



Celebration Baptist Kinderschool 2020-21 Parent Hand book Policies and Procedures

A ministry of Celebration Baptist Church

3300 Shamrock Street East

Tallahassee, FL 32309

Kinderschool # (850)893-2229

Church # (850)893-1709, ext. 131

Fax # (850)668-3223

www.icelebration.org

License of Certificate # C02LE0228

Tax ID # 59-2127519

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August 7, 2020

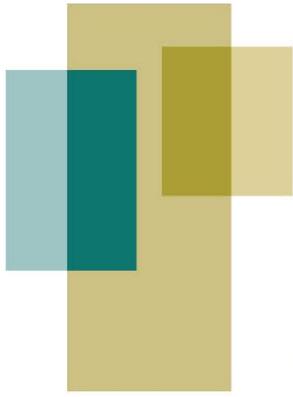
Dear Parent,

Welcome to Celebration Baptist Kinderschool! We are honored by the trust that you have bestowed on us. Your child is of paramount importance to us and we will do everything we can to make preschool a wonderful experience. Our goal is to provide an excellent environment to teach children Biblically based values that will help them grow into people of caring and character.

Making your way as a family in today's world is not easy. Each day presents a new set of challenges. We hope that the values we teach your children will make your life a bit more manageable. We also strive to make your child's school day a blessing with the opportunity to learn in a loving and enjoyable atmosphere.

Thank you again for involving your family in this special ministry of Celebration Baptist Church! If there is any way that we may serve your family during the upcoming year, please let us know.

Yours and HIS,
David Emmert, Senior Pastor
Celebration Baptist Church



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CONNECT WITH GOD & OTHERS

August 7, 2020

Dear Parents,

We welcome you to another great year at Celebration Baptist Kinderschool! The teachers have been getting ready for all the wonderful children we will love this year.

Please take time to read the following pages and become familiar with our policies and procedures. Most of your questions and concerns will be answered in this handbook. If you have further questions, please see your child's teacher, the front office or myself.

It is my prayer that your child will grow in many ways through our program. God helps us to grow mentally, physically, socially, emotionally and spiritually. In Luke 2:52 it says "And Jesus grew in wisdom and stature, and in favor with God and man." I strongly encourage you to get to know your child's teachers and work with them in providing the best atmosphere for your child's growth and development. Our staff would like to be the best spiritual supporter and friend that your family could ever have.

I would like to share a little about my personal life. I accepted Christ as my personal Savior in June 1984 at the age of twenty-three. I am so thankful to know Christ as my Savior and have received the gift of eternal life. I have been a member of Celebration Baptist Church for almost twenty-three years. I have been married to a wonderful man, Chris Lueck for thirty years. We have two beautiful girls, Avery, twenty-six years old and Shelby, twenty-four years old.

I have worked with children all my life. I first began babysitting at age ten. As a young adult I have volunteered in the nursery, taught Mission Friends and Children's Choir. I graduated from Palm Beach Atlantic University in 1989 with a Bachelor of Arts in Elementary Education with a Specialization in Early Childhood and Learning Disabilities. I have been at Celebration Baptist Kinderschool on and off for the past twenty-three years and have taught many ages. This will be my thirteenth year as Director at Celebration. I also hold my Level II Director's Credentials with VPK Endorsement with the State of Florida.

I look forward to connecting with all of you as we work together to foster the best year for your child! My heart's desire is to love you and your family as Christ loves you! Thank you for giving us the wonderful privilege of serving you and your precious family!!!!

If you do not already have a church home, I hope you will consider worshipping with us on Sunday mornings.

'We loved you so much that we were delighted to share with you not only the gospel of God but our lives as well, because you had become so dear to us.' 1 Thessalonians 2:8

Joyfully Serving,
Pam Lueck, CBK Director

WELCOME

***Philosophy of Celebration Baptist Kinderschool**

To extend the ministry of our church, our philosophy is, "Connecting people with God and others."

Celebration Baptist Kinderschool will provide a loving, caring and positive environment in which children can develop good self-concepts as well as learn to love and respect others. Learning Centers are used to promote creativity in art, nature, music, home-living, literacy, math, manipulatives and a love for God's word, the Bible. Christian values are taught through Bible stories as well as throughout the daily activities and lesson plans. The four-year-olds attend chapel once a week with our Children & Family Pastor Tommy Hendricks. The three-year-olds attend chapel once a week with one of our Resource Teachers Erin Remy. These chapels may be outside in order to allow for social distancing. We are waiting to implement chapel until October or November.

***Notice of Nondiscriminatory Policy As To Students**

Celebration Baptist Kinderschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

Our staff consists of Godly women who are professing New Testament believers in Christ. They love our Lord and have a "heart for His children."

***Licensing**

Celebration Baptist Kinderschool is licensed by the State of Florida through DCF (Department of Children & Families). Our License of Certificate is # C02LE0228.

***Professional Staff**

Each staff member, including substitutes, is trained in their particular area, attends on-going in-service training each year, and participates in monthly staff meetings. Staff also completes continuing education as required by the state in addition to professional development training. Most of our staff are trained and certified in Infant/Child CPR and First Aid.

Some teachers are certified in Education and/or have a FCCPC (Florida Child Care Professional Credential) equivalent degree. Most teachers also have experience in teaching as well as having children of their own. All staff is required to have 45 hours of DCF (Department of Children & Families) training. Every employee has had a Level II Background Screening – Federal and State, including fingerprinting.

***Orientations**

We provide two orientations to connect with our families and children. Parent Orientation is for parents ONLY to meet the staff, review the parent handbook, meet their child's teacher to ask questions and complete any necessary paperwork. Childcare is not provided. Student Orientation for students and parents is a drop-in

gathering for your child to get to see the room, meet the teachers and visit with friends. We have found these two separate orientations to be highly beneficial and successful.

A four-year-old (VPK) Parent Orientation is scheduled prior to the start date of CBK. The orientation is for parents only and may last up to 1.5 hours – 2 hours. This orientation is mandatory due to the important information that needs to be shared.

PAYMENTS AND FEE SCHEDULE

***Registration**

Registration begins in late January before the up-coming school year. The **NON-REFUNDABLE** registration fee is \$150 per child. There is an \$80 **NON-REFUNDABLE** registration fee for Before School Care and an \$80 **NON-REFUNDABLE** registration fee for Stay & Play programs.

***Supply Fee**

The supply fee is equivalent to your child's monthly tuition and is due prior to the start of school. The only discount on Supply Fee is the sibling discount. Should you have a reduced tuition rate for another reason, the supply fee *is not* reduced. This fee helps to purchase equipment and supplies for the classrooms. This fee is **NON-REFUNDABLE**.

***Activity Fee**

Eighteen-month-olds – three-year-olds ~\$60 this is a *mandatory* annual fee. It covers special events for your child such as a Kinderschool t-shirt, seasonal class parties, Thanksgiving t-shirts & feast and on-campus field trips.

***Tuition/Enrollment**

There are no refunds in the event of any school closures.

Enrollment is open to children ages eighteen-month-olds through four-years of age, inclusive. Acceptance is determined by number of places available in each class.

Attendance Changes ~ all attendance changes must be authorized through the Front Office, not your child's teacher.

Tuition Due ~ **Tuition is due on 1st of the month and late after the 7th of the month.** *Please note ~ we do not distribute monthly invoices.*

Tuition payments ~ Monthly tuition fees are divided into equal payments and the payment amount remains the same each month ~ September – May. All tuition payments are to be paid at the front office. **Please do not leave payments with teachers or in your child's bag.**

Payment options:

Check – make checks payable to CBK (Celebration Baptist Kinderschool) and include the child’s name on the memo line. Please drop all check payments in the Drop Box located at the end of the front office counter.

Cash – Please make all cash payments in the Kinderschool office so we can provide you with a receipt.

