

Maitland Presbyterian Preschool

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
Director
Maitland Presbyterian Preschool



STAFF TEACHING TEAMS

Lead Teacher - Toddlers	Gayle Hill
Lead Teacher - Toddlers	Alayzha Scale
Lead Teacher - Young Twos	Stephanie Einstein
Lead Teacher - Older Twos	June Powell
Lead Teacher - Young Threes	Amy Davis
Lead Teacher - Older Threes	June Perero
Lead Teacher - VPK	Debbie Kendler-Leviten
Lead Teacher - VPK	Beth Bromfield
Teacher Assistant	Alyssa Sanchez
Teacher Assistant	Shania Davis
Teacher Assistant	Rosalie Manley
Teacher Assistant	Casey Rodriguez
Teacher Assistant	Kara Seelbinder
Teacher Assistant	Rebekka Senzee
Teacher Assistant	Terri Rice
Teacher Assistant	Tosha Whitson

Director	Susie Stull	mpp@maitlandpres.org
Associate Director	Lisa Brown	mpp@maitlandpres.org

School Office
407-628-1966
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 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.

"*Start children off on the way they should go, and even when they are old they will not turn from it*" Proverbs 22:6

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; 12 for Twos, 14 for Threes; 16 for VPK.

Pre-enrollment Meeting Requirement: Prior to finalizing enrollment, all prospective students must participate in an in-person visit or meeting with school administrators. This allows our staff to become acquainted with each child and helps ensure that our program is an appropriate fit for the child's developmental, social, and emotional needs. Enrollment is not considered complete until this visit has occurred. The school reserves the right to delay or decline enrollment if it is determined that the program is not the appropriate setting for the child. In such cases, families may be guided toward programs better suited to support their child.

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(1st) 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 . 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 $15.00 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 in any age group. Holidays have already been factored into tuition costs. We reserve the right to withdraw your child from the VPK 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). This works out to 36 days absent. 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 Acts of God.*

INVOLUNTARY WITHDRAWAL

- If a child is found to disrupt the atmosphere of the classroom, a conference between the parents, directors and the teacher will be called. If a child continues to be a disturbance to other children, after we have a conference, we will ask the child's parents to withdraw the child from the program. Further, if after the first Parent/Teacher Conference in October your teacher indicates that further intervention is necessary to help your child be successful in school due to developmental or behavioral delays, we will expect the parents to obtain services to help the child succeed. If there is no change in behavior or no services sought, we reserve the right to ask the parents to withdraw the child from the program.
- If a parent or other family member is found to disrupt the program in any way, we also 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. 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.



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 & walking)

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

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

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

2 DAYS.....$345.00

3 DAYS.....$455.00

4 DAYS.....$515.00

5 DAYS.....$572.00

VPK ONLY M-F 9:00 AM - 12:00 PM.....$0.00
VPK PLUS M-F 9:00 AM - 1:00 PM.....$200.00

VPK LUNCH HOUR (PER DAY COST IF NOT ENROLLED IN VPK PLUS).....$15.00
DROP IN DAY (PER DAY COST).....$40.00

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. 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. (Discount arrangements are for toddlers-3 year olds only; VPK is already discounted). Please stop by the office to make arrangements for either of these methods of payment. If you refer families 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.

There is no tuition discount offered for VPK students including lump sum payments.

EXTENDED DAY HOURS AND PAYMENTS

We offer early care from 8:00am - 8:50am and after care from 1:00pm-2:50pm. 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 $40 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).



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. An additional form that must be on file with your application is a Request for Allergy Information Form.

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) **<u>This form must be updated every two years</u>**.

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 increase in vaccine- preventable childhood illnesses nationwide and in Florida, MPP requires all enrolled children to be vaccinated in accordance with our immunization policy. **A current Florida Certification of Immunization (DH Form 680) must be on file for each child and kept current throughout enrollment. If we do not have current paperwork, your child will not be able to attend until their file is up to date. MPP does not accept religious exemptions or permanent medical exemptions.**

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.

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.



SCHOOL POLICIES AND PROCEDURES

SCHOOL HOURS

MPP school hours are from 8:50 am to 12:50 pm (or 8:50am - 11:50pm for VPK Only). The teachers will open their doors to students at 8:50 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 begins at 12:50 pm (or 12:00 for VPK Only). 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 8:50 am and after care is available from 1:00 pm to 2:50 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. Aftercare students will be picked up in the carline starting at 2:45 so please be in line no later than 2:50 for dismissal. Please be on time when picking up your child. (Reminder: If you are late picking up from aftercare three times your child will no longer be able to participate in this program)

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.

The school has no provision for the care of children who are ill and our staff is not authorized to administer medications (except for Epi-pens and Auvi-Q's). 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, Covid 19, hand foot & mouth, pink eye etc.) please notify the school as soon as possible.

*** **Your child must be fever free (without medication) for at least 24 hours before returning to school*****

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 physical needs and makes accommodations as required by the Americans with Disabilities Act whenever possible.

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. Every classroom uses Class Dojo and all messages sent through Dojo will be answered by the teachers after school hours. ***We would appreciate it if you did not ask the teachers for their cell numbers.*** They are not allowed to respond to texts during the school day. 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. Please program this into your phones so you know if we are calling and/or if you need to call us.

NOTICE ON DISCONTINUING

All student withdrawal requests must be emailed to us at 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 (or check your DoJo app). 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. The school calendar is also available on our website. If there seem to be discrepancies, please contact the preschool office.

STAFF GIFTS

Acceptance of any cash gift (including Visa gift card) or any other gift card up to the amount of $100 is allowed. It is church and preschool policy that our staff cannot accept anything over this amount.

