

WEST ORLANDO BAPTIST CHILD DISCOVERY CENTER



PARENT/GUARDIAN HANDBOOK 2015-2016

A ministry of...
West Orlando Baptist Church
1006 E. Crown Point Road
Ocoee, Florida 34761
407-905-9446
www.westorlandobaptistchurch.com

We would like to welcome you and your child to our Child Discovery Center. Our center is a private, non-profit Christian childcare & preschool facility. Our basic

philosophy in working with children is based on a firm conviction that the Bible is God's word and gives us guidelines for caring for children. Not only does it give us the guidelines, but it also gives us the promise in Proverbs 22:6..."***Train up a child in the way he should go and when he is old he will not depart from it.***"

Early childhood education can be a foundational experience in a child's educational life. For many young children, preschool and/or childcare education is the first step in a long journey through life and spiritual preparation. We strive to establish a cooperative environment where children learn social skills while developing their character, self-confidence and self-esteem. Our goal is to provide safety and security in a Christian environment, and to provide developmentally appropriate activities and a professional curriculum that help children develop socially, spiritually, physically, intellectually, and emotionally.

Here at the Center we use the *A Beka Book* curriculum. Christian moral and spiritual values are taught in the curriculum and are interwoven throughout each day's activities in an age-appropriate manner. Worship songs, prayer, and Scripture verses are woven into the daily routines and academic activities. Bible stories are presented as truth and are taught in ways appropriate to the children's developmental level. All of our rooms are equipped with age-appropriate toys and video security cameras.

This Parent/Guardian Handbook has been designed to help you understand the philosophy and educational program provided by the Childcare/Preschool Ministry of West Orlando Baptist Church. It is our desire that you become familiar with the educational programming your child will receive in the Child Discovery Center. This Center is operated as a ministry of our church. The Pastor may adopt such rules and regulations as he deems necessary or reasonably desirable, and shall provide counsel and advice regarding the employment of teachers and other school personnel, salary recommendations, and adoption of school policy. We invite you and your child to tour our facilities. We will be more than happy to answer any of your questions and minister to your family in any way possible. If you are not already active in a local church, we extend an invitation to you to visit West Orlando Baptist Church.

Throughout this next school year you will be seeing many changes to our property due to the church expanding. Please "Pardon our dust" as the new sanctuary is constructed. Construction may affect our access road and has temporarily taken away our playground area; however, a new playground is planned in the near future. Please be aware of your surroundings as you enter and exit the property due to conditions changing daily.

Sincerely,

Suzie Grammer
Director

POLICIES AND PROCEDURES FOR DAILY CHILD CARE AND PRESCHOOL

❖ INCLUSION

The Division of Early Childhood of the Council for Exceptional Children defines inclusion as: *“A value that supports the right of all children, regardless of their diverse abilities, to participate actively in natural settings within their communities.”*

❖ OUR MISSION STATEMENT

Our mission is to extend the ministry of and help accomplish the purpose of West Orlando Baptist Church. Our mission is to provide every child a caring and safe learning experience. This will be done by providing care, education, and development for each child enrolled to his/her greatest potential, and by providing developmentally appropriate activities and guidance.

❖ NON-DISCRIMINATION POLICY

West Orlando Baptist Church Child Discovery Center is a non-profit ministry of West Orlando Baptist Church for infants to children up to four years of age. The Child Discovery Center admits students of any race, color, and national or ethnic origin.

❖ HOURS OF OPERATION

The CDC is open Monday through Friday from 7:00 AM to 6:00 PM. See the “Holiday Schedule” for a listing of holidays the CDC will be closed.

❖ AGE OF CHILDREN

We will accept infants through four (4) year olds. The CDC follows the Florida Department of Education guidelines on the eligibility to attend school, which is subject to change by the State. Students entering Kindergarten must be five (5) years of age or older on or before September 1st of the current school year. To remain consistent with this guideline, the CDC age requirements are set accordingly:

Infant	Admitted after completion of required immunizations* (- 6-8 weeks)
Toddler	1 year old by September 1st of school year & walking
K * 2	2 years old by September 1st of school year
K * 3	3 years old by September 1st of school year & potty-trained
K * 4	4 years old by September 1st of school year

❖ ADMISSION

The Director shall determine the individual needs of each child and whether or not the child's needs can be adequately met by West Orlando Baptist Child Discovery Center before admission. The Director reserves the right to accept or reject any applicant, and to determine a child's continuing acceptability.