Credit/Debit card – we accept credit and debit card payments. All credit card transactions must be made at the Kinderschool office. Please see the Kinderschool front office staff for any credit card payment. ***Please note*** – **there is a 3% processing fee for all transactions.**

Bill Pay – please contact your financial institution to set up this service. *If you use this service, please inform the Kinderschool front office staff. To ensure your payment is routed correctly, please indicate CBK and your child’s name on the memo line.*

Payment and income tax receipts ~please email Barbara Sessions at bsessions@icelebration.org to request these receipts.

Late Payments ~ **\$25** is due for all late tuition, when it is received after the 7th of the month. An account will be considered delinquent if it is thirty (30) days past due. If account becomes delinquent your account must be made current, including late charges or we must terminate your child’s enrollment.

Returned Checks ~ **\$25** fee for returned checks.

Please refer to the 2020-21 CBK fee schedule for all fee information provided for you in this parent handbook.

***Four-Year-Old Pre-K Program and Wraparound Fee**

Our school contracts annually with the Early Learning Coalition (ELC) to provide the Voluntary Preschool Program (VPK). This program allows eligible children to receive a maximum of 540 hours of educational instruction.

Our Four-Year-Old Program provides additional hours of instruction which exceeds the VPK hours provided by the State of Florida. These additional classroom hours are paid for by the family through a separate fee called “wrap around care” fee. This fee is based on our cost of care for a four year old student. These funds also cover special activities that occur outside of the VPK instructional days and/or hours.

The annual fee of \$1,200 is divided into payments. At registration, \$450 of the fee is required. The remaining balance of \$750 has been broken down into monthly installments of \$75, due on the first of the month, August through May. A late fee of \$25 is assessed for payment received after the 7th of the month. The entire fee can be paid in full at the beginning of the school year.

*Please note that discounts do not apply for our Enhanced Pre-K program.

***Ministerial Discounts**

If either parent is employed full time as a minister of a New Testament Church, there is a 25% discount on your children’s tuition. Please bring a letter on church letterhead from your Pastor or Church Administrator to verify

employment. A ministerial discount **does not** exempt you from full Registration Fee, Supply Fee, Four-year old Wraparound Fee or Activity Fee.

***Withdrawal from CBK**

We understand that life's events happen unexpectedly; however, unless we receive a thirty (30) day notification of withdrawal at the front office, tuition will be due.

ADDITIONAL KINDERSCHOOL PROGRAMS

***Before School Care**

We offer Before School Care (BSC) to those families who need to drop off before 9:00am. BSC begins at 8:00am. Our teachers and assistants staff this program. Enrollment in Before School Care must be the same days as your child's attendance. To enroll in the program, please see the front office. There is a **NON-REFUNDABLE** registration fee of \$80.

Please refer to the 2020-21 CBK fee schedule for Before School Care fee information provided for you in this parent handbook.

The monthly fees are due with the monthly tuition and can be on the same check. All fees are **NON-REFUNDABLE**. To enroll in the program, you must come to the front desk to complete enrollment. All enrollment and/or attendance changes must be authorized by the Kinderschool front office staff.

***PLEASE NOTE: DROP-INS ARE NOT AVAILABLE FOR BSC.**

***Stay & Play**

We offer an extended day program from 1:00pm-2:30pm called Stay & Play! It is available for **ALL** ages! If you are interested in having your child attend Stay & Play (S & P), you must enroll in the program. To enroll in the program, please come to the Kinderschool front office. The days your child attends Stay & Play does NOT need to match enrollment. You will need to notify the Kinderschool front office staff if you need to modify.

Stay & Play Drop-Ins ~ Parents who need to use this service must notify the Kinderschool front office staff as soon as possible either in person or by phone. The Kinderschool office staff will then speak with the Stay & Play Coordinator to ensure we have an available space. **The drop-in rate is \$25 and payment is due the day Stay & Play Drop-In care is provided.**

Please refer to the 2020-21 CBK fee schedule for Stay & Play fee information provided for you in this parent handbook.

The monthly fees are due with the monthly tuition and can be on the same check. All fees are **NON-REFUNDABLE**. Pick up for Stay & Play will be at the Kinderschool entrance drive-thru. A staff member will meet you at the door. The program will follow the same monthly schedule as the school.

***Daily Drop-in Care** (for 9:00am-1:00pm)

Approval ~ this type of care is provided for currently enrolled children on a space available basis and must be approved in advance by the **Kinderschool front office staff**.

Drop-in Slip ~ after approval, on the day of Drop-in Care you must stop by the front desk and pick up a Drop in Slip to give to your child's teacher. Please do this before signing into your child's classroom.

Daily Drop-in Fee ~ \$45 per day. **Payment is due the day care is provided.** There are no sibling discounts for this type of care.

***After School Program** (from 1:00pm-6:00pm)

Children enrolled in a four-year-old class (VPK) are eligible for the Celebration Baptist Church After-School Program.

Celebration Baptist Church After-School Program will serve four year olds (VPK) students who need care between the hours of 1:00pm-6:00pm.

Contact ~ Holly Mills Director After School Ministry. Her contact information is (850)328-0040 (w), or (850)559-0109 (c). Her email is hmills@icelebration.org.

OPERATIONAL PROCEDURES

***Parking Lot**

PLEASE, PLEASE, PLEASE make sure to drive very slowly through the parking lot during drop-off in the morning and pick-up in the afternoon. We understand that your lives are very busy and that you have appointments you must keep; however, it is imperative that everyone drive slowly to ensure safety for all children, families and staff.

***Eye Brow – AKA Drive-Thru**

Since our drop off procedure is different this year, safety in the Eye Brow is our main priority!!

PLEASE USE THE EYEBROW ONLY IF IT IS ABSOLUTELY NECESSARY.

We would like the drive-thru to be primarily used by grandparents, new mothers with infants or parents with multiple children and those with physical challenges. This drive-thru is not designed or intended for long-term parking. Please park in a parking space if you plan to be inside longer than five minutes.

***Broom Tree Café**

The Broom Tree Café is intended for adult-type events. The Kinderschool uses this space as a waiting room area before the Kinderschool entrance opens. Please be sure to supervise your children in the Broom Tree Café. We ask that you do not allow your child to run freely in this area. We also request that when you are entering and exiting the Kinderschool to please walk with your child. You may need to hold their hand or they may need to hold onto you. Please do not allow your child to run ahead of you. We understand that while it may be fun to playfully run with your child in the building; in order to ensure safety for everyone, we ask that everyone walk.

***Drop-off and Pick-up**

(PLEASE SEE THE COVID-19 SAFETY PLAN AT THE END OF THE HANDBOOK FOR CURRENT PROCEDURES.)

The Kinderschool hours are 9:00am - 1:00pm. In the morning, the Broom Tree Café doors will be unlocked at 8:30am. Unless enrolled in the Before School Care program, children are not allowed in the classrooms prior to 9:00am as there is no staff supervision at this time. **The back door is for staff use only and it remains locked at all times.** For security reasons, the doors in the Broom Tree Café will be locked between 9:30am-12:30pm with the exception of the doors closest to the stairs inside the Broom Tree Cafe.

As we strive to keep our children safe, the glass doors that lead into the Kinderschool hallway will be closed at all times with the exception of drop-off and pick-up. Please notify approved individuals who may also be picking up your child.

Even though your child may be young and it may seem arriving at 9:00am is not important, however; out of respect to your child and the importance of providing a consistent daily schedule, please try to arrive in a timely manner every day. Also, the teachers begin their daily schedule promptly and children do not want to miss their morning activities!

All VPK students arriving after 9:10am must stop by the front desk for a Tardy Slip.

A photo I.D. may be requested for pick up. Please be prepared by bringing this with you. This applies to all Emergency contacts/Pick-Up contacts as well as parents. Due to our use of Substitute teachers, it is possible that a staff person may not know you. Thank you for helping insure the safety of our children.

***Sign In/Sign Out**

Please be sure to Sign In and Sign Out your child DAILY including the actual arrival and departure times. This procedure is a licensing requirement by the State of Florida.

Minors cannot sign CBK students in or out. The Sign In/Sign Out book will be provided by your child's teacher.

