

# Redeemer

EARLY LEARNING CENTER

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## FAMILY GUIDE

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# WELCOME

## Redeemer Early Learning Center

Dear Families,

Welcome to Redeemer Early Learning Center. Thank you for entrusting us with the care of your child. We take this role and responsibility very seriously and consider it a blessing to have this opportunity. We believe that every child is a unique and special gift. Our mission is to provide a warm and caring environment that expresses joy and love as we provide a safe and nurturing atmosphere on a daily basis. We understand that a peaceful and happy place for children to learn is created through a caring, positive, and affirming atmosphere.

Redeemer Early Learning Center promises to partner with you to promote the growth and development of your child. We are committed to providing dedicated, trained, qualified staff members who are devoted to the care and well-being of the children and families we serve so that we can maintain our exceptionally high standards of care for your child.

We value the partnership we have with the parents as we work together with you to care for, train, build character, and prepare children for life. We look forward to developing this same partnership with you as we welcome you in the Redeemer Early Learning Center family!

We are always here to meet your needs and answer your questions. Please do not hesitate to contact us at any time. We look forward to your involvement as we join together in teamwork for the continued success and growth of your child.

Sincerely,

Andrew Spaulding  
Director

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# SECTION 1

## Program Background

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## **Mission Statement**

As a nondiscriminatory institution, Redeemer Early Learning Center's mission is to provide a first school experience in a faith-centered environment that nurtures in each child, a love for learning. The developmental program will encourage the growth of each child's God-given talents and abilities. The curriculum will include: social interaction, intellectual stimulation, spiritual direction, physical development and emotional growth. Redeemer Early Learning Center students will learn, grow and develop, in a warm and loving environment.

## **Philosophy of Christian Education**

We believe that each child is a unique gift from God with individual talents and abilities and that we should provide a learning environment that will meet each child's developmental needs.

Furthermore, individuals who allow the Lord to govern their lives will demonstrate proper Christian character. At Redeemer Early Learning Center, we must establish and provide models of Christian character for our students to emulate. However, parents have a God-given responsibility of educating their children, and the Christian school acts as an extension of the Christian home.

We believe that the center of our curriculum ought to be Christ and His Word that demonstrates that He is the center of all truth, knowledge, and wisdom. The great unifying factor in the early history of our country was the Lord Jesus Christ. RELC also believes that our country was founded upon Christian principles, and that our nation must be led by people of Christian principle for it to remain a Christian nation.

At Redeemer Early Learning Center, we believe that a Christian school is Christian teachers training students with a Christ-centered philosophy. We practice this because we believe that the highest calling for any individual is to serve the Lord by doing His will. Redeemer Early Learning Center believes that the preschool environment should place emphasis on a child's self-esteem, creativity and independence.

## **Our Pledge to the Parents**

Preschool provides children with a time to play and a time to learn. We believe that Preschool should help your child learn to do many of the things you would teach them if they were at home. With much love and concern by our staff, you can be assured that your child will receive the best of care and training in all facets of growth - mental, physical, social, and spiritual.

Preschool at Redeemer Early Learning Center is filled with excitement in a warm and comfortable environment. Surrounded by love, each little one, 6 weeks through K4, is free to explore and stretch his/her imagination to the limits. While attending Redeemer Early Learning Center the students will develop Christian attitudes of sharing, taking turns, listening, helping, loving, and celebrating. The students will learn to enjoy reading, science, social studies and art through exploration.

# TRANSITIONING

At Redeemer ELC, we recognize how important new beginnings are in each child's development and to each child's family. We call these new beginnings transitions. We take great effort to make transitions as special and as smooth as possible for children and their families. This is done by slowly integrating children into a new program and by customizing care and communication throughout the transition period.

## **Initial Transition from Home to Center**

The first transition families experience is from the home to the center. We realize that this can often be a difficult period for families as everyone adjusts to new routines and new people. During the transition from home to center, you will receive general information on the program and a daily schedule, meet with your child's teachers, tour the classroom, and meet the other children in the classroom.

You are encouraged to discuss the communication methods that work best for you with your child's teachers. Please mention any adjustment problems you anticipate, and, together, we will work to foster the best possible transition. We also recommend that you visit the center several times prior to your child's first day, if possible. By gradually increasing the amount of time your child spends at the center and by leaving your child at the center for longer periods of time, your child will adjust to this new situation.

## **Transitioning to a New Classroom**

As children grow and develop, they need new challenges and social interactions with other children in their peer group. Children will make a transition to the next program based on their age, developmental readiness, state licensing requirements, and space availability. There is no set formula. This allows for greater flexibility so that each classroom can change to fit the developmental characteristics of the children enrolled.

