



# **Maitland Presbyterian Preschool**

2022-2023

Handbook

341 North Orlando Avenue

Maitland, FL 32751

(407) 628-1966

# Letter From the Director

Dear Parents,

Welcome to the Maitland Presbyterian Preschool. Our staff and administration have worked hard to ensure that your children will have a positive and caring environment in which to grow and learn. We feel that school should be a place where children are accepted and loved; a place where laughter and play are special; a place where children's voices are heard and given a warm response.

It is our hope that your time with us will be a cherished memory of your child's early childhood educational experience. We have a highly trained and professional staff which is the strength of our program. The love and care that they give to your children is the cornerstone on which our program has been developed.

Thank you for choosing our early childhood program and allowing us the privilege of caring for your children. Please know the door to my office is always open for you to discuss any problems or concerns you might have.

Sincerely,

*Susie Stull*

Susie Stull

Director

Maitland Presbyterian Preschool



# STAFF NAMES AND EMAIL ADDRESSES

Lead Teacher - Toddlers  
Lead Teacher - Twos  
Lead Teacher - Threes  
Lead Teacher - Threes  
Lead Teacher - VPK  
Lead Teacher - VPK

Gayle Hill  
Gretchen Griffin  
Jackie Wilson  
Melissa Barnes  
Miranda Lovestrاند  
Beth Bromfield

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Director  
Associate Director

Susie Stull  
Lisa Brown

[mpp@maitlandpres.org](mailto:mpp@maitlandpres.org)  
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School Office  
407-628-1966  
[mpp@maitlandpres.org](mailto:mpp@maitlandpres.org)  
341 N. Orlando Ave.  
Maitland, FL 32751



## **Mission Statement**

**Maitland Presbyterian Church's Preschool is a Christian ministry and service to members of the church and community. Our programs are designed to provide an environment in which children are loved, respected and encouraged to learn through experiences which are developmentally appropriate for each child's age. This will help to ensure self-esteem and self-worth throughout their early childhood years.**

**It is the commitment of our staff, board of trustees, and church to encourage, love and provide a foundation on which each child will grow physically, emotionally, socially and spiritually. Each child entering our school is recognized as a "child of God". We are proud that we are able to combine a positive, "hands on" learning experience with the Christian values we treasure.**

**Jesus said, "Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these" Matthew 19:13-16**

# **GENERAL INFORMATION**

## **REGISTRATION PROCEDURES**

Enrollments are accepted until the class limit is reached. Names will then be placed on a waiting list to be notified if there is a cancellation. The priority for accepting registrations is:

1. Currently enrolled students and their siblings.
2. Children in the community
3. Children on the waiting list

Class sizes will be no more than: 10 for Toddlers; 14 for Twos, 14 for Threes; 16 for VPK in accordance with our Gold Seal Accreditation.

## **TUITION PAYMENTS**

Tuition fees are detailed on the following page. Please make all checks payable to Maitland Presbyterian Preschool or MPP. Tuition is due on the first day of the month. A late fee of \$25.00 will be assessed on tuition paid after the 5th of the month. Tuition and other payments can also be made from our website at [maitlandprespreschool.org](http://maitlandprespreschool.org). Click on the "Make a Payment" button and follow the instructions to make a payment through our payment portal. You must indicate what the payment is for (i.e. tuition, early/aftercare, specials, etc.) Registration and materials fees are used to cover registration and supplies. The cost of tuition covers teacher's salaries, teaching materials and classroom equipment. Registration fees are NON-REFUNDABLE.

## **LATE PICK UP FEES**

If you are late picking up your child from the regular school day, and you are not signed up for aftercare, we will take your child to the office and try to reach you by phone. You will be responsible for the late fee. If you are late picking up from VPK Only or from aftercare, a late fee of \$10.00 for the first 10 minutes and \$1.00 per minute after that will be charged. If you are late picking up from aftercare more than 3 times, you will not be able to participate any further in the program.

## **PROGRAM LICENSING**

The Maitland Presbyterian Preschool is licensed by the Florida Department of Children and Families (license #C09OR0274) and is renewed annually. DCF inspections cover teacher credentials, Health and Immunization records of the children, Fire Department

inspections and fire drills, background checks, and general upkeep of the classrooms and building.