PLEASE NOTE: The parent or guardian is responsible for supervising your child during arrival and departure. When school is over, please feel free to utilize the swings out in the field or play in 'the bowl'. Our staff hours are extended until 2:30pm and we have teachers who are responsible for caring for our Stay & Play children. We want to encourage you to stay and fellowship with one another, however; we kindly ask that you not use the playgrounds while our Stay & Play children are utilizing them. Thank you!

***Attendance**

General ~ Daily attendance on the days your child is enrolled is STRONGLY encouraged. If your child is sick or will be out of town, please notify your child's teacher or the Kinderschool front office staff.

If the school is closed for an emergency or an unplanned closure there will be no make-up days. No adjustments or make-up days will be given for days your child does not attend or is out sick. This policy applies to all our programs unless required by OEL (Office of Early Learning) or ELC (Early Learning Coalition). Please refer to the school calendar in the back of the handbook for all holidays and teacher in-service days observed by the school.

Four-Year-Old Program ~ there is a separate Attendance Policy for our Enhanced Four-year-old program that parents of children enrolled in this age group will receive and agree to follow. This attendance policy is explained to the parents during parent orientation. The key to any age program, but particularly the VPK program being successful, especially for your child, is **REGULAR ATTENDANCE** and **ARRIVING ON TIME**. Attendance is also required in order for the Kinderschool to receive the full payment for your child from the State of Florida. When your child is absent more days than allowed, a percentage of the amount the preschool should receive will be deducted. It is important for the school to receive the full payment so that we may continue to provide a quality program that fulfills our mission which prepares the children for their educational journey.

We understand that it is occasionally unavoidable to be "running late", but more than three times a month is not acceptable. Children always benefit from a consistent schedule.

***Successful Drop-off**

Separating from parents can be difficult for some children. This is very common in the beginning of a new school year when a new teacher is connecting with your child. However, after several days, drop-offs usually become easier. We suggest a few tips for successful transitions to school.

1. *On the way to school, show your excitement for school. Ensure the child they will be safe at school. Driving to school is also a great time for prayer to start the day off in a positive tone.*

2. *Encourage your child to carry their own belongings into school (as they are developmentally able to do so).*
3. *Greet the teacher and remind your child that their teacher is going to keep them safe today.*
4. *Sign in your child.*
5. *Have a special goodbye routine such as a handshake, special hug or a high five that signals your departure.*
6. *When you leave, remind your child that you will return soon to pick them up.*
7. *Then remind them that the teacher (say their name) will comfort them and keep them safe.*
8. *It is important to say 'goodbye' to your child and not sneak out while they are looking the other way. Children do not have the intuition to know that you have simply left. Sneaking out will actually lead to distrust.*
9. *Then, exit the room. The teacher will comfort your child and ensure that they are safe and calm. As your child's primary care giver, we will also ensure your child that you will return to get them. We want to present a unified team when a child is experiencing difficulties with transition.*

***Please know that a prolonged departure can cause more anxiety for your child. Sticking to a daily routine for drop-off will create a pattern for the child to adjust into and feel safe. We encourage parents to call or email CBK Administration, and not your child's teacher, any time during the day to see how their child is adjusting.*

Early Pick-up

If you need to pick up your child early, please stop at the front desk.

***Late pick-up Fees**

Kinderschool day ~ if children are not picked up by **1:00pm**, the late fee is \$10.00 per 10 minutes after 1:05pm (Example: 1:05 – 1:15 is \$10 and 1:16 – 1:26 is \$20)

Stay & Play ~ if children are not picked up by **2:30pm**, the late fee will be \$10.00 **AND** \$1.00 per minute after 2:35pm (Example: 2:31pm -2:35pm will \$10, 2:36pm will be \$11, 2:37pm will be \$12, etc.)

Our workers have personal schedules which they must keep, so please help us by being prompt. After three excessive late penalties, a consultation with the director will be required.

***Discipline**

We will help the children learn composure, encouragement, assertiveness, choices, positive intent, empathy, consequences, etc. Children are taught that they are personally responsible for their behavior and are encouraged to help keep the classroom a safe place for everyone.

Discipline should be a learning experience. The Celebration Baptist Kinderschool staff desire to help the children learn to respect others and to learn self-control. We teach them of Jesus' love and use a positive approach to their behavior. Methods of discipline used are verbal reminders and redirecting. There is absolutely no punishment associated with toileting, eating or napping. CBK will not use humiliation, anger, scolding, hitting or fear to control a child's behavior. These policies were developed to insure a healthy, loving and educational environment for all children and workers. Every effort will be made to develop creative strategies for solving problem behavior. There may be situations that a child will need to be redirected in the classroom or out of the classroom. Occasionally, we will use *time-out* as a means to help the child calm themselves down, gain their composure and join their class activities again.

If a child purposely or intentionally hits, kicks, spits or willfully disobeys their teacher, the parents will be called and the child will be sent home from school for the rest of the day. For repeat offenses the Director/Staff will consult with parents regarding appropriate additional discipline. This policy is to help parents and children understand these behaviors are unacceptable at CBK and to keep everyone safe!

***Biting Policy**

We want to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. This means that it is a particular concern for the staff in the Ones and Twos Room.

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however; when staff cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group with a firm NO. The bitten child is consoled first and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, and then redirected.

- A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.
- We make special efforts to protect potential victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

***Suspension and/or Dismissal Policy**

The policies outlined in this handbook are strictly enforced to provide fairness to all parties that render and receive services. It is therefore important that each parent/guardian carefully review the conditions listed below:

1. Failure to pay for services rendered (fees) or failure to pay on time
2. If receiving tuition assistance or VPK voucher, failure to maintain eligibility requirements and/or Re-determination responsibilities
3. Failure to provide updated Health and Immunization Records for each child as required
4. Failure to abide by CBK rules and regulations

CBK always strives to provide the highest standard of care to all students that matriculate at CBK. It is our desire that every child gets the help and/or early intervention they need to be successful. We are not staffed or equipped to fulfill the demands of caring for special needs students. If CBK administration or staff determines at any time that we are not the best program for your child's particular needs, then CBK reserves the right to dismiss the student 30 days subsequent to written notification and parent conference with the parent and/or guardian.

HEALTH AND SAFETY

***Certificate of Immunization / Student Health Form**

Your child will not be allowed to attend school until the forms are received in the time requested.

Forms ~ Department of Children and Families (DCF), our licensing agency, requires all children in a preschool facility to present a current,

- 1.) Florida Certificate of Immunization
- 2.) Florida Student Health Form

Medical forms are due at registration and must be kept current by parents at all times. Please turn in to the Kinderschool front office staff.

Religious Exemption Forms ~ please note that some children at the Kinderschool may choose not to have immunizations due to religious or personal reasons. They are required to obtain a Religious Exemption form from the Department of Health.

***Child Abuse and Reporting**

All child care personnel are mandated by law to report their suspicions of child abuse, neglect or abandonment to the Florida Abuse Hotline in accordance with section 39.201(F.S.) of the Florida State statutes.

***Injury**

In the event of an accident or incident involving your child during the school day, we will have an Accident/Incident Report Form for you to sign at the end of the day. This form will document the situation involving your child. In some circumstances, we will call at the time of the accident or incident as opposed to waiting until pick-up.

Most staff is trained in First Aid/CPR. In the event that a child becomes ill or injured anywhere in the facility, the supervising staff member will make an immediate decision as to whether the incident is a non-emergency or an emergency situation.

In the case of a Non-Emergency:

1. Child is coherent and composed immediately after injury or illness.
2. Child has a small cut or scrape with little bleeding.
3. Child has little or no swelling
4. Child is able to move injured area, or does not experience pain when touched

The teacher will apply first aid measures such as stopping the bleeding, wash injury with soap and water, and apply a band aid. If the injury starts to swell, CBK Administration will call the parents, notifying them of the situation. Parents will be called for all questionable head/neck/back injuries so they can give guidance on what care to provide. If the injury continues to get worse, the parents will be asked to pick up the child and take him/her to the doctor/hospital. If we are unable to contact the parent/guardian, the emergency contacts listed will be called.

