



**Preschool
PARENT/CHILD HANDBOOK
2019**

**How much better to get wisdom than gold,
to get insight rather than silver!
Proverbs 16:16**

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The center reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all the necessary action to control the spread of communicable disease within the center.

INFLUENZA

Influenza (“the flu”) is caused by a virus which infects the nose, throat, and lungs. Children, especially those younger than 5 years old, may require medical care. Symptoms of the flu include fever, body/muscle aches, 24 extreme tiredness, and dry cough. K4C Christian Learning Center will attempt to prevent the spread of any virus, including influenza, by encouraging Children to wash their hands frequently and by instructing Children to cover their nose and mouth when they sneeze or cough. Children with influenza or flu-like symptoms should be kept at home until their temperature is normal and they have been symptom-free for 24 hours.

HEAD LICE

K4C Christian Learning Center staff may periodically check students for head lice. If a student is found to have lice, the student will be isolated and his or her parent/guardian will be called to pick up the child.

K4C LEARNING CENTER CONTACT INFO

Address:

332 Mohawk Road
Clermont, FL 34715

Office Number: 352-241-7910

Cell: 352-272-3176

Fax Number: 352-241-8626

Email:

pastorawilda@betterlifeworship.com

WELCOME

Welcome to Better Life Kids 4 Christ Christian Learning Center now that you’ve chosen us! We are privileged to be able to serve you and your child. We are aware that finding a quality childcare facility can be a challenge for parents today, therefore we understand that parents place safety and nurturing at the top of their list when searching for a center. At K4C Christian Learning Center, we offer a positive, uplifting, and learning experience for your child at an affordable cost during their early years. According to research the early childhood years are crucial when personalities are forming, the foundation of their character are developing and most importantly the skills for learning are emerging, so our mission is to help each child to be placed in a loving, caring, active learning, Christ centered environment. That will allow us to see them serve and contribute positively to the moral and social fabric of our society.

Our curriculum Fun Shine Express, for 0-5 years of age, is designed to inspire children to explore and progress at their own pace. Our teachers get to know the children on every level including , how they learn and play and communicate. We personalize learning with individualized attention to fit each child’s interest and ability . K4C will help them prepare for school and life. Therefore we seek daily to surround each child in a loving and caring environment as well as integrating biblical principals and values into the heart and mind of each child. Knowing that our ultimate goal is to see the children success.

The welfare and happiness of your child is our deepest concern. We extend a personal invitation to you to visit or call our office at any time.

It is a pleasure to share with you our joy and anticipation of a successful year!

Administration & Staff

Better Life Kids4Christ Christian Learning Center (352) 241-7910

Proverbs 22:6

“Train up a child in the way he should go: and when he is old, he will not depart from it.”

OVERALL MISSION STATEMENT

To provide a safe environment for children 6 weeks to Pre-k with a balanced assortment of developmentally appropriate activities that stimulate and engage their minds to grow stronger physically, socially, emotionally, and intellectually.

PROGRAM PHILOSOPHY

We believe children learn valuable social skills, team building skills and conflict resolution skills through play. We want to offer an interactive social & physically active experience for children. We love enriching children's lives with stimulating activities where they can be active, develop friendships, explore new ideas, and keep them safe while having fun!

PROGRAM GOALS

Foster positive self-esteem, develop social skills, encourage thinking, reasoning, questioning, and experimentation. Enhance physical development, encourage and demonstrate sound health, safety, and nutritional practices. Encourage creative expression and appreciation of the arts, respect cultural diversity, develop understanding of self in relationship to family, community and the world. Foster life skills and habits.

ADMISSIONS

Before admittance to K4C Christian Learning Center, the parents must review and sign the following necessary forms before the child's first day.

