overalls, onesies, jumpers or body shirts.
- No flip flops, or crocs. Only closed toe shoes allowed.
- Children must be potty trained upon entering the three year old classroom.

FIRE DRILLS / STAY IN SHELTER DRILLS

- The Splash Zone preschool performs monthly fire drills with the children to prepare them for any emergencies.
- The Splash Zone preschool also performs stay in shelter drills with the children in case of any weather emergency or intruder.

FOUR YEAR OLD CLASSROOM GUIDELINES

- Our four year old program requires the children to attend every day from 9:00am - 2:00pm in order to fully take advantage of the program.
- Children must arrive by 9:00am. Once the school day begins at 9:00am, interruptions are discouraged. The same way, early dismissal is highly discouraged as it will cause disruption in the classroom.
- Children in the four year old classroom are encouraged to take vacation time during the weeks the school is closed. Missing school days will mean that the child will be behind in learning the material.
- Closed toe shoes are mandatory as well as seasonal clothing.
- Medium sized backpack.

PRESCHOOL DISCIPLINARY PROCEDURES AND POLICIES

Proverbs 10:17 tells us:

“He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.”

It is our desire for The Splash Zone Preschool students to be salt and light in the world, showing the way to live and not lead others astray!

Discipline Procedures & Policies:

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group (Time-Out) – one minute away for each year of age.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Behavioral Report).

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules and routines of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.
- Uses profanity (grounds for suspension/expulsion)

Discipline Procedures for disruptive behavior:

Disruptive Behavior will be addressed in a behavioral report which you will receive via Procure. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The behavioral report will be placed in the child's folder to be taken home, signed, and returned the next day to the teacher.

If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and Preschool Director.

If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the preschool program altogether.

Children cannot become self-disciplined unless adults teach them right from wrong. At The Splash Zone Preschool, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our school. This is in line with God's relationship to us. He has given us His Word so that we may know how to live, and He has promised to discipline us if we belong to Him. (Proverbs 3:11-12 "My son, do not despise the Lord's discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in.")

Discipline Policy Agreement:

I have read the Preschool Disciplinary Policies and Procedures. I have discussed this with my child and agree to comply with the discipline policies and procedures of The Splash Zone Preschool

Parent/Legal Guardian Signature

Parent/Legal Guardian Name Printed

Child's Name

Date



SPLASH ZONE PRESCHOOL CHECKLIST

- ▶ **Schedule Tour of the facility**
- ▶ **Director's Conference (30 min session)**
- ▶ **Registration Fee \$130.00 (check only) + 1st week's tuition. (Nonrefundable and per child)**
- ▶ **Parent Handbook Form signed and dated.**
- ▶ **Up to date Records must be submitted with registration packet**
 - **Up to date immunization record (blue form)**
 - **Health entry exam certificate (gold form)**
 - **Copy of birth certificate**
- ▶ **Medicine Administration Consent Form. (if needed)**
- ▶ **Submission of completed enrollment packet forms per child.**
- ▶ **Quality care items**

**THANKS FOR CHOOSING
THE SPLASH ZONE PRESCHOOL
AT SPIRIT OF JOY!**

PARENT HANDBOOK ACKNOWLEDGMENT FORM

I have read and understand the Splash Zone Preschool Parent Handbook. I agree to abide by the policies and procedures as stated. I understand that this handbook could be updated at any time during the school year. I have also had a chance to sit down for a pre-enrollment director conference to ask any questions as well as discuss any concerns.

Signature of Parent/ Guardian

Date

I have given the above parent an opportunity to ask questions about the policies of the Splash Zone Preschool at Spirit of Joy. I was present to discuss any concerns during this pre-enrollment director conference.

Signature of Director

Date