In an Emergency situation:

1. Severe injury to head/neck/back, broken bone, large lacerations
2. Lack of coherence, seizure or convulsion
3. Breathing disturbances
4. Signs of severe allergic reaction
5. Life threatening circumstances

911 will be called first and then the parents will be contacted.

For all accidents/incidents resulting in injury the teacher will fill out an Accident/Incident report for the parent/guardian to read and sign.

The Kinderschool will not assume any financial, medical, and/or legal responsibility for decisions made in the inability to locate a parent or secondary authority for a decision(s). Parents will be required to sign a COVID-19 Waiver which holds CBK harmless in the event of a breakout.

***Illness Policy**

(PLEASE SEE THE COVID-19 SAFETY PLAN AT THE END OF THE HANDBOOK FOR ADDITIONAL PROCEDURES.)

We are partners in your child's education, health and well-being. Therefore, we have made it a primary concern for Kinderschool staff and administration to ensure we maintain a safe and healthy environment for all. We highly value each child and we will do our best to enforce this strict policy for illness. In order to be successful, we need you to please adhere to the policy so that we will be able to control the spread of typical childhood illnesses.

We have an isolation area at the front desk for your child in the event he or she becomes ill while at school. In an attempt to decrease the spread of communicable diseases, we are asking all parents to adhere to the following guidelines. Children are not allowed to attend school and parents will be required to pick up their child when the child exhibits any of the following symptoms:

- Children with fever of **100.4** degrees or higher

Children must be fever free for a minimum of 72 hours and have had no anti-fever medications for 72 hours such as Tylenol or Advil. Please keep your child home for 72 HOURS AFTER the fever has subsided.

- Has vomiting and/or diarrhea within the previous **72 hours**; Any vomiting is an indication of a stomach or intestinal virus and the child must remain at home, as this type of illness can be extremely contagious.
- Has urine that is very dark or brown.
- Has any sign of jaundice.
- Have any open lesions.
- Has any bloody or white, chalky stool.
- Has a persistent cough or runny nose with any colored discharge; keep your child at home until the discharge or cough has stopped completely
- Has sign of conjunctivitis or pink eye; Pink eye is **highly** contagious.
- Has any unexplained rash; see your doctor and do not bring the child to school until the cause and remedy are determined. Many highly contagious illnesses are accompanied by a rash. Undetermined

Rash – any topical condition on the skin that is not normal for that child; may return with a note from the physician that states that the child is not contagious.

- **Strep Throat / Strep Infections** – must be on antibiotics for **48 hours** before returning to school along with a doctor's note.
- Has any sign of head lice; observing the lice on the scalp or itching of the head, neck or back of the ears; must be nit free and treated with an anti-lice shampoo. Do not bring your child to school until the treatment is complete.
- If your child has a fungal infection (including ringworm), worms or any other parasite, do not bring your child to school until the treatment is complete.
- Has any sign of serious or contagious illness.
- If your child has the FLU, we ask that your child be kept home for **5 days** after starting medication and provide a doctor's note.

Young children may exhibit indications of illnesses that are associated with erupting teeth and the staff will help you determine this, since this is clearly not contagious.

For any other illnesses and the ones listed above, we may request, but not necessarily require a doctor's note for clearance to return to school.

Keeping a sick child at home will reduce the spread of illnesses in the classroom. It is a very long day for a child who is sent to school not feeling well.

Please do not put our staff in the difficult situation of having to send your child back home if you come back before the **72 hours** of being fever free and illness free.

If your child is too sick or cannot play outdoors because of a recent illness, please keep him/her at home. (The decision of wellness may be decided upon daily arrival by the teacher/director).

If your child becomes sick while at school, you will be notified immediately. If the parent cannot be contacted, the person(s) listed as an Emergency Contact on your child's registration form will be contacted. Only if the Emergency Contact is also listed as a Pick-up Contact will the child be released to them.

Your child will wait in the front office, please pick up promptly. If you are unable to pick up your child within 20 minutes, please have an alternate authorized person to pick up your child.

Your cooperation is deeply appreciated. We understand that your child may have lower attendance during cold and flu season. If all parents or guardians adhere to the policy, we will be able to control the spread of typical childhood illnesses. Children practice washing their hands thoroughly throughout the day while at the Kinderschool. Toys that need to be washed and sanitized will be cleaned regularly by the staff.

Should the center experience any unusual level or type of communicable disease, after notifying the proper authorities, we will inform you verbally or in writing if your child may have been exposed. We will do our best to equip you with information including signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that have been implemented at the center and/or measures that should be implemented at home.

Please note that absences, regardless of the cause, will not entitle the parent to a refund or discount on the regular monthly tuition rate.

If you have any future questions after reading the policy, please contact the director.

***Allergy /and Other Concerns Policy**

Foods ~for children with life threatening allergies (usually peanuts) their classrooms will be clearly marked to exclude that food from the area. Other parents in the classroom will be educated about the importance of not bringing foods from home into the classroom without pre-arranging it with the teacher and making sure the foods are safe. Teachers will be aware of all foods entering the classroom (including their own food) and will exclude all foods that could contain life threatening allergies. If in doubt about any food, it must be excluded from the classroom.

In center wide celebrations (such as the Thanksgiving Feast) where many classrooms and parents are involved, the center cannot ensure the safety of all the foods that are brought into the facility for children with allergies. For these instances only, the child's parents are responsible for verifying and ensuring the safety of any foods that their child has access to or ingests during these events.

Animals ~ Animals that may potentially arrive as guests on our campus will not be exposed to the children with such allergies. School class pets are limited to fish life.

Allergy/and Other Concerns list ~ the list is maintained by our registrar for all children who are enrolled. It is posted in every classroom, in the staff workroom, front office and in the class attendance folders. It is revised as often as necessary. All parents must update their child's medical and/or medication information immediately upon any change in child's health.

***Medications**

Safety ~ Please do not put any prescribed or non-prescribed medication in your child's diaper bag or backpack.

Prescriptions/Over the counter medications or creams ~ Ongoing prescriptions and over the counter medications need to be dispensed outside school hours while your child is in your care. If special circumstances arise, we will need written permission from you in order for CBK to administer necessary treatments. We have forms available for you in the office.

It is the parent's responsibility to apply sunscreen prior to coming to school. It is highly recommended that children who are susceptible to sunburn wear sunscreen daily due to their outside play.

Emergency Medication ~ the front office will lockup and dispense emergency medications such as Epi-pens, inhalers, insulin and Benadryl. If your child needs this type of medical support, please see school administration for forms and information.

***Emergency Contact**

In the case of any illness, injury, emergency or other situation, the parent/guardian is always contacted first. If we are unable to reach the parent/guardian, the emergency contacts listed on the child's registration form are then contacted. These individuals are not allowed to pick up the child unless they are also listed on the

registration form as persons permitted to pick up. Please see the front office regarding any changes to your child's emergency contacts.

***Persons Permitted to Pick up**

Other than the parent/guardian, only the individuals listed on the child's registration form as pick-up contacts are permitted to pick up. Please see the front office regarding any changes to your child's permitted pick up list.

EMERGENCY PREPAREDNESS

***Emergency Drill Procedures**

Emergency drills are required by the Department of Children and Families. Fire drills must be conducted monthly. Other emergency drills such as shelter-in-place, lock down and severe weather are also conducted throughout the year. We practice these procedures in the event of a true emergency. Safety of your children is our first priority!

***Building/Fire Emergency**

In the event of a fire, after evacuating the building, staff members are instructed to line the children up and conduct a name-to-face attendance. The evacuation location will be chosen based on area deemed to be the safest depending upon the type of emergency. We take the children to the gym located next to the Kinderschool or to the worship center as well as behind the Kinderschool. Once we have reached our destination safely, we will conduct a name to face attendance to ensure that we have all the children. Parents will then be called to pick-up their child if necessary.