## **ABSENCES**

Absences, for whatever reason, are nonrefundable. We reserve the right to withdraw your child from the program if there is excessive absenteeism below 80% of attendance of scheduled classes (applicable only to our VPK program per our contract with the Office of Early Learning). Holidays have already been factored into tuition costs. Maitland Presbyterian Preschool is a self-supporting, non-profit program. Your full tuition is due regardless of days attended. *There will be no change in tuition for school holidays, extended absences, vacation, illnesses or quarantines related to covid 19, or Acts of God.*

## **INVOLUNTARY WITHDRAWAL**

If a child is found to disrupt the atmosphere of the classroom, a conference between the parents and teacher will be called. If a child continues to be a disturbance to other children, we will ask the child's parents to withdraw the child from the program. Further, if a parent or other family member is found to disrupt the program in any way, we reserve the right to ask the parents to withdraw their child from the program due to their misconduct. Excessive biting can be a problem for non-verbal children. There are many methods of helping a child cope with this behavior. If, after working with your child, we find that the excessive biting is becoming a problem for other families and the child is not responding to the methods we try, we will ask you to withdraw your child until they become more verbal and the behavior has stopped. Further, if a child bites and breaks the skin of another child, they will be sent home. MPP reserves the right to withdraw a child from the program for non payment of monthly tuition or early and aftercare funds which are included in the tuition payment. Parents will be provided with a written notice when tuition (including early/aftercare) are late.

*Removal of children or families from the program is at the discretion of the Director*

# TUITION INFORMATION

**REGISTRATION/MATERIALS FEE - \$275 NON-REFUNDABLE**

**MONTHLY TUITION (FEES DIVIDED INTO 10 EQUAL PAYMENTS, AUG-MAY)**

**Toddler Program (Child must be 12 months old by 9/1/2022)**

**2 Year Old Program (Child must be 2 years old by 9/1/2022)**

**3 Year Old Program (Child must be 3 years old by 9/1/2022)**

**4 Year old Program (VPK) (Child must be 4 years old by 9/1/2022)**

**2 DAYS.....\$280.00**

**3 DAYS.....\$360.00**

**4 DAYS.....\$420.00**

**5 DAYS.....\$470.00**

**VPK ONLY M-F 9:00 AM - 12:00 PM.....\$0.00**

**VPK PLUS M-F 9:00 AM - 1:00 PM.....\$190.00**

**VPK LUNCH HOUR (PER DAY COST IF NOT ENROLLED IN VPK PLUS).....\$15.00**

**DROP IN DAY (PER DAY COST).....\$30.00**

## **REGISTRATION FEES/TUITION DISCOUNTS**

The registration/materials fee must be paid in full for each child at the time of registration in order to guarantee a spot in the program. VPK Only is the only option that does not require a registration fee. A tuition discount of \$10.00 per month is offered for your family's second child and a discount of \$15.00 per month is offered for your family's third child enrolled in our program. There is no tuition discount offered for VPK students. If you would prefer to pay your tuition in a lump sum payment, MPP will offer a 5% discount on the total amount of tuition owed. If you would prefer two separate payments (Aug-Dec and Jan-May) MPP will offer a 3% discount on the total amount of tuition owed. Please stop by the office to make arrangements for either of these methods of payment. If you refer a family to our program and they sign their child up, we will issue you a \$25 credit against your next month's tuition. This is for current families only.

## **EXTENDED DAY HOURS AND PAYMENTS**

**We offer early care from 8:00am - 9:00am and after care from 1:00pm-3:00pm. This is a separate program and you must sign up for this when you register your child. You must register for the number of days your child attends (i.e. your child comes to school 3 days per week, you must sign up for 3 days etc). If you sign up in advance for these programs you are not only guaranteed a spot, but also receive a discount. You don't have to sign up for either program but you will have to call the office to see if there is room for your child each day and pay the higher amount (this works well if your child goes to school 5 days a week but you only need one day of early or after care). Keep in mind that your spot is not guaranteed. There is an early/after care registration form attached to the registration packet.**

## **DROP IN DAY/VPK LUNCH**

**If you need your child to come to school on a day they don't normally attend there will be a \$30 drop-in charge for this service, space permitting. If your child is registered for VPK Only and you would like to have them stay for lunch on a certain day, it will be \$15 for the lunch hour. These services are provided as a courtesy and are at the discretion of the Director. The classroom must remain in ratio per DCF in order for us to approve a drop in day. All drop in days need to be scheduled with the office (NOT THE INDIVIDUAL TEACHERS).**



**Tuition**



## **REQUIRED FORMS**

There are several forms which must be kept on file in the office under state licensing and internal requirements. Files are periodically inspected by the Department of Children and Families.