Transitioning to a New Classroom

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**THE BEST METHOD  
FOR A SUCCESSFUL  
TRANSITION IS OPEN  
COMMUNICATION  
BETWEEN TEACHERS  
AND PARENTS**

During the transition from one program to another, current and future teachers meet with you, and your child is gently integrated into the new environment through a series of visits to the new classroom. We encourage you to visit the new classroom as often as you can so that you too can become accustomed to the environment and bond with your child's new primary caregiver. Special attention is given to your family to support you through these changes. You are encouraged to discuss communication methods that work best for you in order to maintain ongoing dialogue throughout your child's transition.

## **Taking the Next Big Step: Transitioning to Elementary School**

Redeemer ELC assists families in the transition from the center to elementary school. Teachers will provide you with information on local schools, help you with ideas on how to talk to your child about going to elementary school, and provide information on what to expect. Transition activities are integrated into the preschool, pre-kindergarten, and kindergarten curricula.

Children may take a field trip to a local school or create a goodbye book to commemorate special friends and times while at a Redeemer Early Learning Center. Seminars on "READY for SCHOOL" may be hosted. If possible, some parent "alumni" will be invited to participate and share their experiences regarding their child's transition to elementary school. You may also ask your center management for information on advocating for your children as they enter and transition to elementary school.

# PARENT AND CLASSROOM EXPECTATIONS

## Classroom Foundations

- Mental Growth
- Physical Fitness
- Social Interaction
- Spiritual Development
- Literacy Education
- Dexterity
- Music Appreciation
- Biblical Foundations
- Phonics
- Motor Manipulation
- Visual Art Education
- Mathematics
- Arranging and mixing colors
- Self-Discipline
- Health Awareness
- Safety
- Rhythm and Rhyme
- Shapes and Geometric Education

## Personal Supplies

### Items Supplied by Parents

If a deviation is necessary in the daily routine care of the student, specify the details by filling out the proper form available in the Preschool Office.

- A complete change of clothing. Label all belongings with the student's name.
- Plastic bags for soiled clothing.
- Training Pants or diapers as needed.
- Sleeping sheet and blanket.

Items must be taken home every Friday to be laundered in order for them to return on Monday. If the student is absent on Friday and these items were not taken home prior, please provide clean items on Monday or the day the student returns.

## **Items NOT ALLOWED at the Preschool**

- Toys of any kind. The students may bring a stuffed animal to use only during nap time; the stuffed animal will be kept in the student's cubby the remainder of the day.
- Please do not bring items that represent fighting, weapons, war, violence, etc.
- Bottles and pacifiers after 15-18 months (to be determined by the classroom teacher).
- Cell Phones/Tablets. (Redeemer ELC is not responsible in any way for lost, broken, or damaged items)

## **Toilet Training**

- Five pair of training pants. Training pants that are terry-lined, reversible, waterproof are preferred. Having only one article of clothing to pull up and down makes it easier for the child to learn. Please label them with the student's name
- Plastic bags for soiled training pants. Training pants cannot be rinsed out at the Preschool.
- The following day, return the same number of training pants and outfits that come home the night before.

## **Dress Code**

Our dress code is in effect for safety reasons.

- Only closed toed shoes may be worn.
- No flip flops /sandals
- No play dress up clothes or shoes
- No slippers.

"Children are not  
things to be molded, but  
are people to be  
unfolded."

— Jess Lair, author

# SECTION 2

## Family Planning

A Community of Caring  
Primary Caregiving  
Students Covered by School Readiness  
VPK Students  
Days Closed  
Holidays Closed  
Absences/Vacation Days

## **A Community of Caring**

Redeemer Early Learning Center becomes a community of caring, with policies and practices that reflect the community ideas and values of the population served, while respecting the diversity of families and individual differences. Redeemer ELC provides a strong vision of quality, appropriate educational practice, and the fundamental characteristics of the community. However, each community will be different, and the program will reflect those differences.

The partnership between families and centers consists of the continual exchange of communication. In this process, families learn a lot about child development and curriculum, and the center learns what parents/guardians feel is important for their children to grow up to be the kind of people they expect them to be. We encourage dialogues with parents/guardians about curriculum, caregiving practices, guidance, cultural events, and celebrations of holidays. The goal of full family partnerships is to build a community and recognize and respect the differences of families and children.

## **Primary Caregiving**

At Redeemer ELC we believe in the practice of primary caregiving. Each child at a Redeemer Early Learning Center is assigned a teacher as the primary caregiver who assumes special responsibility for that child and for communication with his or her parents/guardians, especially during conferences.