***Shelter-in-Place**

Due to emergencies that require the children and staff to stay indoors, teachers will calmly gather their children and sit in the preschool building hallway. If necessary, we also have four classrooms that are very safe because there are no exterior windows. Once we have reached our destination safely, we will conduct a name to face attendance to ensure that we have all the children.

***Lock-Down (Threats of Violence)**

In the event of a bomb threat or person with intent to harm, the children and staff will either remain in their classroom with door locked or move immediately to a location with a locking door. If emergency evacuation is necessary, the location assignments include preschool building, the Family Activity Building (gym) or worship center. Once we have reached our destination safely, CBK conducts name-to-face attendance to ensure that we have all the children.

If an emergency requires parents to pick up their student(s), staff will have your contact information with them as part of the emergency procedures. CBK will also send out a mass text message. Please make sure your "Cell Carrier Information" is kept current.

***Severe Weather**

In the event that Leon County schools are closed due to a storm, hurricane or tornado, then our school will be closed also. Please listen to one of the local radio or television stations for the announcement. An announcement regarding the Kinderschool program will **NOT** be made separately.

In the event of severe weather conditions such as tornadoes, lightning or thunderstorms, or severe winds that occur before school begins, then parents should use their judgment. If severe weather occurs while the children are attending school, the teachers will take the children out of the classroom and walk them into the main hallway or to a designated safe area without exterior windows. This area has been approved by the fire department as a safe place for the children to be during severe weather conditions. Once the threat has passed, the children will then be returned to their classroom.

If a weather watch/warning is issued after we begin our day, please come pick up your child immediately so we can close our facility. There will be no make-up days for inclement weather or school closures for any reason.

GENERAL INFORMATION

***Age Appropriate Classes**

Children will be taught on an individual basis unique to their own stage of development.

Toddlers will experience a variety of developmentally appropriate toys and materials in a language rich environment. The toddler staff primarily focuses on valuable, secure experiences. The staff promotes security since this is the number one indicator of successful experiences for a toddler.

Children who are two years of age and older participate in developmentally appropriate activities which are planned using specific thematic topics to enhance their learning experience. Classrooms are arranged into learning centers, which allow children the freedom to play and develop skills. Opportunities are available for:

- Art and creative expression
- Science and discovery
- Sand and water play
- Language and reading development
- Block and transportation play
- Imaginative and dramatic play
- Music and movement
- Large and Small motor development
- Food experiences
- Math, problem solving and number concepts
- Health and safety
- Self-help routines

The daily schedule is a carefully planned balance between self-directed and teacher-guided activities. During "free play" children have the freedom to choose activities and playmates. Each child is offered large and small group experiences, one-on-one interactions, as well as time to play alone if he or she chooses. Children are

encouraged to participate in activities, but are never forced to do so. The activity plan for the week is posted for your review and we encourage families to participate in our curriculum activities as often as they desire. We offer children an opportunity to play outdoors daily, weather permitting.

***Curriculum**

Eighteen-months-olds through our four-year-olds use the "WEE Learn" curriculum which stands for *Weekday Early Education*. This Christian material uses Preschool centers to promote the children's development in all areas. The purpose of WEE Learn Curriculum is to provide a framework on which teachers can build an early childhood program that allows a child to grow and develop as Jesus did... "in wisdom and stature, and in favor with God and man." (Luke 2:52)

We incorporate a supplemental curriculum titled ABC-Jesus loves me www.abcjesuslovesme.com. Please feel free to visit their website and blog at www.ouroutofsynclife.com

In addition to the "WEE Learn" curriculum, four-year olds also receive Weekly Readers and a hands-on approach to Math, Science, Social Studies and Writing.

***Chapel Time**

Chapel Time is provided for four-year olds once a week with our Children and Families Pastor, Mr. Tommy Hendricks. We have a Bible story that relates to the monthly themes being taught within each classroom, as well as sing and sign praise songs and learn to pray together. In addition to our education and faith based curriculum, we also utilize the curriculum D6 from Celebration Baptist Church which is incorporated in weekly chapel times. This is a special time for all the children to worship together.

Chapel time is also provided for three-year-olds once a week with our Music/Movement Resource Teacher.

***Resource**

The Resource time is for three-year-olds and four-year-old students.

- Music/Worship - Music is a great teaching tool for children. The children will have additional music time with our Resource teacher. This is also a special time to use instruments, CD's and other fun ways to appreciate music. They will also practice songs for preschool programs such as the Thanksgiving Feast, Christmas Program, Spring Program and Graduation.
- Bible - Bible stories along with some scripture memorization. Sometimes praise & worship songs will be incorporated. Celebration Baptist Church purchases Sunday school curriculum that is also utilized in Resource.
- Physical Education - Various games and activities to strengthen gross motor skills such as skipping, leaping, jumping and crawling.

***Assessment**

- **One ~ three-year-olds:**

We implement age appropriate assessments each year for all ages at least twice a year. For three-year olds, we implement an age appropriate Progress Report in the fall and in the spring. The teachers assess

the progress in Social & Emotional, Fine Motor Skills, Gross Motor Skills, Work Habits, Listening Skills, Speaking Skills, Self-Reliance Skills, Music Skills and Art Skills. We offer to all our parents an opportunity to have a Parent/Teacher Conference at least once a year.

- **Four year olds (VPK):**

We implement two different types of assessments for our VPK children. Since we must meet Florida state standards, we use the Florida Voluntary Prekindergarten (VPK) Assessment in the fall and in the spring. The assessment was prepared by the Florida Department of Education in collaboration with the Florida Center for Reading Research. Implementation of this assessment is being coordinated by the Office of Early Learning and the Florida Center for Reading Research. We are required to submit all scores for all children in four different areas – Print Knowledge, Phonological Awareness, Mathematics and Oral Language/Vocabulary. At the end of each semester we print off their individual scores and incorporate in the parent conferences.

All parents will receive a written assessment report at the end of each semester.

***Lunch**

Children are required to bring their lunch each day. Please label all lunchboxes and cups with the child's name. The state of Florida requires that all personal cups brought from home must have clearly labeled **FIRST AND LAST NAME**. {F.A.C. 65C-22.005(2) (a)} Please pack lunches that are age-appropriate and will meet the child's daily nutritional needs for healthy growth and development. We are not able to heat or refrigerate lunches so please plan accordingly.

Foods that are associated with young children's choking incidents must not be served to children under 4 years of age; such as, but not limited to, whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes and any food that is of similar shape and size of the trachea/ windpipe. Food for toddlers must be cut into pieces $\frac{1}{2}$ inches or smaller to prevent choking.

***Pizza Fridays**

Pizza Fridays is an opportunity for parents to buy a pizza lunch for their child on Fridays. However, since we will not have volunteers on campus this year, we will not have Pizza Fridays at this time. We may consider implementing kid's meals from Uncle Maddio's at a future time.

***Snacks/Birthdays**

Snacks ~ healthy snacks can help boost a child's mental and physical skills. For this reason, we have snack time every morning. We encourage parents to send their child to school with a small, healthy snack each day. Please label your child's snack with **FIRST AND LAST NAME** and place it in the snack basket or designated location determined by the teacher. Our snack time is supposed to last no longer than 15 minutes, so snacks should be small enough to eat in that time period.

A list of appropriate nutritional snacks is in the back of this handbook. Some parents may want to bring an appropriate snack for a specific unit of study. Please see your classroom teacher to sign-up.

Birthdays ~ Birthdays are special! Parents may bring an INDIVIDUALLY PACKED snack to be shared with classmates. Please refrain from sending cake or cupcakes with too much frosting. The birthday child will be

given extra attention on their special day! If you are planning a birthday party for your child outside of the classroom, we encourage inviting the entire class. Children who are not invited and hear about the birthday will get their feelings hurt. Please do not distribute invitations at school unless the entire class is invited. Please speak with your classroom teacher.

All teachers have a room parent who collects contact information to share with the other parents within that class. This procedure is completely voluntary.