### **APPLICATION**

A registration form and application must be on file for each child. Providing these forms serves as permission for the MPP staff to have access to those records. The application must include the child's and parents' information as well as physician information in case of emergency. The application must also include the names of any person who is authorized to pick your child up from school along with contact information for those persons. We will not release your child to anyone who has not been authorized by you in advance. All individuals with permission to pick up your child must provide ID when they arrive on campus. Please notify the office immediately if there are any changes to information on your application. Additional forms that must be on file with your application include a Request for Allergy Information Form, Flu Vaccine form (Aug-Sept only), and Distracted Adult Form (Sept & Apr) in addition to what is listed below.

### **MEDICAL RECORDS**

At the time of enrollment or within 14 days of the first day of attendance we must have a current Florida Certification of Immunization and School Entry Health Exam Form on file for each child. These forms are available through your physician's office or the Orange or Seminole County Health Department.

This will certify that:

- a) The child is in good health (or lists any known irregular condition under treatment)
- b) Immunizations appropriate to a child's age are up to date. It will also indicate a future date for vaccinations (temporary exemption date).

### **EXEMPTION FROM IMMUNIZATION**

Due to the large increases in preventable childhood illnesses occurring in the country and our state, starting in 2019 the MPP will only allow medical exemptions for admission to our program. A doctor's signature will be required on the exemption certificate.

### **EMERGENCY MEDICAL CARE AND TREATMENT RELEASE FORM**

This form must be completed before a child can receive emergency medical treatment and includes persons to contact in the event we cannot reach you.

## **REQUIRED FORMS - CONTINUED**

### **PRESCHOOL PROGRAM - DISCIPLINE STATEMENT**

The Florida Department of Children and Families requires that we give you a statement explaining the school's disciplinary policy. This statement is included in your application and must be signed.

### **KNOW YOUR CHILD'S DAYCARE CENTER**

You will be directed to the MPP website to view the Florida Department of Children and Families pamphlet when you register your child. As part of your application you must sign the Childcare Facility Brochure Statement verifying that you have read the pamphlet.

### **CHILD CUSTODY AGREEMENT**

A copy of the divorced parent's Child Custody Agreement, along with a court order signed by a judge, must be on file before your child starts if one of the child's parents is not permitted to pick up the child.

# **REQUIRED FORMS**

# **SCHOOL POLICIES AND PROCEDURES**

## **SCHOOL HOURS**

MPP school hours are from 9:00 am to 1:00 pm. The teachers will open their doors to students at 8:55 am. Please do not enter the classroom early as they need the time to prepare for the day. We ask that you be on time dropping your child off in the morning to avoid disrupting the classroom once the teachers have started their day. Dismissal is promptly at 1:00 pm. If you are late picking your child up we will take them to aftercare (if space allows) or the office if aftercare is full and you will be charged accordingly.

## **EARLY AND AFTER CARE PROGRAMS**

Early care is available from 8:00 am to 9:00 am and after care is available from 1:00 pm to 3:00 pm unless otherwise noted on the monthly calendar. These programs are an extension of our regular school hours and are offered at an additional cost.

Pre-registration for these programs is required and the cost is considered part of the monthly tuition. Please fill out the early/after care forms in the registration packet and return them to the office.

## **NOTICE ON DISCONTINUING**

All student withdrawal requests must be in writing and email to us at [mpp@maitlandpres.org](mailto:mpp@maitlandpres.org). Please note that if a withdrawal request is received after the 5th of the month, tuition for that month is still due in full. No refunds on tuition will be given for mid-month withdrawals.

## **MONTHLY CALENDAR**

Please READ, POST, and REFER to the calendar that is sent home at the beginning of each month by your child's teacher. It is a valuable communication between school and home. It provides details about daily activities, special requests, notes about your child's day, field trip plans, birthdays, etc.

## **HOLIDAY SCHEDULE**

In general, we follow the Orange County Public School calendar, however, on occasion, our schedule will vary. Please refer to the school calendar in this handbook, the weekly reminder emails from the office, and your monthly calendar from your child's teacher for any changes or variations to the OCPS calendar.