1. Application for Admittance with \$75.00 Registration fee are due at time of initial registration and are nonrefundable.
2. Child's Health Assessment Form
3. TB Assessment
4. Emergency Contact Form
5. Supplies
6. Photo Release
7. Authorization to Pick up child Form
8. Permission and Medical Consent Form

FIRST AID AND MEDICAL CARE

Regulations limit minor medical care provided at the Center to soap, water, ice, and bandages. For more serious medical conditions, the office will contact the child's parent/guardian and ask him or her to come and pick up the child. If in the opinion of the administration, the situation requires the immediate care of paramedics or emergency medical technicians, the center will call 911 and make every effort to immediately contact the child's parent/guardian.

ASTHMA

Children with chronic or severe asthma are permitted to keep an inhaler with them in the learning center. Additional asthma treatments, such as rescue inhalers and nebulizers, must be kept in the office. Parents must fill out an Authorization to Dispense Medication form or send in a signed and dated note for rescue inhalers and nebulizers. Nebulizer medication must be in original packaging with the prescription label visible. In the event a child has an asthma attack, We will attempt to calm the Child and administer any medication that has been provided by the family. If the attack continues or is extremely severe, administration will attempt to contact the Child's parent and/or may call 911 for additional aid, depending on the severity of the attack.

CHILDREN ACCIDENT INSURANCE

Better Life Kids 4 Christ Christian Learning Center carries the required liability insurance but it is the responsibility of the parent/guardian to carry individual coverage for personal injury.

COMMUNICABLE DISEASE

K4C Christian Learning Center desires to maintain a healthful environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly to other persons by a susceptible host, infected person, or animal. A teacher or administration official who reasonably suspects that a child or employee has a communicable disease shall immediately notify the administration. Any child or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from center while ill and during recognized periods of communicability. Children and employees with a communicable disease for which immunizations are not available shall be excluded from center while ill. If the nature of the disease and circumstances warrant, the center may require an independent physician's examination of the child or employee to verify the diagnosis of communicable disease.

measures. Tornado precautions will be taken when tornado warnings are issued by the weather service. Tornado drills are conducted each quarter.

Illness and Injury

Please do not send your child to school if he/she has a fever, diarrhea, vomiting, skin rash, severe sore throat or a bad cough. Staying at home will help your child to recover and protect the other children. Should a student become ill or develop a fever or rash the parent/guardian will be notified to pick up the child immediately.

MEDICAL GUIDELINES

Florida law does not allow school/daycare personnel to administer medication without explicit written instructions. This includes prescription and non-prescription medication.

Therefore, the following procedures are required for all medication administration:

1. All medication brought to the center must be turned in to the **Director or the Administrator** at the beginning of the day.
2. All medication must come in a prescription bottle or manufacturer's package.
3. For each medication the Center must have a completed "Authorization to Dispense Medication Form" or a written note from the parent stating the child's name, medication, dosage, time to be administered, and parent's signature.

The Center will do its best to administer medication as requested, but the Center cannot assume the responsibility of seeing that medicine is taken at the proper time or in the prescribed manner. Children requiring close attention in this area should remain under their parents' supervision.

Parents must inform the Center in writing of any existing conditions that may cause their children to be unable to participate in center's activities. Existing conditions include, but are not limited to, food allergies, health problems making a limited physical education program necessary, and sight or hearing problems affecting the child's classroom work and seating.

9. Birth Certificate/Social security Card

10. Demographics - The parent is required to review and update the emergency contact information and the care agreement at least once every six months or whenever this information changes.

K4C Christian Learning Center reserves the right to refuse care to any child whose paperwork is incomplete, (i.e. insufficient to complete our licensing requirements), and whose tuition is two 2 weeks behind.

TUITION PAYMENTS

Tuition payment is expected on Monday morning of the current week. You will be charged a \$10.00 fee for any payment that is paid later than close of business day Monday. If payment is not received by close of business on Wednesday you will be charged an additional \$10.00 fee. Payment is required whether or not you have brought your child to the center that week.