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 (please use real name and please print) 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 (when applicable). 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 8:50 am. Please arrive on time each day so as not to disrupt the classroom once the day has started. If you arrive after 9:10 please walk to the glass double doors of the church, ring the bell and you will be buzzed in.

EARLY CARE ARRIVAL

If your child is enrolled in our early care program please walk to the glass double doors of the church and ring the doorbell (on the right, on the wall) and you will be buzzed in. Please walk down the church hallway to the wooden double doors and proceed to your child's early care classroom to sign them in.

DISMISSAL PROCEDURES

Toddlers

At 12:50 pm we will dismiss your child through the carline. The carpool line for the toddler class is under the awning off of George Ave. Please note that the toddler carline is separate from the carline for other age groups. Parents are asked to pull up to the awning, get out of

their car to retrieve their child and put them in their carseat. They can then pull ahead and buckle them in so the line can move forward. 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. No child will be dismissed to anyone under the age of 18.

Twos, Threes, and VPK Plus

At 12:50 pm we will dismiss your child through the carline. Per DCF you do not need to sign your child out each day. The teachers will make sure that the correct name is entered.The carpool line begins in the parking lot across the street from the preschool off George Ave. 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. No child will be dismissed to anyone under the age of 18.

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. (Proceed to the glass double doors of the church and ring the bell and you will be buzzed in). 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 12:30 pm. 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.

WHAT TO WEAR

Please dress your child in socks and sneakers and sturdy, comfortable, washable clothes, suitable for the weather and activity level. For your child's safety we do not allow flip flops, sandals or Crocs of any kind. Closed toed 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 (if applicable).

- At MPP we strive to create a nurturing environment where children can play, learn and grow with purpose. While we absolutely value creativity and imaginative play, we kindly ask that children **not come to school dressed in costume or dress-up clothing of any kind, including character outfits, tutus, flouncy dresses, superhero gear, or themed accessories.** Our goal is to help the children understand that school is a special place for learning, exploration, and routine - distinct from play dates or parties.

LABELING

It is very important to label *everything* that comes to school with your child. This includes their 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.

BACKPACKS

You will need to provide a backpack and it 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 backpack each day for these important communications.

WHAT TO BRING

1. A complete change of clothes (to be left at school).
2. Backpack
3. Lunch box (except VPK Only)

4. Water bottle (or sippy cup for toddlers). Must be labeled with the child's first and last name per DCF.
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.

Do not send your child into school in dress up clothes of any kind. It is a big distraction to the other children and does not send the message that school is separate from play time. If your child insists on wearing dress ups or pajamas or anything other than regular clothes, please send them in and we will get them changed for you. 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). (Per our accreditation guidelines)-PLEASE DO NOT SEND GUM, CANDY, NUTS OR POPCORN IN YOUR CHILD'S LUNCHBOX. Please do not send in any lunch that the teachers need to prepare.

SNACK

Each classroom has their own procedure for the parents sending in snacks, so please ask your child's teacher their preferred method. MPP generally provides all the snacks for all the classrooms but, 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.

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 **only be open during arrival** each morning for safety and security reasons (8:50-9:10). If you arrive late please enter the school through the church building. Ring the doorbell and someone will buzz you in. You can then proceed to your child's classroom. 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, and adhering to, this policy.**

TV AND VIDEO VIEWING

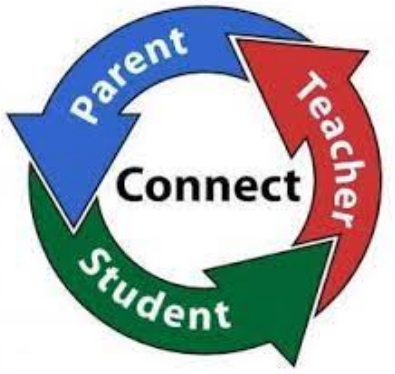
It is the policy of the preschool to use a hands-on approach to learning. Television and video watching is limited to a short period of time and of an educational nature (reinforcing a theme or activity) and is used very sparingly throughout the year. The VPK classrooms are equipped with laptop computers 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.

PARENT INVOLVEMENT

MPP has many opportunities for parent involvement throughout the school year. Class parties, Fall Festival volunteers, Family Fun Night/Silent Auction committee volunteers, Room Parent volunteers, sponsoring staff meeting lunches, donating to the teacher bonus fund, 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 or the Directors, and/or look for sign up sheets in their classrooms prior to the events and at Meet the Teacher. 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, or make an online report, 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 the 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 Directors 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 Directors 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.

SAFETY AND SECURITY MEASURES

- The campus of the Maitland Presbyterian Preschool has a fence around the entire perimeter with gates at points of entry. The gates have specific codes and the only people who have access to these codes are the preschool staff, Center Academy staff, and the church staff. We do not share the codes with anyone.
- All of the first floor classrooms that face the back of the property have opaque window dressing so that light can enter the classrooms but you cannot see the children or teachers from the outside of the building.
- Each classroom has a closed circuit camera installed and the cameras are monitored by the preschool Director during the school day. There are walkie-talkies in every classroom that the teachers keep with them at all times. In case of an emergency we can communicate quickly within the campus.
- The classroom doors are locked after arrival (approximately at 9:15) and are able to be locked and unlocked from the inside, as well as outside. Lock Down and Hide drills are practiced every year.
- All of our staff members are level 2 background screened every 5 years.
- In the case of an emergency where the school campus has to be evacuated, the Director will email all the families to let them know the reunification process, phone number and address of the location.