## **CONFERENCES AND COMMUNICATION**

MPP strongly encourages parent-school cooperation and support. We rely on the following ways of communication between parents and staff:

1. Monthly calendars and newsletters, weekly email (from both the Director and teachers), and written notices.
2. Parent/teacher conferences: scheduled conferences are held in October and April to review your child's progress. Parents or teachers may also request additional meetings as needed throughout the year.
3. The Directors are always available to listen to parents' concerns, questions, and suggestions.

## **OPEN DOOR POLICY**

The MPP has an open door policy for parent classroom visitation. We understand that the transition to preschool is sometimes not only difficult for the child, but also the parent. You are welcome to observe your child through the classroom door or window at any time during the day with prior office approval. Please try to remain unobtrusive and unobserved to the students so there is no disruption. If your child is having a particularly tough day, you are more than welcome to call the office and one of the Directors will quickly check on your child. It is also our policy that you only remain in the classroom long enough to drop off your child, sign them in, give them a kiss and hug and say goodbye. Longer good-byes can lead to harder transitions.

## **ARRIVAL PROCEDURES**

Children should be walked to their classroom by the parent or authorized adult over the age of 18 for arrival. The child must be signed in on the attendance sheet provided in the classroom. You will need to indicate whether your child will be staying for lunch (VPK Only) and after school specials. In addition, you will need to write the phone number you want us to call in case of an emergency for that day. The classrooms are opened no earlier than 8:55 am. Please arrive on time each day so as not to disrupt the classroom once the day has started. If your child's class is already on the playground when you arrive, please walk your child to the gate and sign your child in with the teacher.

## **DISMISSAL PROCEDURES**

### **Toddlers**

At 1:00 pm we will dismiss your child through the carline and you will sign them out at this time. The carpool line for the toddler class is under the awning off of George St. Please note that the toddler carline is separate from the carline for other age groups. Parents are asked to remain in their cars and teachers will put your child in the car for you. You can then pull ahead and buckle them in. The teachers are not allowed to buckle them in for safety reasons. If you have an older child to pick up please pick your toddler up first and then get into the carline for your older child. See more information below.

### **Twos, Threes, and VPK Plus**

At 1:00 pm we will dismiss your child through the carline and you will sign them out at this time. The carpool line begins in the parking lot across the street from the preschool off George St.. Parents are asked to remain in their cars and the teachers will put your child in the car for you. You can then pull into an empty parking spot to buckle your child in. This helps to keep the carline moving quickly.

## **VPK ONLY**

VPK only children will be picked up from the playground at 12:00 pm. Parents will park and meet their child's teacher at the gate to sign them out. If your child's class is not on the playground you may pick them up from the classroom. Please note that your child will only be dismissed to a parent or other adult over the age of 18 that has been authorized in writing by the parent on the enrollment form. If someone other than those listed on the form will be picking up your child, please notify the Directors in advance and make sure they are on the authorized pick up list and bring their I.D.

For the safety of children and staff, we ask that you do not walk up to the carline to pick up your child, but stay in your car and use the carline as stated above. There will be NO dismissal from the classroom once the students have started walking to the carline or already seated waiting for dismissal. If you need to pick your child up early, please arrive no later than 12:45 pm. and sign them out in the classroom. Your child will only be dismissed to a parent or other adult over the age of 18 that has been authorized in writing by the parent on the enrollment form. If someone other than those listed on the form will be picking up your child, please notify the Directors in advance and make sure they are on the authorized pick up list and bring their I.D.

## **WHAT TO WEAR**

Please dress your child in socks and sneakers and sturdy, comfortable, washable clothes, suitable for the weather. For your child's safety we do not allow flip flops, sandals or Crocs of any kind. Closed toe shoes and socks are recommended. Encourage your child to become responsible for dressing and toileting themselves on their own as this helps them learn independence.

## **LABELING**

It is very important to label *everything* that comes to school with your child. This includes their school bag, clothes, lunchboxes, water bottles, sippy cups, pacifiers, and blankets (toddlers), jackets, sweaters and coats, etc. DCF requires both first and last names on water

bottles. Show your child where his/her name is written and explain its purpose. If your child loses something at school please stop by the office or classroom to see if we have your item.

## **TOTE BAGS**

Tote bags will be furnished for each child and will be used daily to transfer communication and projects from school to home as well as to transfer messages from home to school. We ask that you check your child's bag each day for these important communications. School tote bags can be laundered and will follow your child through each age group so please help your child keep their bag in good condition.

