



# Parent Handbook

Family Christian Center Preschool  
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Licensed By:  
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## General Philosophy of Family Christian Center Preschool

Welcome to Family Christian Center Preschool (FCCPS)! We are honored to have you join us. It is our desire that the staff here will be able to guide and assist you as your child learns and grows with us. The guidelines of this handbook are not all inclusive of every policy and procedure guiding FCCPS, but serve as a general outline. Since our school is a ministry of Family Christian Center, we endeavor to maintain a standard of excellence set for both the church and school. Please note that this FCCPS handbook is subject to change whenever necessary by the administration to achieve these goals.

Our goal is to provide a safe, orderly and God-honoring environment where students and staff can enjoy learning to the fullest extent. We ask each parent to read and help their child understand the guidelines stated in this handbook in order to make Family Christian Center Preschool the best learning environment possible for every child who attends.

## Statement of Purpose

It is the purpose of Family Christian Center Preschool to train Christian youth on every ability in the highest principles of education, Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship. Through personal attention and loving correction, we endeavor to make attendance at FCCPS a rewarding and memorable experience.

## Mission Statement

To provide a safe environment for each child to experience excellence in education, while they grow in their faith, character, achievement and purpose.

## Church Affiliation

All students and parents are encouraged to develop a commitment to Christ and to attend a local Bible believing church on a regular basis.

## Health, Immunization and Birth Certificate

Florida Law requires that each child have an updated copy of their birth certificate on file at the school. Also, a HRS Florida certificate of Immunization needs to be updated as it expires, and HRS Physical Exam certificate needs to be updated every two years.

## Entrance Ages

All children must be of proper age to enter the program. FCCPS adheres to the same standards set by the state of Florida for the Florida public school system. Example: A child must be 4 on or before September 1<sup>st</sup> to be in the four year old program. This cutoff date of September 1<sup>st</sup> is the same for all ages. All 3 year olds must be potty trained to go into the three year old room.

## Statement of Non-Discrimination

Family Christian Center Preschool does not discriminate on the basis of race, sex, national origin, or physical disability. However, FCCPS does reserve the right to use appropriate selection criteria in fulfillment of its stated goals and objectives and to reject applications for enrollment that we do not feel are consistent with our goals and purpose.

## Uniforms

Uniforms are not required here at Family Christian Preschool. However, we do require closed toe shoes and shorts to be worn under girl's dresses or skirts. We encourage you to dress your child in clothes that are clean and well fitting. Please keep in mind that they may be experimenting with painting, play dough, sand tables and watercolors.

## Illness

Any child who is suspected of having a communicable disease or who develops one or any combination of the symptoms listed below shall be placed in isolation and the parent will be called. Due to staffing requirements parents must pick up the child as quickly as possible and the child will be required to be out of the center for 24 hours.

## Temperature at School

- A child with a temperature of 100 or above will be sent home and may not return to school until the temperature is normal for 24 hours without Tylenol or other fever reducing medication.
- Family Christian Center Preschool does not give Aspirin or Tylenol for an elevated temperature unless ordered by a doctor.
- If a temperature of 103.8 or above and a parent cannot be reached the school will call 911 for medical attention for your child. A temperature of this degree can cause seizures in some children and medical attention is essential. We don't give aspirin for any reason unless ordered by a doctor.

## Signs and Symptoms of Communicable Diseases

- Severe coughing
- Difficult or rapid breathing
- Stiff neck
- Diarrhea
- Temperature of 100 or higher
- Conjunctivitis (pink eye)
- Vomiting
- Head lice or nits
- Continual runny nose (If the runny nose is allergy related we need a note from the Doctor stating that it is not contagious.)

## Our main concern is the well-being of all the children:

- Please, do not mask any of the above symptoms with medication prior to bringing your child to school.
- If your child is unable to participate in the normal daily activities of the class (inside or outside) we ask that you not send your child to school that day.

## Medication

Family Christian Center Preschool will not give ANY over the counter medicine to a child, unless prescribed by doctor. Over the counter medications will require a doctor's prescription.

**Prescribed medication will be administered to your child as directed by your child's Doctor, the following shall apply:**

- The prescribed medication must be brought in by the custodial parent.
- The prescribed medication must be in its original bottle, with the date, name of child, name medication, medication directions listed clearly on the label.
- If the child requires a liquid medication, the parent must bring a graduated medication spoon or cup.
- If pills must be cut in half, it is the responsibility of the parent and not that of Family Christian Preschool personnel. If pills are not cut in half or quarter as prescribed, the medication cannot be given.
- The first dose of medicine must be given at home or by the custodial parent.
- All medical procedures i.e. Nebulizer treatments. Glucose monitoring, or Epipen, etc. MUST HAVE a medical procedure form completed by your child's doctor, written parental consent and staff training before the procedure can be preformed.
- Any lotions such as sunscreen, insect repellent, allergy creams, must have a medication form filled out prior to our staff applying the lotion to your child. This also includes bottom creams like Destin. On water days here at the center, parents must apply sunscreen.
- Do not send any kind of medicine including cough drops or vitamins in your child's lunch box, backpack, or pocket as this presents a safety issue.
- YOU MUST UPDATE YOUR CHILD'S MEDICAL FORM EVERY MONTH.