Our rates are as follows:

FULL-TIME: 5 Days a Week

Infants	6 weeks to 12 months	\$160.00/week
Young Toddler	12 to 24 months	\$160.00/week
Older Toddler	24 to 36 months	\$155.00/week
Preschool	3 to 4 years old	\$150.00/week
Pre-Kindergarten	4 to 5 years old	\$150.00/week

PART-TIME: 2 to 3 Days a Week

Infants	6 weeks to 12 months	\$140.00 per day
Young Toddler	12 to 24 months	\$40.00 per day
Older Toddler	24 to 36 months	\$40.00 per day
Preschool	3 to 4 years old	\$37.00 per day
Pre-Kindergarten	4 to 5 years old	\$37.00 per day

If for any reason you must disenroll your child from the Center written notice must be given to the Program supervisor two weeks in advance; if a two-week notice is not given you will still be charged for the two

Any remaining balance will be paid at the time of disenrollment. Any unpaid balance will be subject to collections and may affect your credit rating. Payment made in advance will also be accepted and will be held as a credit on account. Payments can be made by cash or debit/credit card. No personal checks. No tuition adjustments will be made for children's absences.

LATE PAYMENTS

Payments not received by Monday afternoon will incur a late fee of \$25 per student. Child will not be able to return until accounts are brought current.

CURRICULUM FUN SHINE EXPRESS EARLY LEARNING 0-5 YRS

K4C Christian Learning Center is dedicated to provide a high level of care and education through engaged learning. Children will experience large and small group activities, explore language and literacy, enjoy science through hands on discovery, and express creativity through art and music. VPK students are taught emergent literacy skills, such as letter and sound recognition, which are critical for academic success.

HOURS OF OPERATION

Regular hours are from 8:00 am Monday-Friday. Dismissal times are 3:30 pm Monday-Friday unless enrolled in before and after care.

For the safety of our children, the learning center doors will be locked during center hours. Center begins each day at 8:00 am for all children. Children arriving after 8:00 am will need to ring the bell .

MORNING CARE

Better Life K4C Christian Learning Center offers morning care from 6:30am to 8:00am Monday through Friday. The charge for morning care is \$5 per hour per child.

AFTERCARE

Better Life K4C Christian Learning Center offers aftercare from 3:30 pm to 6:00 pm on Monday through Friday. The aftercare charge is \$5 per hour per child.

If a child persistently bites, the following steps may be taken:

- Three (3) bites in one day or a severe bite will result in the child being sent home for the day
- Preschool administration may request a parent conference
- Staff will monitor the child for a possible pattern of unacceptable behavior and will attempt to provide redirection or immediate correction for biting behavior
- The child may be suspended for persistent biting
- The child may be withdrawn from Better Life K4C Christian Learning Center if he or she continues to bite after returning from a suspension

HITTING POLICY

Hitting is a natural behavior for young children and is often difficult to control. There are many reasons why a child may hit, including verbal frustration and a lack of social skills. K4C Christian Learning Center strives to prevent or eliminate this behavior as much as possible. However, in some cases, it is unpreventable. If staff members observe an incident of hitting, an incident/accident form will be completed.

If a child persistently hits or attempts to hit another student or a staff member, the following steps may be taken:

- Three (3) bites in one day or a severe bite will result in the child being sent home for the day
- Preschool administration may request a parent conference
- Staff will monitor the child for a possible pattern of unacceptable behavior and will attempt to provide redirection or immediate correction for biting behavior
- The child may be suspended for persistent biting
- The child may be withdrawn from K4C Christian Learning Center if he or she continues to bite after returning from a suspension

EMERGENCY AND MEDICAL PROCEDURES

EMERGENCY PROCEDURES

Storm Days: K4C Christian Learning Center will follow the Lake County Public School's decisions about suspending school on storm days.