## **WHAT TO BRING**

1. A complete change of clothes (to be left at school).
2. Tote bag (see above)
3. Lunch box (except VPK Only)
4. Water bottle (sippy cup for toddlers). Must be labeled with the child's first and last name.
5. Package of wipes and diapers (if applicable)
6. Pacifier, blanket, or lovey (toddlers)

## **WHAT NOT TO BRING**

Discourage your child from wearing jewelry or bringing small toys or other personal items from home. These items are tempting to other children and may be misplaced or broken. Discuss this with your child and assure them that these items will be waiting for them when they get home at the end of the school day. Books and educational materials are always welcome but please let our teacher know in advance when you plan to bring these items to the classroom.

## **LUNCH**

Lunch should consist of easy to eat foods such as sandwiches, fruit, crackers, cheese, yogurt, etc. as well as a drink. Please note, due to many children now suffering from nut and dairy allergies, your child's classroom may be nut or dairy free. Please pack your child's lunch accordingly. The teachers have limited refrigerator space so please add an ice pack to your child's lunch if perishable items are included. Any foods that might present a choking hazard must be cut into manageable pieces (grapes, hot dogs, cherries, etc). PLEASE DO NOT SEND GUM, CANDY, OR POPCORN IN YOUR CHILD'S LUNCHBOX.

## **SNACK**

Each classroom has their own procedure for the parents sending in snacks, so please ask your child's teacher their preferred method. From time to time you will be asked to send in a snack for your child's classroom. Bulk snacks are always appreciated but individual snacks are also welcomed. VPK Only parents are not required to provide a snack for the classroom but donations are always appreciated. Snack suggestions include:

- Fruit cups or fresh fruit
- Carrots/celery with peanut butter \*\*\* Please substitute sun butter
- Pretzel sticks, graham crackers, granola bars
- Mini bagels with cream cheese \*\*\*
- Crackers with cheese \*\*\*
- Ants on a log (celery with peanut butter and raisins) \*\*\* Please substitute sun butter
- Banana/zucchini bread
- Jello
- Mini muffins
- Cheese sticks \*\*\*

\*\*\* THESE ITEMS ARE NOT PERMITTED IF YOUR CLASSROOM HAS  
A NUT OR DAIRY ALLERGY\*\*\*

## **BIRTHDAYS**

Birthdays are special for the children and parents are welcome to send in treats for the class. We request that arrangements be made in advance if you plan on sending in treats



or wish to decorate the room etc. If you would like to invite your child's class to a party after school hours, please contact the office or your child's teacher for a list of class names. Please do not send in written invitations to school unless the whole class is invited.

## **ALLERGIES**

Please indicate on the Allergy Request Form provided in the registration packet if your child has any allergies and the reactions for each. A medical history may be required and will need to include a doctor's statement of the child's sensitivity to insect bites, medications, foods, etc with appropriate action to take if a reaction occurs. This information will be kept on file in the office and will also be provided to the teachers. If your classroom has a severe allergy or an allergy to food that requires an Epi-Pen or Auvi-Q, please provide one that can be kept in the classroom. Please note the expiration date on these and keep the medications up to date. You will be informed if your child's class is either nut or dairy free.

## **DISCIPLINE**

Our teachers use positive techniques of guidance, including redirection, anticipating and eliminating potential problems and encouragement. They DO NOT spank, deny food, or use name-calling. The children are encouraged to work out their differences and the teacher will act as a facilitator in this process. Sometimes a child's behavior requires that the home and the school work together for the child's sake. In this case the teacher or Director will contact the parents and a plan for dealing with the situation/behavior will be agreed upon.

## **FIELD TRIPS**

Each child attending a field trip must be accompanied by a parent or guardian. If you are unable to attend the field trip you can designate someone other than yourself to attend the field trip (this can be another family member, friend, relative or other parent from the class). This person must be listed on the field trip form and signed by the parent. If nobody can go with your child on the field trip you will have to make other arrangements for them

for that day as they will not be allowed to go to their sibling's classroom or any other classroom that day. Please note that transportation to and from the field trip is the responsibility of the parent/guardian. Teachers MAY NOT transport any child for a field trip. Florida law requires children 5 and under to be secured properly in a crash-tested, federally approved child restraint system. Children ages 0 to 3 must be in a child restraint device of a separate carrier or a vehicle manufacturer's integrated child seat. Children ages 4 and 5 must be in a separate carrier, integrated child seat or booster seat.