Primary caregiving strengthens the link between families, children, and teachers. By assigning a primary caregiver to your child, we are encouraging you to establish a relationship with a particular staff member who will be especially focused on your child's needs and development as well as your concerns. At the same time, education is a team responsibility; all teachers on your child's team will interact with and provide learning experiences for every child in that classroom.

## **Student Covered by School Readiness (formerly 4C)**

It is the policy of Redeemer Early Learning Center that parents are responsible for their daily rate as set forth by the Early Learning Coalition, if the student attends or not. If the student is absent the parent may request a vacation day for their portion of the required payment for that day. (Refer to the vacation policy). Any student out for 3 or more days will require a written note from the parent and/or doctor. The Early Learning Coalition requires that each covered student attend a minimum of 4 hours per day.

## **VPK Students**

Students can not miss more than 20% of the scheduled 540 VPK hours for the school year. The VPK student is not permitted to miss more and 3.5 days per month for a total of 36 days during the school year. If a student is absent more than the allowed 3.5 days during any one month the student's attendance will be monitored during the following month. Any student missing more than the allowed 36 days at any time prior to the completion of the VPK program will be dismissed from the program. Any student out for 3 or more days will require a written note from the parent and/or doctor.

## **Days Closed**

The Preschool Department is closed on the days in the following section. If the holiday falls on a Saturday, we will be closed Friday. If the holiday falls on a Sunday, we will be closed Monday. Tuition is not pro-rated when the school is closed for a holiday. However, you may use a personal day.

## **Holidays Closed**

*Labor Day	* Veterans Day	*Thanksgiving and the day after	* Christmas Eve and
Christmas Day	* New Year's Eve	* New Year's Day	*Martin Luther
King Day	* Good Friday	* Memorial Day	* July 4th.

## **Absences / Vacation Days**

Each student is allowed 5 personal/vacation days (after 90 days in attendance), when the child is absent you may use a personal day and not be charged (tuition will be pro-rated). Personal days may be used at any time during the calendar year (January through December). A written notice in advance is required (forms are available in the front office). Vacation days may not be used if your account is not current with a zero balance.

# SECTION 3

## Health and Safety

**Child Illness**  
**Child's Wellness Check**  
**Lice Procedure**  
**Child Abuse**  
**Illness and Medication**  
**Communicable Diseases**  
**Biting**

## **Child Illness**

On average, babies experience eight to ten illnesses a year and preschoolers experience almost as many. If a child in care is ill, it may be more difficult for families, staff, and children to balance their respective needs. For example, it may be inconvenient for the family member who has to leave work or school or difficult for staff who are trying to care for a sick child despite other demands of the day. Although everyone shares a concern for the child's well-being, it is easy to get frustrated under the circumstances. We are committed to implementing policies that balance and respect the needs of children, families, and staff in these circumstances.

## **Child's Wellness Check**

If your child appears to be ill when brought to the center and he or she cannot be made comfortable, you will be asked to take your child home. If we feel that your child is well enough to attend the center but may be becoming ill, we will monitor your child and update you as necessary.

## **Lice Policy**

When a student is found to have lice, the student will be removed from the class; a parent will be required to pick up the student within an hour of the call. For the student to return, the child must be NIT FREE and the parent must bring proof treatment was completed (i.e. the box the treatment came in when purchased).

## **Child Abuse**

Redeemer Early Learning Center is required by law to report any apparent incident of child abuse and neglect (defined as "non-accidental infliction of threat of infliction of physical, emotional, or mental harm to a child") 'Any person having cause to believe that a child's physical or mental or welfare has been or may be adversely affected by abuse or neglect shall report to any local or state law enforcement agency.'

## **Illness and Medication policy**

(Students are required to be current on all required shots and physicals)

- The parent or guardian must sign in all medication in the front office. No medication is to be left in the child's classroom. (This is for the safety of all the children.)
- Only prescription medication that is in the original container will be given. No over the counter medications will be given at the preschool. Samples require a doctor's note of direction on a prescription pad.
- The school will only accept responsibility for administering medication required 3 or more times a day.
- Please remember to pick up all medication(s) daily in the front office.
- If a child is sent home with suspicion of a communicable disease, a Doctor's note is required to return to school.