❖ ADMISSION PROCEDURE

Upon the Director's approval, a child will be enrolled and permitted to attend after the following items have been completed and submitted:

1. Sign and return the "Parent/Guardian Handbook Receipt Acknowledgement" form stating that you have read and agree to the Center's program and policies as outlined in this "Parent/Guardian Handbook".
2. Complete the CDC Enrollment/Student Information form.
3. Complete and sign the Emergency Medical Treatment, Allergy and Picture Consent forms.
4. Provide a record of physical examination as documented on the State of Florida *School Entry Health Exam* form (**Florida DH HRS Form 3040**) which must be signed by a licensed physician, and is to be renewed every two (2) years. Children must have had a physical exam within one year of school entry. *Must be original paperwork - no copies allowed.*
5. Provide a record of required immunizations as documented on the *Florida Certificate of Immunization* (**Florida DH HRS Form 680**). This form must be signed or stamped by a physician or designee. A new form is required every time your child receives another immunization. *Must be original paperwork - no copies allowed.*
6. Provide a copy of your child's birth certificate.
7. Provide a copy of your child's medical insurance card.
8. Make full payment of any past balance, the Registration fee, Supply fee and pre-payment of Tuition (weekly or monthly).
9. If applicable, a copy of any legal or custody papers pertaining to the child.

We must maintain accurate and up-to-date records on all children. This will enable us to better understand and teach them. Each parent **MUST** notify the Director of any changes of employment, address, telephone numbers, hours of work, and other pertinent information about the family. Current records enable us to quickly

contact parents in cases of emergency as well as to help the child adjust to any change in his/her world. These records are also a part of our licensing requirements.

❖ REGISTRATION FEE

A *non-refundable*, yearly registration fee is required for you to secure a spot for the upcoming school year (August 24, 2015 - June 8, 2016) & summer session, *i.e.*, weeks between week ending 6/11/16 and the beginning of the 2016-2017 school year. If your child is registered during the school year or summer program, we will pro-rate the registration fee based on the month your child was enrolled in the Center to the start of the next school year.

❖ RE-ENROLLMENT/PRE-REGISTRATION

During the month of April, in-house enrollment (pre-registration) begins for the following school year for existing students. Re-enrollment is only allowed if accounts are paid up to date. Parents who wish to re-enroll their children in the CDC must submit a Registration fee in April to reserve a spot in the class. Any unreserved class spaces are made available to the public during Open Enrollment beginning May 1st, at which time we will accept applications from new students. We cannot assure existing students a spot after this date.

Pre-registration for returning students who register between:

- April 1 - April 30: \$100.00

Registration for new and returning students who register between:

- May 1 - May 31 \$110.00
- June 1 - June 30 \$120.00
- July 1 - July 31 \$125.00

****The registration fee for each additional sibling is discounted \$10.00.**

❖ SUPPLY FEE

The Supply Fee varies by class due to each class's specific needs: snacks, school supplies, A Beka books (Toddler, K-2, K-3 & K-4), room supplies, etc. The Supply Fee for the upcoming school year is **due by July 1st** and is *non-refundable* after August 1st. For those enrolling during the school year or summer program, the portion of the Supply Fee not related to curriculum cost will be pro-rated and is due upon enrollment.

Supply Fee

Infants	\$ 60.00
Toddlers	\$ 123.00
K-2	\$ 193.00
K-3	\$ 205.00
K-4	\$ 225.00

❖ SCHEDULE OF FEES

WEEKLY Tuition (Full-time) - Our weekly fee is based upon an **11-hour** day (7:00 AM-6:00 PM). Full-time childcare is available for all age groups. **Weekly Tuition** is due on **Monday** of the current week. If not paid by **Wednesday** of the current week, a **\$10.00 LATE FEE** will be applied to your account on Thursday. No credit is allotted for holidays or absences and weekly tuition will not be pro-rated to a daily rate.