## Empowering Kids with Personal Responsibility

**Clean up, clean up, everybody, everywhere,  
Clean up, Clean up , everyone do your share.**

While one of our goals at FCCPS is to make sure that kids have fun learning and playing, we also teach and encourage personal responsibility in the area of personal hygiene and clean up. Children are always encouraged to pick up and put

away their books, toys and art supplies when they are done with them. Additionally, we encourage kids to wash their face as needed and hands after potty time, play time, snack time and various times throughout the day.

Each classroom is conveniently equipped with their own kid sized bathroom for the use of all the students in that room. We understand while many kids are still perfecting the art of potty time, there may be an occasional small bathroom accident in the process. FCCPS has supplied each classroom potty with disposable plastic gloves and disinfectant wipes so that when a child "misses" or "splashes", they are able to clean up after themselves. This is always done with direct involvement and supervision by a certified staff member.

## Discipline Policy

Enforcing discipline in the classroom will be the responsibility of each teacher. The main emphasis will always be on first reinforcing a child's positive behavior. If for some reason a student's behavior becomes disruptive, the teacher will give the child a verbal reminder. If disruptive behavior continues the child will be asked to go to the "thinking spot" located inside the class room for an age appropriate amount of time. The guideline for time spent in the "thinking spot" is 1 minute per year, so a 2 year old will spend 2 minutes in the "thinking spot" and so on.

If the child continues to display disruptive behavior, the teacher will escort them to the director's office for "conference time". "Conference time" is where the child gets an opportunity to talk about the classroom situation and why they think it happened. We find that "conference time" often gives the child an opportunity to communicate about core issues that can sometimes be the reason for the disruptive behavior. This also gives the child an opportunity for self-examination and apologies, if necessary. Once "conference time" is over, the child is escorted back to the classroom.

In the rare instance that disruptive behavior still continues or the situation worsens, a parent conference will be required.

Grounds for dismissal: There will be NO tolerance for disruption, disrespect for others or bullying.

### **The following disciplinary actions will not be tolerated at FCCPS:**

1. Children will never be subject to discipline that is severe, humiliating or frightening.
2. Discipline will never be associated with food, rest, play or toileting.
3. Spanking, picking up or putting down forcefully or any other form of physical or corporal punishment will not be tolerated.

## The Weather and Emergency Situations

If the Lake County Public Schools close due to bad weather or other emergency situation then Family Christian Center Preschool will also be closed. If for some reason Lake County says that public schools will close only half a day, FCCPS will be closed the FULL DAY. Please, listen to local TV and Radio stations for this information.

*Should events during school make it unsafe for the children to remain at Family Christian Center Preschool parents will be called to pick up their children.*

## Fundraisers

We are excited to be able to offer fun and interactive fundraisers a few times during the school year. We ask that everyone participate so that we can provide the best materials and a resource for our teachers to enhance your child's learning experience.

## Chapel

Chapel is held every day from 9:00 a.m. to 9:30 a.m. **We do not answer the door or phone at this time.** We start our time with fun music and continue on with a brief Bible lesson. Chapel teachings include stories about fascinating Bible heroes who help us to incorporate teachings on values, morals and Godly behavior. Parents are invited and welcomed to attend with their children anytime.

## Breakfast, Lunches and Food Allergies

FCCPS does not provide breakfast or lunches for the children. It will be the responsibility of the parent to provide their child breakfast (at home) and lunch by packing or purchasing a lunch from the kitchen. Please, do not bring in food items in the mornings. It is hard for children to understand why their friends are eating and they are not. Lunch menus are on the [Fccschools.com](http://Fccschools.com) website. **PLEASE, do not send candy or soda as they are not considered to be nutritious.** It is the responsibility of the parent to inform the school and teacher of any potential food allergies. We often partake in birthday celebrations and food related projects and cannot be responsible for illness unless we have been informed prior.

## Important Miscellaneous Information

- Your child must be signed in and out every day by an adult. Please DO NOT let children sign in and out.
- Please, put your payment in the payment box on the wall below the sign in computer.
- Fire drills are done once a month, weather and lock down drills are done twice a year.
- Each child needs a complete change of clothes including shoes and socks, which is to be kept in their cubby. Please, place the clothes in a gallon sized zip-lock

baggie and label the bag and clothes with your child's name. If your child does not have a change of clothes the parent will be called to bring the child clothing.