***Sharing**

Teachers may ask children to bring books or special items on certain days. Please keep personal toys and stuffed animals at home, unless your child has the share bag and it is his/her turn to share. This sometimes causes sharing problems. Some exceptions may be security blankets, pacifiers, etc. Be sure to label all personal items.

***Clothing**

Remember to **ALWAYS** bring a change of clothing for children from ones through age three. Dress your children for play and send a bib for lunch if desired. **Remember to label the clothing as well as thermoses, spoons, cups, diapers and diaper bags.** Dress your child appropriately for the seasonal weather. Shoes are required at all times. *Flip-flops, Crocs® and sandals are not permitted because they can make outside play dangerous.* **Tennis shoes or closed-toe shoes are REQUIRED.**

If your child is prone to accidents, feel free to leave extra changes of clothing in a zip-lock bag in their backpack. Please also remember to check to make sure the extra clothing is seasonally appropriate. Be sure to label all personal items.

***Toilet Training**

Deciding when the right time to go through the process of toilet learning is different for every child. When you feel your child is ready to toilet-learn, we will be happy to assist you. Your child may be ready to potty-learn if he or she is:

- Walking well
- Staying dry for several hours
- Able to communicate the need to use the toilet
- Appears to be aware of when they are wet or have a soiled diaper
- Is not fearful of the bathroom
- Willingly to use the toilet without any incentives such as candy, stickers, etc.

There is no definite age when a child is ready, but should be done when parents and teacher agree that it is appropriate. Both the parents and staff should use the same procedures for training so it does not confuse the child. If there is too much anxiety or stress, it may be better for the child to wait and try again at a later time. During training, it is very important to dress your child in suitable clothing (elastic waist pants that the child can easily pull down and up, no belts or snaps) and provide at least three changes of clothing including socks. Please remember that the classroom is much different than the environment at home.

Before sending your child to school in underwear, please make sure that you have communicated with your child's teacher. Please purchase the pull-ups that have Velcro so they can be re-fastened. They do cost more, but are much easier to use at school.

All children attending a three-year-old class must be potty trained when school starts. This includes independence in using the bathroom without the use of pull-ups. We have an informative sheet which will be available to you at the Parent Orientation.

***Photos**

Permission forms will need to be signed by a parent for permission for your child's photo to be used for school purposes which will include but is not limited to displays on campus, school program power point presentations, Celebration Baptist Church website, student memory books, DVDs and gifts for parents. No names or identifying information will ever be included with the children's photos.

The school has a professional photographer who takes individual color pictures and class pictures. A pre-order form will be available at Parent Orientation. For individual color photos, only children with pre-order forms will be photographed. See the school calendar for scheduled photo date in September.

***Social Media**

We will not post any pictures of your children on any social media. Some teachers may choose to set up a secured media account to share pictures with their classroom families.

***Special School Events**

Several times a year we encourage our families to join us for special events in which three-and four-year-old classes will share age appropriate songs. These programs consist of the Thanksgiving Feast, Christmas Program, Spring Program and four-year-old (VPK) Graduation. Please see the attached calendar for dates and times. Due to COVID-19, these events have been canceled as of now. However, we hope to add these events when it is safe to do so.

COMMUNICATION

***The School's Role**

Communication between parents and the Kinderschool is extremely important and vital to our program. Communication occurs through many different methods such as monthly classroom and director newsletters, the information screen (slide show) by the Kinderschool front desk, phone calls, school-wide texts, parent conferences and email/texts between parents and staff. Please do not hesitate to contact the Kinderschool office or your child's teacher with any questions or concerns.

***Church Community Builder (CCB)**

As a church, we use a database called Church Community Builder (CCB). It is a secure method of communication in which the teachers and CBK Administration will be using to communicate with our students' families. This database works as a way for communication to be carried out through different groups within our church. When you registered your child for CBK, we automatically entered you in to this database. This is the way that we are going to be communicating to you; whether it is emails from the director, teacher or special area regarding upcoming events or newsletters.

***Celebration Baptist Church app**

Please note that CBC now has an app with all our website information at your fingertips. Go to your app store and download our app! The Kinderschool information is located under the Kids' tile.

Please keep the front office informed of any changes in your email addresses or cell phone and/or carrier.

***Director's Newsletter**

At the beginning of each month, the director will email a monthly newsletter along with a monthly calendar of events. If you do not receive a monthly newsletter, please check your Spam folder. Please contact the Kinderschool front office staff to ensure that we have your correct email address. This newsletter is distributed to provide information concerning curriculum, policies, announcements, and general information about young children. We also try to inform you of church and community events. Please read these newsletters so you can remain informed about Kinderschool policies, procedures and regular updates.

***Teacher's Newsletter**

Monthly classroom newsletters will be given to parents emphasizing special days and information on class activities. These newsletters are given out at the beginning of every month as well as emailed. Please notify your child's teacher or the front office if you do not receive one. We want you to be well informed of all our events and activities.

***Administrative Office Communication**

Billing information is primarily communicated by the financial assistant through email.

Our registrar will request student records and information through written notice. A due date will be given. Please note this is the last day your child may attend school until requested records are received. We are available to help you at the Kinderschool's front office.

Email addresses and direct line phone numbers for our front office staff are listed below:

***Office Staff Emails and Phone Numbers**

Director – Pam Lueck, plueck@icelebration.org, (850)328-0039 or (850) 339-3650 cell

Administrative Assistant – Shannon Vaughan, svaughan@icelebration.org, Front office (850)893-2229

Registrar – Melanie Stowers, mstowers@icelebration.org, (850)328-0036

Finances – Barbara Sessions, bsessions@icelebration.org, (850)328-0029

***The Parent's Role Re: Communication**

We value our relationship and communication with parents, as we serve as partners in the care of your children. We encourage you to let us know anything that might help us in our work with your child – a move, developmental or medical needs, the birth of a baby, divorce or separation, death in the family, a new pet, etc.

Teachers will share information with you about your child's day on a regular basis through conversations, email, phone calls and text messages. Although we want you to be aware of certain situations and behaviors your child may be exhibiting at school, the reason we are communicating it is not necessarily because they need to be "fixed" at home. We will handle the situations that arise, but just want parents to be aware of what we are doing in the classroom as it pertains to your child.

To enhance parent communication, we ask that you refrain from talking on your cell phone while dropping off or picking up your child.

***Texting Teachers* ~ PLEASE REFRAIN FROM TEXTING YOUR CHILD'S TEACHER DURING SCHOOL HOURS.**

Teachers will not be sending or responding to text messages during school hours from 9:00am-1:00pm while they are caring for children. This is a distraction for the teacher and takes her attention off of her students. It is each teacher's discretion to give out her cell phone number. Parents are welcome to text the teacher at other times of the day if the teacher has given out her cell number. If you need to communicate something to the teacher between 9:00am and 1:00pm, please contact the Kinderschool office at (850)893-2229. You may also text Pam Lueck (850)339-3650.

***Grievance Procedures**

If parents have any questions or have concerns, please consider.

1. Please, go directly to the person with whom you have a difference (the teacher, another parent or other staff member).
2. Then, if the conversation with the person does not bring resolution, the concern may be addressed with the director. If the issue needs further resolution, the director may bring the issue to our Children's Pastor Tommy Hendricks.

***Progress Reports/Parent Conferences**

Progress reports will go home at the end of each semester (fall and spring) during the school year for all students. Additional assessments may be conducted for VPK during the year which is required by OEL or ELC. Parents are encouraged to speak with classroom teachers or a director at any time concerning center matters or your child's development. All of our teachers will be responsible for setting up times to meet with parents about your student's progress, behavior and any other topics throughout the year.

Parent conferences for eighteen-month-olds to three-year-olds are available and encouraged, but not necessarily required.

We require that **ALL** VPK parents to sign up for a conference at the designated time which usually is in the spring.

A parent conference **MUST** be held whenever a parent, teacher, or director feels it is necessary. Failure to meet with the Kinderschool staff regarding your child's well-being may be grounds for dismissal.