MONTHLY Tuition (Class time only) - Our monthly fee is based upon a **7 hour** day (8:00AM- 3:00 PM) and is only available for the K-2, K-3 & K-4 classes. Extended care is offered for childcare before 8:00 AM and after 3:00 PM. **Monthly tuition** is due on **the first day of every month**. If not paid by the 5th of the month, a **\$15.00 LATE FEE** will be applied to your account and every week thereafter. Monthly tuition will not be pro-rated to a weekly or daily rate and no credit is allotted for holidays or absences.

NOTE: Late fees will not be waived. We have provided you with a payment schedule and expect payments to be made promptly. Please make arrangements to have your payments turned in even if your child is not present on the day it is due.

	Weekly	Weekly	Weekly	Weekly	Monthly	
	First Child	Second Child	First Child	Second Child	First Child	Second Child
	Not Potty Trained		Potty Trained			
Infant	\$150.00	\$130.00				
Toddler	\$150.00	\$130.00				
K-2	\$150.00	\$130.00	\$145.00	\$125.00	\$365.00	\$340.00
K-3			\$145.00	\$125.00	\$365.00	\$340.00
K-4			\$145.00	\$125.00	\$365.00	\$340.00

You **WILL NOT** be given a bill for tuition payments. They are due as stated above.

❖ EXTENDED CARE

For those Monthly tuition payers that wish to utilize childcare between the hours of 7:00 AM -8:00 AM, or 3:00-6:00 PM, the CDC offers extended care for both pre-care and after-care at the rate of **\$4.00 per hour**. If not paid by the date specified on your bill, a **\$10.00 late fee** will be added to your account. You will receive a detailed bill showing the calculations for extended care once the month has closed. The minutes of extended care are calculated from the child's scanned times upon entry and exit from the center. Total minutes are rounded to the nearest quarter hour. Averages are calculated and used when scanned in/out times are missing on days the child was present. A continual excessive amount of missing scans will result in the maximum daily charge (\$16.00) being billed to your account.

❖ PAYMENTS

Payments can be made to the Director or dropped in the locked gray payment box at the front desk. Please do not give your payment envelope to a teacher. They are not authorized to handle payments. For your convenience we accept Cash or Checks. Please complete a payment



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1006 E. Crown Point Road, Ocoee, Florida 34761 • 407-963-9446



Child's Name: _____ Date: _____

Make checks payable to West Orlando Baptist CDC

(✓) Please describe your payment below:

_____ Weekly Tuition	\$ _____	For week ending:	_____
_____ Monthly Tuition	\$ _____	For month of:	_____
_____ Lunch	\$ _____	When paying for:	_____
_____ Extended Care	\$ _____	For month of:	_____
_____ Supply Fee	\$ _____	Class:	_____
_____ Registration Fee	\$ _____	Time period:	_____
_____ Other	\$ _____	Description:	_____
Total Amount Enclosed	\$ _____	Paid By: Cash _____	Check # _____

envelope and itemize your payment accordingly. For verification purposes, Cash payments are opened in the presence of two CDC staff members. We cannot be held responsible for discrepancies in Cash amounts when the payment is not given directly to the Director and counted in your presence. Please give any large Cash payments directly to the Director or Bookkeeper in the church office. A receipt for each payment will be generated and put into your child's cubby. Upon your request, a year-end annual statement will be available in January for tax purposes.

Any outstanding balance, regardless of the amount, that is not paid in full **within two (2) weeks** will result in the termination of your child's place in the Center, unless *prior* arrangements have been made with the Director. Non-payment of tuition can also result in a hold of year-end tax statements or copies of documents from the student folder needed for transfer to another Center until the balance is paid in full. **All NSF checks will be assessed a \$25.00 fee** and may result in you being required to pay future payments in cash.

Because you **do not receive a weekly or monthly tuition bill**, it may be necessary to occasionally send out a current account statement showing any unpaid invoices such as tuition, lunch charges, extended care, late fees, etc. This is done to ensure you are aware of any outstanding balance on your account.