Any student sent home with an illness or health concern may not return for 24 hours, unless accompanied by a doctor's note. The parents will be notified and are required to pick up their child within 30 minutes (no longer than 1 hour). If any of the following occur:

- Vomiting (one bout)
- 3 or more bouts of diarrhea
- Fever: 100 parents will be notified (101 or higher, parents will be required to pick up the student. Students may not return for 24 hours and must be fever free)
- Questionable Rash (May return with a doctor's note stating student is not contagious)
- Conjunctivitis/Pink Eye (Excessive drainage from the eye and/or redness of the eye)
- Excessive Coughing
- Green discharge from the nose (Student may return with a note from the doctor or once the discharge is clear)
- Head Lice

## **Communicable Diseases**

Redeemer Early Learning Center maintains a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" means an illness that arises as a result of a specific infectious agent that may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

A faculty or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administration. The reportable diseases include the following:

- Acquired Immune Deficiency Syndrome (AIDS)
- Aids Related Complex (ARC)
- Animal bite of humans by a potentially rabid animal
- Anthrax
- Botulism
- Brucellosis (Acute)
- Chicken Pox
- Granuloma Inguinal
- Hand, Foot and Mouth Disease
- Hansen's Disease (Leprosy)
- Head Lice
- Hemorrhagic Fevers
- Hepatitis
- Leptospirosis
- Lymphogranuloma Venereum
- Malaria
- Measles (Rubella)
- Meningitis
- Meningococcal Disease
- Mumps
- Pertussis
- Pink eye (any unexplained drainage from the eye)
- Psittacosis, including congenital
- Ringworm (Dermatophytosis)
- Rotavirus
- Salmonellosis
- Schistosomiasis
- Shigellosis
- Smallpox
- Syphilis
- Tetanus
- Tuberculosis
- Typhus
- Yellow Fever



"Children are great imitators. So give them something great to imitate."

# Biting

Biting is a normal stage of development, commonly seen in infants and toddlers, and sometimes even among preschoolers. It is something that almost all young children will try at least once. It is a natural phenomenon and not something to blame on children, families, or teachers. Still, when it happens, it's scary, frustrating, and very stressful for everyone involved.

Brief episodes of biting do not mean that a child is having a social or emotional problem. Nor does it mean the family is to blame. It simply indicates that your child is going through that particular stage in his or her development. As with developmental stages, biting soon ends.

In all cases of biting, our response will be to care for the child who was bitten, to help the biter learn a more appropriate behavior, and to examine our program to maintain an environment that is consistent with children's needs. Our focus will not be on punishment but rather on effective techniques that address the specific reason for biting. We encourage you to talk to your child about this behavior, but we also caution that delayed punishment at home, hours after the incident, will not be understood by the child.

## Biting May Occur for any of the Following Reasons

- Oral exploration
- Teething
- Hunger
- Fatigue
- Lack of awareness that biting hurts
- Frustration, anxiety, or stress
- Inability to express feelings or needs verbally
- Mimicking behavior
- Inexperienced peer interactions
- A way of showing affection
- Exploring cause-and-effect relationships
- Exploring holding on and letting go of relationships
- Making an impact
- Impulsiveness and lack of self-control
- Excitement and overstimulation

# SECTION 4

## Policies and Procedures

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# Admissions Policy

This school is a private Christian school providing a traditional, academically sound, Bible-based education.

## Financial Responsibility

Tuition payments are due no later than Tuesday morning before drop off each week. A late fee of \$30.00 per week will be assessed if tuition is not paid on time per the enrollment agreement. Students will not be able to stay if tuition is not paid. If you decide to keep your child home for any reason, you will be required to pay your tuition in full for that period of absence as part of your contractual agreement.

If more than two personal checks are returned due to non-sufficient funds within a calendar year, all future payments must be paid by money order or cashier's check. A \$30.00 fee will be assessed for each check returned plus the applicable late fee.

For each additional child in your immediate family that enrolls, you will be entitled to a 10% discount which is applied to the lower tuition rate. Discounts are not applicable to Registration Fees, Activity fees or services, and cannot be combined with any other discount or promotion.

Any account unpaid for 45 days will result in termination of services and the balance due will be forwarded to a collections agency. Any School Readiness account which becomes delinquent will be turned into the Early Learning Coalition as well as a collections agency.

## Non-discrimination Policy

Redeemer Early Learning Center is committed to welcoming students of all races, colors, and national ethnic origins. Redeemer Early Learning Center accepts children with disabilities and special needs and will make reasonable accommodations based on the recommendation of the child's health care provider and in consultation with the child's parents. Redeemer Early Learning Center employees and students shall conduct themselves in keeping with this policy.