***Parent Engagement/Involvement**

At this time we are unable to have parents in the preschool hallway or classrooms; however, your child's teacher may have suggestions or opportunities that will allow you to be involved with your child's class. We encourage parents to become involved with the program. The Kinderschool highly honors the important role of parents. Research shows that children enjoy a more enriched learning experience when their parents take an active role in their education. As partners with your child's center, parents are encouraged to:

- Volunteer in their child's classroom
- Have lunch with your child
- Participate in seasonal events
- Volunteer on Pizza Fridays
- Sharing a talent (music, art, sewing, etc.)
- Kinderschool Teacher Appreciation

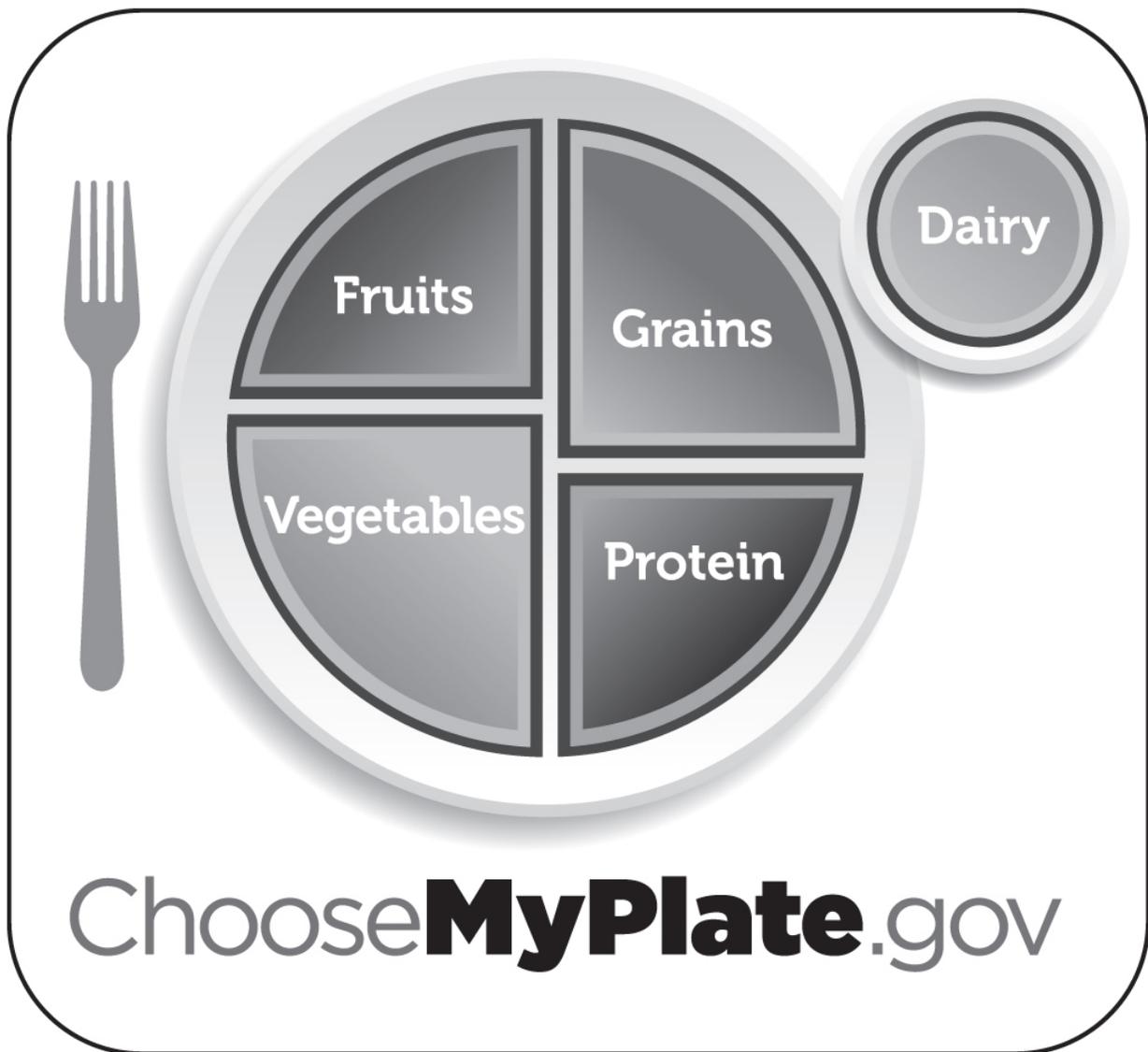
We realize that our parents are very busy working and/or going to school. We encourage your involvement but don't want to overburden you with high expectations, so it's up to you as to how involved you would like to become with the program.

***Program Evaluation** Periodically, we may distribute a program evaluation as needed. This concerns an evaluation of all aspects of our program. Your feedback is vital for us to continue meeting the needs of our CBK family. We value your opinions and concerns and make every effort to incorporate changes where are needed.

Additions or changes to this handbook:

CBK reserves the right to edit or adopt the policies as the need arises. Parents will be notified of these changes through the normal written communication system at the time they are made effective.

The United States Department of Agriculture has revamped the nutritional guidelines. Please visit www.choosemyplate.gov for great information and tips about eating healthy!



Revised 8/15/12

NUTRITIOUS SNACKS

Choose one food from each group to make a healthy snack

GROUP I

Thirst Quenchers

Milk
Orange Juice
Apple Juice
Pineapple-Orange Juice
Tomato Juice
Eggnog (made with whole fluid milk)
Cocoa (made with whole fluid milk)

Crunchies

Celery Sticks
Carrot
Cauliflower Sections
Zucchini (squash) Slices
Green Pepper Rings
Cabbage Wedges
Apple Slices

Fruit Goodies

Banana Slices or Halves
Melon Cubes
Strawberries
Orange Wedges
Fruit Cocktail
Applesauce
Grapes
Grapefruit Sections (seeded)
Pitted Plums
Raisins

Body Builders

Meat Cubes
Cheese Squares
Peanut Butter
Boiled Egg (Easter egg)

GROUP II

Munchies

Bite-sized Rice Squares
Crisp Cereal Bits (no sugar added)
Toast Fingers
Crackers
Cinnamon Toast Triangles
Cheese Toast Squares
Peanut Butter Toast

Nibblers

Fruit Cookies
Muffins
Toasted Cheese Biscuits
Banana Bread
Bread Squares

Sweet Treats

Date Bread
Peanut Butter Cookies
Raisin Bread
Oatmeal Cookie
Cornmeal Raisin Cookies



Revised 7/12/11

Celebration Baptist Kinderschool
2020-21
Calendar of Events

August 27	Parent (only) Orientation 6:00pm-7:30pm
August 28	Student Orientation 9:15am-12:00am in classrooms
August 31	First Day of Kinderschool
September 7	No School ~ Labor Day
September 23 & 24	Individual Student and Classroom Pictures by Nicole Myhre
September 28	No School ~ Leon County School Fall Holiday
October 30	No School ~ Leon County School Teacher In-Service
November 11	No School ~ Veteran's Day
November 20	Thanksgiving Feast 12:30pm-1:00pm in classrooms
November 23-27	No School ~ Thanksgiving Holidays
December 21-31	No School ~ Christmas Holidays
January 1-4	No School ~ Christmas Holidays
January 5	All Students return to school
January 15	No School ~ Leon County School Teacher In-Service
January 18	No school ~ Martin Luther King Jr. Holiday
January 25-27	CBK Registration for 2021-22 ~ Broom Tree Café/Preschool Desk
February 15	No school ~ President's Day
March 15-19	No school ~ Spring Break
March 22	Students return to school
April 2	No School ~ Good Friday
April 4	*CBC event, please join us! ~ Easter Sunday Worship (TBA)
April 5	No school ~ Leon County Schools Teacher In-Service
May 14	CBK VPK Graduation 12:00pm with reception to follow
May 21	Last Day of Kinderschool for all students

***CBC – Celebration Baptist Church**

Revised 8/18/20

Responses to COVID-19

CBK Safety Plan August 2020

As we prepare to welcome back our sweet children for the year, the safety and best practices for young children are at the forefront of our minds. Our goal at Celebration is to remain open, so our children can have educational and social experiences to share in the early developmental years of life. We are doing everything we can to ensure a safe and healthy environment as best as possible.