## **HEALTH POLICY**

For the protection of all children and staff, a child should remain at home if he/she exhibits any of the following symptoms:

1. Temperature over 99°
2. Profuse nasal discharge
3. Sore throat or constant cough
4. Nausea, vomiting, or diarrhea during the previous 24 hours
5. Undiagnosed rash
6. Sore or discharging eyes
7. Earache
8. Is fussy, cranky, tired, or generally not his/her self.
9. If your child has been diagnosed with the flu there will be a 7 day minimum time at home before they can return to school.

## **HEALTH POLICY - CONT.**

The school has no provision for the care of children who are ill and our staff is not authorized to administer medications. If your child becomes ill at school he/she will be isolated and you will be notified so you can make arrangements to have your child picked up as soon as possible. If your child becomes ill at home with a contagious illness such as the flu or Covid 19 please notify the school as soon as possible.

**\*\*\* Your child must be fever free for at least 24 hours before returning to school\*\*\***

**If your child tests positive for Covid 19 please contact the office with the date of the onset of symptoms so we can determine a return to school date. Your child will have to quarantine for 5 days or until there are no symptoms before they can return.**

## **CHILDREN IN THE CLASSROOM**

Only children who are enrolled at the preschool are permitted to be in the classroom during school hours. Siblings are not permitted to be “dropped off” for any part of the school day. Siblings not enrolled are only permitted in the classroom if accompanied by the parent (i.e. class parties, reading a story to the class, etc.). Please see the Director (not the teacher) if there are any questions or concerns related to this policy. Pre-screened, trained, and approved active church youth are permitted to volunteer in MPP classrooms. Questions or concerns regarding youth volunteers should be directed to the MPP Director.

## **PLAYGROUND**

The playground gate will be open during arrival each morning and will be closed at 9:15 am every day. If you arrive after this time please enter the school through the church building. Please do not attempt to unlock the gate and/or drop your child over the fence to unlock the gate before, during or after school hours. If there are teachers and children on the playground during school hours all visitors must enter and exit through the church. The church has a doorbell/buzzer system to let you in during the day. The teachers are not permitted to open the gate to anyone while children are present unless they are dismissing their children from the playground. Use of the playground during non-school hours is prohibited without prior approval from the MPP office. **The preschool has a strict liability policy that we must adhere to for the safety of the children and staff and we appreciate your understanding of this policy.**

## **TV AND VIDEO VIEWING**

It is the policy of the preschool to use a hands-on approach to learning. Television and video watching is limited to a short period of time and of an educational nature (reinforcing a theme or activity) and is used very sparingly throughout the year. The VPK classrooms are equipped with laptop computers and are used for educational games and activities during center time with teacher supervision at all times. No internet is available to the children while in our care.

## **NON-DISCRIMINATION POLICY**

Maitland Presbyterian Preschool does not discriminate against anyone (adult or child/staff or parent) on the basis of race, color, religion, gender, age, national origin, physical or mental disability, marital status, or military status. Further, MPP is inclusive of children with special needs and makes accommodations as required by the Americans with Disabilities Act.

## **CELL PHONE/PARENT CONTACT POLICY**

It is crucial that our teachers' full attention remains on the children enrolled at MPP at all times, for both educational and safety reasons. Teachers are not permitted to use their personal cell phones during school hours unless pre-approved by the Directors. All messages sent through Dojo/Shutterfly/etc will be answered by the teachers after school hours. If there is anything that needs to be relayed to the office or the teachers regarding your child, or any part of their day, (ie: changes in pick up person, if you are running late, you would like a drop in day, etc) please contact the office and not the teachers. The office number is 407-628-1966 and our email is [mpp@maitlandpres.org](mailto:mpp@maitlandpres.org). Please program this into your phones so you know if we are calling and/or if you need to call us.

## **PARENT INVOLVEMENT**

MPP has many opportunities for parent involvement throughout the school year. Class parents, Book Fair volunteers, Fall Festival volunteers, Silent Auction committee volunteers, and Graduation committee volunteers are all ways that parents can contribute

to the school. If you are interested in any of these opportunities please contact your child's teacher and/or look for sign up sheets in their classrooms prior to the events. We encourage you to become a part of your child's preschool experience with us.

Parents are welcome to read to their child's class or come for special occasions (ie: birthdays). We request that, if you plan to visit the classroom, to please notify your child's teacher in advance and check in at the office upon arrival.