Fire Drills/Tornado Alerts: Fire drills will be conducted on a regular basis. The learning center's supervisor will review fire drill procedures with children, and fire drill routes will be posted according to regulation and practical safety

- Respect children’s choice and self-expression
- Lead child activities only in coordination with teaching faculty
- Parents are expected to respect child’s rights by not expressing physical affection or discipline children other than their own. Please remember that it is the teacher's role to manage the classroom.

PROCEDURES

GRIEVANCES

In the case of problematic situations or grievances parents are encouraged to speak first with the classroom Teachers then to the Program Administrator. Individual conferences can be scheduled at any time during the school year.

FUNDRAISERS

We ask that all parents participate in each fundraiser that we have here at K4C Christian Learning Center. We have four fundraisers a year, one for every season. The fundraisers are to help with some of the special activities that we have for the families, staff and children. If you would like to help with any fundraiser please see someone on the fundraising team

FIELD TRIPS

Students will have opportunities to go on field trips throughout the year. Field trip information and permission slips will be sent home for each trip. Applicable charges for field trips will be notified in writing, typically through a memo, if there is a cost for the trip.

All chaperones must be approved by administration prior to the field trip and should adhere to the rules and regulations of the center. Older and younger siblings are not permitted to accompany parent chaperones on field trips without administration’s permission.

BITING POLICY

Biting is a natural behavior for young children and is often difficult to control. There are many reasons why a child may bite, including verbal frustration, a lack of social skills, and even hunger. K4C Christian Learning Center strives to prevent or eliminate this behavior as much as possible. However, in some cases, it is unpreventable. If staff members observe an incident of biting, an incident/accident form will be completed.

We at K4C Christian Learning Center are here to serve you and your child, and in order for us to do that effectively we need your cooperation. If you pick up child after 6:00 pm you will be charged a \$1.00 a minute for every minute you are late. The teacher will require you to fill out and sign a late slip, which they will submit to the administration office. You will then receive an invoice for payment.

Children may be withdrawn from the preschool or terminated from the VPK program by Better Life K4C Christian Learning center for non-payment of an outstanding balance or for violating the center attendance policy. For more information, see the “Financial Policies” section or the “Attendance” section of this handbook.

CLOSING

In event of inclement weather we will make every effort to be open. However, please watch for Lake county school closing. When Lake County School closes, we will also be closing.

HOLIDAYS

During the year the center will be close on certain holidays. Even though the center will be closed payment for these days will be required.

- New Years Day
- Martin Luther King Day
- Good Friday’ Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- All day Teachers Conference

VISITORS

For the safety and security of our campus, children and staff, all visitors, including parents, are required to sign in and show state or federal I.D. to the office for a visitors tag.

CHILDREN PICK-UP

In order to insure the safety of K4C Christian Learning Center, each Child is required to have on file with the office an Authorization to Pick Up Child

Form. This form must contain the names, relationships and contact numbers of all individuals who are authorized to pick up their child from center. If there is an alternate pickup the individual must be specified on the forms. If someone is picking your child that is not listed as an alternate pickup you must provide a note 24 hours in advance or call the office. It will be the responsibility of the parent/guardian who enrolls the child at K4C Christian Learning Center to ensure this list remains accurate. Please inform those provided on the list that if they are unknown to staff, they will be asked to present a picture I.D. before the child will be allowed to leave center. If parents are divorced or separated and one parent is not allowed to see or pick up the child, the center must have on file a copy of the court order of final judgment.

LEARNING CENTER INFORMATION AND POLICIES

ADMINISTRATION

K4C Christian Learning Center is a ministry of Better Life Worship Center. The lead pastor of Better Life Worship Center, or a representative appointed by the lead pastor and approved by the board, serves as chief administrator of the center. The board is appointed by the lead pastor of Better Life Worship Center and is composed of the lead pastor, the elder board of BLWC

CENTER OFFICE

The center office is located at the reception of Better Life Worship Center. Administration can be reached by telephone at (352) 241-7910 or (352)272-3176 by email at pastorawilda@betterlifeworship.com. The center's fax number is (352) 241-8626.