We will implement BEST PRACTICES for the safety and health of our staff and your children. We are doing our best to comply with the DOH, CDC, DCF guidelines and recommendations. We need you, our CBK family, to do your part to care for your family **and** all of the families, teachers & staff represented at Celebration. You can trust that we will do our part to ensure a safe and quality preschool experience for your child. Our hope is to start the year with these safety guidelines in place and adjust accordingly as needed throughout the year.

Financial Guidelines

Please note that in the event that your child has been exposed to COVID-19 at any time in any situation and you have to quarantine, monthly tuition will still be due as required.

General Safety Guidelines

- Our classes will try and stay with their “bubbles” or class “families” throughout the day to mitigate the spreading and sharing of germs; however, we do have a few children who attend BSC and Stay & Play who will mix with other children.
- Please contact the front office if you or your child have tested positive or have come into contact with a positive COVID-19 case. **Your information will remain confidential.** A doctor’s note indicating two negative tests results will be required to return to school.
- If we are notified of a case of COVID-19 within our school we will contact our families and report to the proper governing agencies (Department of Health and Department of Children and Families) to advise how to proceed pertaining to closure and cleaning of the school facilities. We will communicate with all of our families the plan of action to return to school.
- If a child or teacher becomes ill during the day, we will utilize a classroom to assist with needs. The front office will be used to take care of minor injuries. A separate, empty classroom will be used to care for children with fevers or COVID-19 symptoms and parents will be asked to pick their child up from school.
- Parents will not be allowed inside the preschool hallway or classrooms. If you need office assistance please email Pam at plueck@icelebration.org or her direct line is (850)328-0039. If you need to come to the office for any reason, please call Shannon at (850) 893-2229. You may come to the preschool office at any time provided you wear a mask. You will be able to drop off your monthly tuition check in the drop box as usual.

We kindly ask that you keep your child home for the following:

- If you or someone in your household has had any COVID, or flu-like symptoms, fever or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, sore throat, nausea or vomiting, congestion or runny nose or diarrhea.
- If anyone in your household has been in contact with a person confirmed to be COVID-19 positive or until your child has received two negative COVID-19 tests
- If you have traveled by plane or to an area with a high volume of COVID-19 cases
- If you've administered Tylenol to your child for any reason (teething, aches, etc.)

Drop-Off and Pick-Up

- Parents will need to drop-off and pick-up in the Broom Tree Café.
- We ask that you please social distance upon arrival and dismissal. We are not allowing parents to enter classrooms at this time to preserve the safety of our class "bubbles".
- Parents and children will be given a verbal COVID-19 screening and contactless temperature check to ensure safety each morning. The questions will include:
 - Do you have a fever of 100.4 or higher?
 - Have you had any respiratory infection, or have had a cough, shortness of breath, or low-grade fever?
 - In the previous 14 days, have you had any contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness?
 - In the previous 14 days, have you traveled to areas with widespread, sustained community transmission?
 - Have you given your child fever reducing medication within the last 24 hours?

*If the answer is **YES** to any of these questions or your child has a temperature of 100.4 or higher, your child will not be allowed to attend school until it is safe to return (24 hour fever free without the use of medicine, two COVID-19 negative test results, a doctor's note to return to school, and 14 day self-quarantine).

- Each parent and child will sanitize their hands upon check in.
- Please sign your full name on the check-in and check-out sheets each day.

Masks and Face Coverings

Please know that the CDC recommends that everyone older than two years of age wear a cloth face covering that covers their nose and mouth in public settings when around people not living in your household, particularly where other social distancing measures are difficult to maintain. CBK has requested that children who attend a three or four year old class to please wear a mask.

- Please provide a personal mask for your child. If you would like to send in an additional mask, please be sure to label with your child's first and last name.

- Teachers and staff will wear masks and face shields as appropriate.

Cleaning Procedures

- Handwashing will occur upon entering and exiting the classroom, before and after snack, playground, and periodically throughout the day as needed.
- Each classroom has a daily cleaning checklist which included sanitizing frequently touched surfaces and toys throughout the day.
- We will clean restrooms between each usage.
- A thorough cleaning will occur in each classroom before the start of the following day.

Music & Physical Education/Resource

- Ms. Erin and Ms. Becky (Coach B) will conduct music, movement and P.E. inside the gym or outside this year with social distancing efforts taking place. Resource is designated for the three and four year olds.

Outside Play

- Outside play and physical activity are an essential part to the growth and development of young children.
- Children will play outside daily on the playground, patios, and grassy areas throughout the day.

Snack

- Please provide a healthy snack in a disposable container for your child each day.
- Please provide your child's water bottle with their first name and last name. Our water fountains will not be available.

We love our preschool children and want to do everything we can to protect them and our CBK family.

Thank you for your continued support and guidance as we continue to prepare for a wonderful year!

Blessings, Pam

Celebration Baptist Church Child Development Ministries 2020-21

Celebration Baptist Kinderschool (Eighteen month olds – Four year olds)

Please make all checks payable to CBK

	Registration Fee NON-REFUNDABLE	Activity Fee	Supply Fee NON-REFUNDABLE	Days/ Monthly Tuition / 2nd Child Discount 9:00-1:00	Before School Care 8:00-9:00	Stay and Play 1:00-2:30
Before School Care	\$80	N/A	N/A			
Stay and Play	\$80	N/A	N/A			
Eighteen months (Age range based on enrollment)	\$150	\$60 Due by 5/8/20	Is equal to One month tuition. ½ Due upon registration ½ Due by 5/8/20	T/Th 2 days - \$320 \$300 M/W/F 3 days - \$360 \$340 M-F 5 days - \$460 \$440	T/Th \$75 n/a M/W/F \$95 n/a M-F \$140 n/a	T/Th 2 days - \$115 \$105 M/W/F 3 days - \$135 \$125 M-F 5 days - \$175 \$165 Drop-In Per day - \$25 n/a
Twos	\$150	\$60 Due by 5/8/20	Is equal to One month tuition. ½ Due upon registration ½ Due by 5/8/20	T/Th 2 days - \$295 \$280 M/W/F 3 days - \$345 \$325 M-F 5 days - \$445 \$425	T/Th \$75 n/a M/W/F \$95 n/a M-F \$140 n/a	T/Th 2 days - \$95 \$85 M/W/F 3 days - \$115 \$105 M-F 5 days - \$155 \$145 Drop-In Per day - \$25 n/a
Threes	\$150	\$60 Due by 5/8/20	Is equal to One month tuition. ½ Due upon registration ½ Due by 5/8/20	T/Th 2 days - \$290 \$270 M/W/F 3 days - \$330 \$315 M-F 5 days - \$430 \$410	T/Th \$75 n/a M/W/F \$95 n/a M-F \$140 n/a	T/Th 2 days - \$95 \$85 M/W/F 3 days - \$115 \$105 M-F 5 days - \$155 \$145 Drop-In Per day - \$25 n/a
Fours	N/A		Wrap Around Fee - \$1,200 Annual \$450 Due upon registration \$750 divided into \$75 monthly payments Aug-May	M-F N/A N/A \$450 per month For private pay	M-F \$140 n/a	T/Th 2 days - \$95 \$85 M/W/F 3 days - \$115 \$105 M-F 5 days - \$155 \$145 Drop-In Per day - \$25 n/a

We will reserve your child's spot in our program – even when he/she does not attend. Therefore, payment is expected each month your child is enrolled, regardless of attendance. We have calculated the annual fees needed to operate our program and determined a monthly rate based on the number of school calendar days. Monthly tuition will be the same regardless of the number of holidays, teacher planning days, inclement weather days, etc.

***For After School rates for VPK – 5th grade, please contact Holly Mills at hmills@icelebration.org.**