❖ ABSENCES/VACATION

Due to the overwhelming response to our daycare we have a continual waiting list for full-time childcare openings in our classes. In our full-time (Weekly fee) child care program, we will not allot credit for holidays or absences. **We will however, allot each child one (1) week of sick leave or vacation time each school year (August - August), without charging you to hold your child's spot.** The week is to be used all at one time, and cannot be broken up into individual days. To qualify for the "Vacation" week credit, you must meet the three (3) criteria below:

1. Be enrolled as a Weekly payer for at least three (3) months
2. Be current on your account
3. Submit a "Vacation Request" form at least two (2) weeks in advance to the Director

Unused "Vacation" week will not be refunded or rolled over into the next school year. Any prolonged absences past the allotted time will terminate your child's spot in our daycare. **There is not a vacation allowance for Monthly tuition payers.**

❖ SUMMER SESSION

We realize that the summer brings opportunities for vacations and other summer programs to meet your child-care needs; however, lower attendance puts a financial strain on the CDC. We strive to be flexible in your child-care needs; however, please keep in mind that we are not able to pro-rate Monthly tuition. Therefore, if you pay Monthly and only need to have your child in the Center for the first week or two of

the month before leaving for the summer, you can either continue to pay the **MONTHLY** tuition rate (*Extended Day charges will apply before 8:00 AM and after 3:00 PM*) or pay the **WEEKLY** tuition rate for those weeks (*Extended Day charges do not apply*). The summer session is filled with themed weeks (i.e., Water Week, Ice Cream Week, Carnival Week, etc). You will be given a calendar of each week's activities at the beginning of the summer session so you can plan accordingly.

❖ **2015-2016 HOLIDAY SCHEDULES**

Our Center will be closed in observance of the following holidays:

	<u>2015</u>		
	September 7	Monday	Labor Day
	November 26 & 27	Thursday & Friday	Thanksgiving
	December 25	Friday	Christmas
Day			
	<u>2016</u>		
	January 1	Friday	New Year's Day
	March 25	Friday	Good Friday
	May 30	Monday	Memorial Day
	July 4	Monday	Independence Day

❖ **REFERRAL DISCOUNT**

We feel that the best advertisement is our parents and would like to express just how much we appreciate your support of the CDC. We will CREDIT your account **\$50.00** for every person you refer that enrolls their child in our Center and remains enrolled for at least 3 months.

❖ **SECURITY**

To ensure the safety of the children, parents, and employees in the Center, parents are given a magnetic key (2 per family) that will only allow entry during the Center's operating hours. There is a \$20 deposit per key which is refundable upon return of the key *in working condition*. We request that keys be returned to the Center once a child is no longer enrolled. Please do not let anyone else enter the Center behind you, and make sure the entry door closes securely behind you. Guests, vendors, etc., are required to use the intercom system to be granted access. Be alert and aware of your surroundings as you enter and exit the Center. Lock your vehicle and do not leave any valuables in your vehicle while you come into the Center. Please do not leave your vehicle running and do not leave other children unattended.

❖ **DROP OFF AND PICKUP**

When *arriving* at the Center you are to:

- ✓ Escort your child into the center. Children must be brought into the Center by an adult.
- ✓ Assist your child to the appropriate room. Do not leave your child unattended or drop them off at the front door of the Center.
- ✓ Assist your child in placing his/her belongings in the proper cubby.
- ✓ Notify a teacher of your child's arrival.
- ✓ Ensure your child's comfort.
- ✓ Scan your child in at the front desk. This allows us to keep a permanent record of your child's attendance in the Center.

Please limit your stay to 5 minutes due to the limited parking in the drop-off area in front of the Center's entrance and to maintain the accuracy of your scan-in time. The Center cannot be responsible for any child who is not properly checked-in and/or escorted to the correct room.

NOTE: Only service animals (properly immunized and free from disease) are allowed in the Center. Due to safety and health concerns, no other animals are allowed in the classrooms.

When **picking** up your child from the Center you are to:

- ✓ Enter the Center to pick up your child.
- ✓ Inform a teacher you are leaving with your child.
- ✓ Check your child's cubby for daily reports, class work or payment receipts, etc.
- ✓ Take your child's cup home each day.
- ✓ Assist your child with any belongings he/she needs to take home.
- ✓ Scan your child out at the front desk.