DRESSING CHILD

1. Comfortable loose fitting clothes are best for an active day at K4C Christian Learning Center. The children will be practicing independent dressing and toilet skills and will need simple articles of clothing without many fasteners. Shoes should enclose the entire foot to ensure his/her safety, no open toe sandals or flip flops. The children will be going outside daily, unless it is raining or extreme cold so please be sure to send layers of clothes for unpredictable weather. Please remember to label all of their belongings so we can be certain of what belongs to each child.

Mathematics. These assessments help K4C Christian Learning Center the effectiveness of our program.

DAILY REPORT

Daily Reports are communicated through a App Dojo based communication program. The reports let you the parent know a little about your child's day. Daily report will be sent by your child's teacher directly to your email so it's important we have the most up to date information on file. The reports will be issued at the end of each day.

PARENT CONCERNS

Faculty and administrators are eager to assist students and parents regarding any needs or concerns they may have. It is the intent of the faculty and the administrators to make time in their schedules to quickly accommodate these needs as they arise. The following guidelines are provided to assist in directing your comments or questions to the proper individual:

1. Problems in the classroom (academic, discipline, communication): contact the teacher or an administrator
2. Prearranged absences: contact the teacher
3. Homework assignments: contact the teacher
4. Fees, payments, etc.: contact the center's office.

PARENT INVOLVEMENT

Parent conferences are held the third (3rd) week in July. There will be a sign up sheet in your child's classroom a week before the conferences. Conferences are held to help the parent and teacher communicate and share in the child's progress. Parents are welcomed and encouraged to visit their child's classroom at any time with appointment ; we at K4C Christian Learning Center have an open door policy.

PARENT CONDUCT

When parents are at K4C Christian Learning Center or involved in a activity as a volunteer they are expected to:

- Treat children with respect, compassion, and empathy
- Support an environment that promotes health and safety
- Model cooperation and communication
- Promote children's self-esteem through positive guidance

MEDIA POLICY

Occasionally, K4C Christian Learning Center places pictures in our local newspaper honoring our children's for achievements such as making honor roll or placing in competitions. We also take pictures for, our social media page, and centers website. K4C Christian Learning Center reserves the right to use all children's work, name, and/or image for center media purposes. Media may be in the form of a public newspaper, radio, television, organization pages on social media, or on the centers website. If you do not wish to have your child's image published, please contact the office or submit a media release form.

CHILD ABUSE REPORTING POLICY

In accordance with the Florida State Statutes, all employees and agents of Better Life K4C Christian Learning Center, have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect to the Florida Department of Children and Families at 1-800-96-ABUSE or <https://reportabuse.dcf.state.fl.us/>.

CLASSROOM TRANSITION

Procedure for child transition from one classroom to another:

Two weeks prior to the transition

Parents: receive "Move UP" note, receive welcome letter, introduced to new teachers, and visit new classroom .

Child: Child begins to visit new classroom and takes part in transition activity.

Better Life K4C Christian Learning Center, believes that the Bible is the inspired Word of God and that as such it informs us of the person and will of God and provides practical direction for our lives. Curriculum includes Bible verses and stories to help students build a Biblical foundation with which to interact with their world.

ASSESSMENTS

Preschool children skills are assessed throughout the year. Assessment areas include Print Knowledge, Phonological Awareness, Oral Language, and

2. Supplies and Lunches The following items are to be brought in by the parents on a daily basis: 1. Diapers for each day, if your child is not toilet trained.
3. Complete change of clothes including socks, all labeled with child's name.
4. An oversized shirt with your child's name on it for messy activities. .

NAP TIME

Children will be put down for a nap daily, we encourage all children to rest their body. If a child does not fall asleep they will be given quiet activities on their mat. Please provide a clean blanket or slumber bag for naptime and take them home weekly for washing. Most children may fight their sleep and choose not to nap. In this case we like to take advantage and use this free time as an opportunity to learn.