- Your child may bring something to nap with; however it will be kept in their cubby until nap time.
- Your child will need a beach towel for nap time to cover up with. They may bring a travel size pillow if they would like. Please do not bring blankets or sleeping bags, (these items will be sent home). We are teaching your child that their beach towel is their responsibility. They will be learning to fold the towel and put in back into their cubby.
- Toys will *only* be allowed to be brought in for Show and Tell Days.
- Please, do not let your child bring "items of value" to school. Example: jewelry, priceless family heirlooms such as a blanket that great, great grandma handmade. This includes special dolls, stuffed animals or items that your child cannot sleep without at home.
- Make sure that your child's teacher is aware of any and all food allergies that your child might have.
- We post upcoming events and information on our Facebook page. [www.Facebook.com/FamilyChristianCenterPreSchool](http://www.Facebook.com/FamilyChristianCenterPreSchool) Also on our website [Fccschools.com](http://Fccschools.com)

## Our Parents

We appreciate our parents very much and welcome their participation throughout the school year. There are always opportunities during the year to help out in the classroom. But wait! There doesn't have to be a special need for you to be a part...come just because you would like to! If you are interested in helping out in any capacity, please let the director or your child's teacher know. We also welcome you any time if you would like to visit your child or have lunch with them. Please feel free to come in! No advance notice is needed.

## Upon the Decision to Close FCCPS

A written notice of at least two weeks will be given if for some reason the school would ever have to close. We also kindly require a two weeks' notice if you decide to remove your child from FCCPS

- Notify parents in writing
- Transfer student records to the parent or legal guardian
- Maintain incident reports for a minimum of 180 days
- Maintain all state documents (i.e. fire drill records, inspection reports, attendance, etc.) for a minimum of 365 days.
- If records cannot be maintained by the center, then records should be forwarded to the FLOCS office.

## Lock Down

If our school would go on lock down, FCCPS staff will post on our Facebook page that we have locked down. We will then post when the lock down has been lifted. There will also be a red sign on the door signaling we are on lock down. When red sign is on door there will be NO ONE coming in or out of the building.

## Summer School

Yes we have summer school. Please see attached calendar sheet.

## School Calendar

Please see attached sheet.

## Tuition

Please see attached sheet

### Please take note:

Family Christian Center Preschool is not considered a *daycare*. We gather together every day at 9:00 a.m. to pray together for our church, our school and our country. We do not answer phones or the door during chapel. We ask that your child be at school by 8:50 AM and absolutely no later than 8:55 AM.

We understand that there are times that being late is beyond your control (traffic, doctor's appointments, etc.) Please, if you can't have your child here on time, give us a call and make us aware of these situations by 8:55 AM. Late arrivals can be very disruptive to the classroom, which puts additional strain on the other students and the teacher who must regain the children's attention.

Also, we kindly ask you to please be respectful of the teacher's time in the morning. Your teacher's first priority is to take care of the children and get started on the day's activities. We understand that there are times when you will need to talk to your child's teacher so we've created a system for you. Located next to your child's mailbox is a "Leave a note for the Teacher". Please be respectful of your child's teacher in the morning, she is greeting her students and preparing for the day. She will contact you on her lunch or planning. Thank you for your help in this matter!

**Payments:** Tuition payment is due each Friday for the following week. Payments not received by then will incur a \$25.00 LATE FEE. Returned checks will be considered late and will be charged a \$25.00 late fee and a \$25.00 returned check fee. If you have more than one returned check fee, we may require that your account be paid in cash or credit only.



**Vacation:** You receive one week (5 days consecutive) vacation after ONE FULL YEAR (12 months) of enrollment. This must be taken within the next year. If you do not take this time within the next year you will lose it. Please notify the director in writing (forms in office) two weeks prior to your vacation (excludes VPK). If you are off the summer your time will resume when you come back to school.

**Late Pick Up:** School ends at 5:30 p.m. A \$10.00 fee will be charged within the first five minutes for each child picked up after 5:30 p.m., then an additional charge of \$1.00 for every minute thereafter per child. **If you are late more than three times in one month the charge will be doubled.**

**Discounts:** Families with more than one child attending Family Christian Preschool three or more days a week will receive a 10% discount on the second and third child's tuition. A 5% discount is available if paying the year in full.

**Notice:** A minimum two-week written (form in office) notice is required prior to disenrollment. You are responsible for payment for those two weeks whether your child attends school or not. The center reserves the right to dis-enroll any child for any reason at any time, to include non-payment for services, severe behavioral issues that may affect the safety of other children, and non-compliance with administrative policies.

**Holidays:** See attached school calendar. Tuition is prorated for the full year. Therefore regardless of number of weeks in a particular month or holiday closings, full monthly payment is required. This includes teacher workdays and closings.

**Fire Alarm:** Please be advised if your child pulls a fire alarm and the fire trucks are disbursed to the school. The parents will be responsible for any charges.

## THANKS

We want to take this opportunity to let you know how much we appreciate you letting us share in the building of your child's , spiritual, academic, social, and physical development. These children are a precious gift from GOD. We don't take it lightly that you have entrusted your child to us. We're very thankful that GOD has given us the heart to love and to teach your child and together we get watch them grow up to be all that God has created them to be. Thank you!!