In the event someone other than those listed on your daycare records will be picking up your child, please notify the Center office in advance with a written note. These individuals must be 18 years of age and prepared to show photo identification at any time. Children will not be released to any individual who is obviously impaired (intoxicated, disoriented, aggressive, etc.) Please keep the office updated on new home, work and cell phone numbers. These numbers are important to be able to get in touch with you at ALL times.

Children cannot be dropped off before 7:00 AM and must be picked up by 6:00 PM. There will be a late fee of \$1.00 for each minute/per child after 6:00 PM until picked up and scanned out. These charges will be billed on the same schedule as Extended Care charges. If you have an excessive number of late pick-ups, we reserve the right to increase the late fee as we see necessary. After 6:00 PM, if we have not heard from you, we will call the people on your contact list. If we are unable to reach anyone we will contact the proper authorities.

Regular attendance is important for the child's development. Our preschool curriculum begins daily at 9:00 AM. Please make sure children in the preschool classes arrive before "Class" time so they will not miss important instructional time or disrupt the teacher's class. If your child will be absent or late, please call the CDC office by

8:30 AM (407-905-9446) and let us know. This is especially important to remember in case you have already paid for a catered lunch. Any special arrangements for late arrivals can be made through the Director.

❖ CLASS SCHEDULE

A daily class schedule is posted in each classroom. Our program provides time for both vigorous and quiet activity for children to work and play in groups or to work and play alone. Indoor and outdoor experiences are scheduled, weather permitting.

❖ AFTER-CARE SCHEDULE

The Center’s after-care program for K-2, K-3 & K-4 students is scheduled from 3:00 PM- 6:00 PM. It involves outside time on the playground (weather permitting), a cool-down period where the children are given drinks and a bathroom break, organized games and art time. Please note that outside time may be longer in the cooler months and movies (G-rated) may be shown in lieu of outside time during inclement weather (i.e., too hot, too cold, or raining).

❖ CURRICULUM

The curriculum used in our Center, *A Beka Book*, is selected to meet the needs of each age level. The *A Beka Book* approach to Christian education keeps learning lively, interesting, and memorable. In addition to its academic excellence, Christian values are integrated at every level. Students are taught Biblical principles and Scripture throughout the day as they study numbers, letters, and art. Visual aids are incorporated to capture the attention of students. Preschool is an excellent opportunity for young children to learn how to listen, sit still, and pay attention to a teacher.

Along with the age-appropriated curriculum, we also learn through playtime, songs, story time, outside playtime, sharing time and much more. The classrooms will stay within the child-teacher ratio as set by ACSI, our licensing agent.

	Student		Teacher
Infants	4	to	1
Toddlers	6	to	1
K-2	11	to	1
K-3	15	to	1
K-4	20	to	1

❖ FOOD

BREAKFAST

We do not serve breakfast here at the Center; however, if you wish to send in your child's breakfast, we will be glad to serve it to them between **7:00-7:30 AM only.**

SNACK

We will serve a nutritious morning and afternoon snack. All children are required to have a **cup with a screw down lid** for snack-time & lunch.

LUNCH

If your child is staying through lunch, please bring their lunch in a lunchbox with the child's first and last name clearly marked. The lunch should consist of nutritious, non-perishable food. Lunches sent from home must be "ready to eat" and should not require any preparation that the student cannot handle. Teachers will be available to open packages and drink containers. Refrigerators and microwaves are not available to preschool because of time limitations. **Lunches will not be refrigerated or heated.** Please do not include candy or a soft drink in your child's lunch.

For an alternative to packing lunches we offer a weekly menu of hot catered-in meals. There are monthly menus available at the front desk. **Send the menu and full payment for that month's lunches back by the due date.** You can put the menu and cash/check in a payment envelope. Due to our caterer needing advance notice for planning purposes, **food orders must be submitted and paid for in advance.**

Monday	\$4.00	Winter Garden Pizza Co.	Baked ziti & garlic knot
Tuesday	\$4.00	Winter Garden Pizza Co.	Macaroni & Cheese & garlic knot
Wednesday	\$4.00	Winter Garden Pizza Co.	Turkey or Ham sandwich & chips
Thursday	\$4.00	Chick-fil-A	8 pc chicken nuggets & fruit cup or applesauce
Friday	\$4.00	Winter Garden Pizza Co.	Pizza and fries

You must call the Center by 8:30AM if your child is going to be absent in order for us to credit his/her lunch for that day. Credit will not be given for lunch that is already ordered.