The teacher/monitor will assist the child, if needed, **but will encourage the child to learn to wipe him/her, etc.**

When a child has an accident and soils his/her clothes, teachers/monitors will escort the child to the bathroom to be cleaned up and provided with a clean change of clothes. The soiled clothes will then be put into a plastic bag labeled with the child's name. the bag of soiled clothes will be given to the parent upon pick up.

The teacher/monitor will teach the children how to wash their hands according to the directions on the bathroom wall.

POTTY TRAINING

Children are encourage to be potty trained for our VPK program. In the case a child is not potty trained parents are to provide diapers, wipes, and a change of clothing in case of accidents.

LUNCHES/SNACKS

Lunches and morning/evening snacks are to be provided by the parent. There is access to microwave use in which children's lunches may be heated up by the center's staff.

ALLERGIES

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen) should be listed in the application. Please include any reactions and treatments of the allergies. This information will be placed on a master list and confi-

dentially posted in the lunch room, center's office, and classroom area. Faculty will be informed of children's allergies and instructed to avoid these products.

Sharing of food among children is not permitted.

BIRTHDAY

We encourage children to celebrate with peers in their class. Please make arrangements with the teacher **one week in advance**. A simple **store bought** treat may be brought to school to share with each classmates. **Please be mindful that there are students with allergies** so please verify with the teacher or center director what are acceptable treats.

OUTDOOR PLAY

Outdoor play is a regular part of the daily routine; children should be prepared to play outside some part of the day. Please do not request that your child stay indoors. Children too sick to go outside should not be at school.

SCHEDULE

Each classroom has a schedule posted; the schedule is flexible and at times may change depending on the day or age of the child. Throughout your child's day he/she will be learning, exploring and developing through their active learning environment. Our classes are teacher directed and child initiated. Your child will also have the opportunity to learn about God's love.

Our staff plans daily activities that foster the development in the areas of social, emotional, physical and intellectual growth. There will be a choice of various activities such as art, science, dramatic play, math and sand/water. A small portion of the day is set aside for group activities such as praise/worship and story time, but for most of the day the children are interacting with their peers and teachers individually and in small groups. We offer a variety of "hands on" experiences in which the children learn by doing. The children's developmental needs is the basis for the program.

SUPPLIES

K4C Christian Learning Center will provide a supply list for all the children at registration.

LOST AND FOUND

Lost and found items must be reported to or turned in at the school office. If items are not claimed within a month time, they become the property of K4C and may be disposed of as the school administration deems best.

DISCIPLINE

Discipline policies in our learning center have been established to help encourage and strengthen positive behavior, through opportunities for the children to interact with teachers and friends and also materials. One of our primary goals is to maximize the learning of appropriate social skills including safety and respect for one's self and others. Guidance is non punitive. Positive techniques include redirection, anticipation and elimination of potential problems, positive reinforcement and encouragement, rather than competition, comparison or criticism. Limits are set for the children and the environment is arranged so that a minimum number of "no's" are used. Clear consistent rules are explained to the children. When children exhibit challenging behaviors, including physical or verbal aggressions to staff or children and disruptive behaviors the following steps will be followed:

1. The problematic behavior will be observed and documented.
2. The classroom teacher will consult with the director to discuss ways to work with the child and improve the problematic behaviors.
3. Our staff will request a meeting with parents to discuss and consider solutions and establish a timeline.

Parents may be asked to agree to a consultation with an outside specialist. If minor changes to the routine, environment or behavior plan do not seem to be effective or if the parents are unwilling to work with an outside specialist, the child will be withdrawn from the program.

TOYS FROM HOME

Children are not allowed to bring toys from home unless your child is participating in show and share or your child's calendar is requesting that they bring something in from home. The reason being is that activities are planned and the toys from home get in the way of children participating in school experiences. Sometimes items are lost or broken and this is disappointing to the child.