MPP sets aside two days during the school year to hold parent/teacher conferences in October and April. These conferences are an opportunity for you to discuss your child's progress with the teacher. Outside of these scheduled conferences, the teachers and Directors are available for additional meetings throughout the year if necessary.

# **MAITLAND PRESBYTERIAN PRESCHOOL**

## **CHILD ABUSE POLICY**

Maitland Presbyterian Preschool (MPP) will protect children from abuse and neglect while in the program's care and custody. MPP will develop and follow written procedures for reporting any suspected incidents of child abuse and neglect.

- All staff members are mandated reporters of any suspected incidents of child abuse or neglect.
- All staff members will document objectively any suspicions of abuse or neglect.
- Staff are required to report concerns of neglect or abuse to the Director immediately.
- The Director reports to the pastors of Maitland Presbyterian Church (MPC).
- The Pastors, Directors, and reporting staff will objectively discuss concerns relating to observable criteria.
- If deemed necessary, the Director will place a call to the Department of Children and Families (DCF) and report findings. DCF will follow up with a written report.
- MPP will cooperate in all investigations of abuse and neglect.
- If it is alleged that a staff member is abusive or neglectful, that teacher will be removed from working with children. Pending the outcome of the Department of Children and Families investigation, and any such further time determined by DCF, the Director and Pastors will determine whether to reinstate, suspend with or without pay, or terminate the staff member.



**MAITLAND PRESBYTERIAN PRESCHOOL**  
**POLICY ON INTOXICATED OR IMPAIRED**  
**PICK UP OF CHILDREN**

If a parent or other caregiver arrives to pick up a child from MPP and appears to be intoxicated or otherwise impaired, we will request that they let us call someone else from the emergency contact list to pick up their child. If they choose to take their child from the premises, we will inform them that we will call 911 and report suspected alcohol or drug use in the transport of a child and make available all personal information in their child's file to the police.

**MAITLAND PRESBYTERIAN PRESCHOOL**  
**HEAD LICE POLICY**

Head lice outbreaks have become common in schools and sometimes cannot be avoided. Head lice spreads easily among school children and can be transferred from head to head or from clothes or personal items such as combs, brushes, hats, toys, etc. Maitland Presbyterian Preschool practices a "no nit" policy to help control the spread of head lice. If head lice are identified on a child at school he parents will be notified and the child will be sent home. The child will not be permitted to return to school until all lice/nits are removed. A doctor's note may also be required and is at the discretion of the Director. Upon return to school the child will be checked by the parent and the Director before the child can return to the classroom. If nits or lice are found the student will again be sent home.



## **EMERGENCY PROCEDURES**

### **FIRE DRILL POLICY**

Fire drills are conducted on a monthly basis at a date and time designated by the Director and will include all staff and children in the preschool. The dates and times of each fire drill will be posted in the office as required by the Department of Children and Families.

During a fire drill the alarm is activated by the MPP Director and will continue to sound until all staff and children are seen exiting their classrooms. The teachers will lead their children in an orderly manner from their classrooms (or other areas of the school) to the designated safe area previously determined by the Director. Attendance is taken to assure that all children are safely removed from the building. The Director will dismiss the teachers to take their students back to the classrooms. Once a year we will conduct a “Lock Down and Hide” drill and an “Inclement Weather” drill for the entire school as well.

### **INCLEMENT WEATHER**

In the event a hurricane or tornado warning has been issued by the National Weather Service, MPP will ensure the safety of all children and staff by moving them to the main church building away from all doors and windows. The staff will keep all children seated in the hallway until the warning has been lifted. When the danger has passed the teachers



and children will return to their classrooms. Note: MPP will not be in session if Orange County Public Schools are closed because of severe weather conditions. MPP does not prorate or reduce tuition due to events out of our control (ex: hurricane).

### **STRANGER ON CAMPUS**

Any person on or around the church/school campus that seems suspicious will be observed by the staff and reported to the police by calling 911. A complete description as well as the location of the person will be given to them when the call is made. There should be no contact by the staff toward the suspicious person. The Maitland Police Department will dispatch a patrol car to the location to question the suspect.

### **STUDENT EMERGENCY**

In case of an accident or health related emergency the parent of the child will be contacted immediately by the Director unless it is necessary to contact 911 first, in which case the Director will contact 911 followed by the parent. All staff members are certified in First Aid and CPR in the event it is necessary to perform these emergency procedures.