Please note that if we do not have a filled out paid menu for your child, and your child is present without a lunch, we will make every effort to get a catered lunch for him/her. **For those instances when it is too late for us to order an additional hot lunch (after 9am), it is your responsibility to bring a lunch back for your child.**

If a child has a food allergy or intolerance, a written statement signed by the parent or guardian or from a medical authority, indicating the specific problem food(s), must be sent.

❖ CLOTHING AND PERSONAL ARTICLES

Children must wear washable, comfortable clothing. Sturdy shoes must be worn at all times in the Center (except infants) and on the playground. Shoes must remain tied or buckled at all times. Flip-flops, backless shoes, or boots are not allowed because of potential accidents. We strongly encourage the children to wear play clothes and tennis shoes for comfort and safety. Coats, sweaters, etc. must be labeled with the child's full name. We cannot assume responsibility for items that are not clearly marked with the child's full name. Please make sure that your child's belongings do not contain any items that are not age appropriate.

Each classroom is equipped with age appropriate toys. Due to the possibility of breaking or losing a toy, we do not allow children to bring in toys from home. We will have special "Show & Tell" sharing days. Your child's teacher will let you know when these days are planned. The Center is not responsible for lost or stolen toys.

Your child's belongings will be kept in an assigned cubby in his/her classroom. Upon arrival please assist your child in placing his/her belongings in the proper cubby. When picking up your child, please check your child's cubby for daily reports, class work, payment receipts, or other communication from the teacher or Director.

✓ BIRTH-TO-POTTY TRAINING (Infants & Toddlers)

You will need to bring in these items:

- Disposable diapers ONLY (You will be charged for Center supplied diapers)
- Two (2) complete changes of clothing labeled with your child's name, and in a re-sealable plastic bag.
- Bottles and formula
- Large re-sealable plastic bag for soiled clothing
- Food
- Any special needed items

✓ POTTY TRAINING (K-2)

You will need to bring in these items:

- Potty training pants such as Pull Ups®
- Six (6) complete changes of clothing labeled with your child's name, and in a re-sealable plastic bag (please include underwear and socks).
- Any special needed items
- Large re-sealable plastic bag for wet clothing

All other students (K-3 & K-4) need at least two (2) complete changes of clothing labeled with your child's name, and in a re-sealable plastic bag (please include underwear and socks).

❖ REST TIME

All children are required to take advantage of the scheduled rest time each day. You will need to provide your child with a NapMat or resting mat (at least 1" thick) and a towel to cover with. Please put your child's first and last name on the mat and towel. All cloth material sleeping items will be sent home each Friday to be washed and should be brought back in on each Monday. Please **no large blankets, sleeping bags or pillows.**

❖ HEALTH

Illness/Symptom	Exclude until
Temperature of 101 degrees or higher	Free of fever for 24 hours
Diarrhea (2 or more loose stools)	Free of diarrhea for 24 hours
Vomiting	Free of vomiting for 24 hours
Rash other than a diaper rash	Well or cleared by child's physician
Conjunctivitis (pink eye)	On medication for 24 hours
Head lice	Free of nits & verified treatment
Chicken Pox	Blisters scabbed over completely
Thrush	On medication for 24 hours
Any skin infection (boils, ringworm, impetigo)	24 hour treatment
Meningococcal disease (Neisseria meningitis)	Well, with proof of non-carriage from physician
Hib Disease (Hemophilus Influenza)	Well, with proof of non-carriage from physician
Hepatitis A	One week after illness started and fever gone
AIDS or HIV infection	Until child's health, neurological development, behavior and immune status is deemed appropriate, on a case by case basis, by qualified persons including the child's physician, parent or guardian and the Director
Any sudden onset of vomiting, irritability, or excessive sleepiness	Evaluated and cleared by child's physician
Childhood diseases such as Scarlet Fever, German Measles, Mumps	Cleared by child's physician

A child's health is a matter of major importance to all of us. Our Center follows the guidelines outlined by the State of Florida Health Department. Regulations state: *"Any child, child care personnel or other person in the child care facility suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed. Such person may not return without medical authorization or until the signs and symptoms of the disease are no longer present."* If Center staff suspect an illness, a child becomes ill during the day, or a child cannot be soothed or is excessively fussy, parents will be called and asked to make arrangements to ***pick up the child immediately***. It is our goal to keep the children and staff of our Center healthy. Therefore, we can ONLY accept well children. We are depending on your wise discretion to help us maintain this policy. Please do not give a feverish child Tylenol or Motrin and then send them to the Center. The medicine will

soon wear off and your child will have exposed everyone else in the Center. If called to pick up your child, you will be asked to sign a form stating your child will not return to the Center from the date on the form until as listed below. Children with the following illnesses cannot be accepted in Center classes until the appropriate conditions are met:

❖ **MEDICATION**

All medications to be administered while at the Center must be **prescription**. The Center will not dispense non-prescription (over-the-counter) medications. Before dispensing a prescribed medication, we must have a written Authorization form from the parent or guardian. This authorization must be dated and signed by the parent or guardian and contain the child's name; the name of the medication to be dispensed; and date, time and amount of dosage to be given. This record will be initialed or signed by the Center staff who gave the medication.

Medication brought to the Center by the parent or guardian must be in the original (child resistant) container and must have a label stating the name of the physician, child's name, name of the medication, and medication directions. The medication, along with a dosage spoon must be in a plastic re-sealable bag marked clearly with the child's name. Medication will be placed in a secure location out of reach of children. Only authorized personal will have access to the medication.

You **MUST** fill out a separate Authorization form for each medication. Authorization forms are available from the front desk.

❖ **INJURIES/FIRST AID**

Our Center's staff has been certified in CPR and First Aid, and will administer first aid in the event of a minor injury requiring cleansing, band-aids, cold compress, etc. Parents will be informed of injuries NOT of a serious nature at the time the child is picked up and will be asked to sign an injury report.

Whenever an injury requires medical attention beyond minor first aid, we will immediately contact the parents, guardian, or the person so designated by parents or guardian. If a parent or guardian cannot be located, the Director or person appointed by her will follow the guidelines set forth in this situation. In the event of a serious accident the Center will secure immediate medical services at the emergency room of the nearest hospital. Fees for medical services are the parents' responsibility. A medical release form must be signed and kept in the child's file.

❖ **FIRE/EMERGENCY/LOCK-DOWN**

Fire drills are conducted monthly at various times. Each classroom has the fire escape plan posted. Teachers have been instructed in emergency procedures. The teacher in each room is trained in CPR and First Aid. If an emergency occurs within the building, the Center will evacuate the building and transport the children to the Center's

emergency location: Winter Garden Branch Library (805 E. Plant Street, Winter Garden, FL). In the event that there is a threat to the children in the Center, a lock-down will take place until the emergency no longer exists. No one may enter or leave the building until local authorities advise us that the situation is over. Parents will be informed of the emergency as soon as possible.

❖ WEATHER CLOSING

The Center will close under hazardous weather conditions. If the Orange County Public Schools close, the Center will close also. No refund will be given for these days.

❖ CHILD ABUSE AND NEGLECT

As mandated reporters, all Center staff shall report any suspected abuse and/or neglect of a child in accordance with 2012 Florida Statutes Chapter 31.201 (1)(a). Reports must be made immediately to the centralized Florida Abuse Hotline at 1-800-962-2873. Additionally, all Center staff members are screened and approved through the stringent statutes and guidelines used in the State of Florida.

❖ DISCIPLINE

A child is not endowed with self-discipline. It is developed over a period of time through the guidance of caring adults. We believe we should have a proper attitude to ensure that discipline is not considered a punishment by the child, but a corrective means of motivation for learning, and as an act of love. Discipline should be a learning experience for children that contributes to their understanding of what we expect of them and what behavior is appropriate. The purpose of this policy is to inform you about the techniques that our teachers will use to ensure appropriate behavior in our Center.

- Teachers employ constructive means of discipline that is consistent, positive, fair and firm.
- Teachers set rules and limits for a safe learning-play environment and strive to prevent misbehavior.
- When offering guidance, teachers focus on the behavior rather than the child to promote self-esteem.
- Teachers will redirect the child to another area or activity.
- “Time out” chair (maximum time depends on the age of the child). “Time out” with the Director when “Time out” in the classroom is disruptive to the other children or when separation from the teacher/classroom needs to occur.
- Conference with parents or guardian to discuss specific behaviors.
- If a child continues unacceptable behavior (i.e., biting, bad language, disrupting class) and has received three (3) written warnings, the parent or guardian will be asked to remove the child from the Center.
- Teachers will not: humiliate or frighten the child; employ spanking or physical punishment; or employ food, rest or rest room-related discipline.

❖ DISMISSAL

A child will be dismissed from the CDC for any of the following reasons:

- Unpaid childcare charges.
- Excessive absences without notifying Center.
- Unacceptable behavior of a parent: profanity, offensive behavior, disrespect or inappropriate treatment of Center staff, etc.
- Unacceptable behavior of a child: bodily harm to self or others or any other deed harmful to other children or staff, etc.
- Parent is no longer exhibiting support of the Center's staff or policies and procedures as originally agreed to by signing the "Parent/Guardian Handbook Receipt Acknowledgement".

❖ WITHDRAWAL

Parents are required to give a written notice to the Director at least two (2) weeks prior to withdrawal. If you withdraw your child without the required two (2) week notice, you will incur tuition charges for those two additional weeks.

❖ PERSONNEL

All staff members will be of good moral character. They will all have proper screening, complete the 45 hours mandatory training by the State of Florida, and be certified in CPR and First Aid. All staff members are required to perform 10 continuing education credits each year.

❖ BIRTHDAYS

We are happy to join the children in celebrating their birthdays. If you wish to bring in a cake, cupcakes, or other treats, please make arrangements with your child's teacher or the Director in advance. Please do not send gifts.

❖ CONCERNS

Please contact the Director when you have a problem with anything pertaining to the Center or your child. We will work with you to the best of our ability in resolving the conflict in an amicable and timely manner.

❖ OPEN DOOR POLICY

Parents of children enrolled in our preschool program are welcome to visit the Center at any time during working hours. Parents are asked to call the Center's phone (407-905-9446) during their child's nap time (see class schedule) if they wish to speak with the teacher. This will avoid preventing or detaining the teachers from keeping their class responsibilities. Please refrain from using the teacher's personal cell phone.

❖ TIPS FOR A SUCCESSFUL YEAR

Help your child look forward to attending preschool. Your attitude can help him/her come in anticipation of happy experiences. Show an interest in your child's work and play. Plan to attend special seasonal programs, activities, and events during the year.

❖ STATEMENT OF POLICY

West Orlando Baptist Child Discovery Center retains the right to make amendments or changes to these policies at anytime without prior notice. Administration reserves the right to make decisions regardless of the stated rule and regulations stated in this Parent/Guardian handbook.

OPPORTUNITIES FOR PRESCHOOLERS AND THEIR FAMILIES AT WEST ORLANDO BAPTIST CHURCH

West Orlando Baptist Church offers a full program of worship, music, youth programs, children's programs, preschool programs, and special events/activities.

SUNDAY SERVICES

Worship Services 8:30 AM & 11:00 AM
Sunday School 10:00 AM
Evening Worship 6:00 PM



Age 3 to 6th Grade
August to May, Sunday evenings, 5:30 PM-7:00 PM.

WEDNESDAYS

Children's Choir 7:00 PM
Evening Worship 7:00 PM
Youth Service 7:00 PM

Vacation Bible School

VBS is offered for 3 yrs old - 6th grade for one week (6:30pm - 8:30pm) every year in late July.

If you would like more information on the church or upcoming events please contact the church office at 407-905-9508 or visit www.westorlandbaptistchurch.com.