No employee or student shall undertake, participate in, or support any action, verbal or otherwise, which is intended to harm, injure, harass, or insult any other employee or student on the grounds of sex, race, color, creed, disability, sexual orientation, national origin or ancestry. Students violating this policy shall be subject to appropriate discipline, and repetitious violations of such policy shall be grounds for dismissal from Redeemer Early Learning Center without refund of fees.

## **Enrollment Requirements**

1. Complete Enrollment Application (All contact and emergency information must be current)
2. Pay the Non-refundable Registration Fee, If applicable
3. Pay any Book and Supply Fee, If applicable
4. Sign the Financial Agreement
5. Blue and Gold Forms
  - 680 Immunization (original) records
  - 3040 physical (original) record
6. Copy of the student's birth certificate
7. Student's social security number
8. Signed parent handbook acknowledgment form
9. Signed Influenza Virus Brochure (must be resigned every August)

Registration is due with the enrollment application. Tuition for the first week is payable on or before the first day of attendance.

## **Re-enrollment Requirements**

If a student has been withdrawn and a parent wishes to re-enroll at Redeemer Early Learning Center, the parent must fill out all applicable enrollment forms and pay all applicable fees, including any outstanding balance.

## **Attendance**

All students must be checked in by 9:00 AM. Students arriving late must provide a doctor's excuse and must be checked in by 11:00 AM. No students will be admitted after 11:00 AM. If you have a doctor's appointment, the office MUST be notified by 8:00 AM the day of the appointment.

If a student is absent more than one week without prior arrangement with the Preschool office, the student will be withdrawn only to be re-admitted if an opening exists. The registration fee will be required with re-enrollment.

**All students must be accompanied by an adult to their classroom.**

## **Late Pick Up**

Children that have not been picked up by 6:00 PM; will be charged a late fee of \$1.00 per minute for each child.

VPK students not enrolled in the wrap around program will be charged a late fee of \$1.00 per minute for each child not picked up by 12:30 PM.

All late fees are due prior to check in the next morning. Students will not be permitted to stay without the fee paid in full prior to check in.

## **Withdrawal**

If you withdraw your child, we require written notification at least two weeks in advance of your final date. When withdrawal dates fall mid-week, you will be required to pay for the full week tuition (tuition will not be pro-rated). Any unpaid balance must be paid on or before the student's last day of attendance. Any unpaid balance will be sent to a collections agency.

## **Hours of Operation**

Redeemer Early Learning Center is open Monday through Friday.

The Preschool Department is open 6:30 a.m. – 6:00 p.m.

VPK – 9:00 a.m.-12:00 p.m. (VPK Breakfast 8:30 a.m.–9:00 a.m.)

## **Departure**

Redeemer Early Learning Center closes each weekday at 6:00 PM. Parent must sign their child(ren) out at the front desk. We ask that you make every effort to pick up your child(ren) before the scheduled closing time. Any child remaining at the center after 6:00 PM will be charged \$1.00 per minute for each child.

By policy, our staff may not take your child off the property under any circumstances. At the end of the day, when you pick up your child, check your child's folder for notes and their cubby for soiled clothing.

If a child is left in the center after closing, the staff will follow the steps below:

- Try to contact you by phone
- Try to call your emergency contacts

\*\*\*If unsuccessful, at 6:30 PM, the staff will contact the local police and DCF\*\*\*

## **Holiday Celebrations**

Redeemer Early Learning Center is a Christ-Centered Preschool. We ask that you observe the guidelines below for the celebration of the following holidays.

**Fall Festival** – We will be celebrating the season with games, candy and fun costumes (nothing scary). Families will be invited to participate with games and festivities.

**Christmas** – We celebrate Christ's birth. We have an open house along with a Christmas program for your enjoyment. We do not make any suggestions for or against Santa Claus. If the children do bring it up we redirect the topic back to the true meaning of Christmas, Christ's birth. The preschool is brightly decorated during Christmas.

**Easter** – We celebrate Christ's death and resurrection. We do not make any suggestions for or against the Easter bunny. If the children do bring it up we redirect the topics back to the true meaning of Easter, which is the death and resurrection of Christ.

**Birthday** – We welcome you bringing cookies to celebrate your child's birthday. We believe that a child's birthday is a very special day and should be acknowledged. If you desire to celebrate your child's birthday with their classmates, please feel free to bring cookies, small cupcakes and/or treats to be shared during afternoon snack (please do not bring a cake). Balloons and hats are permitted. Please leave everything in the front office with the students name on the container. The kitchen staff will set out the cookies and treats for afternoon snack time. All snacks need to be store bought and in a sealed package.

## **Daily Routines**

- Checking In and Out. Each student must be signed in and out daily.
- Older siblings must be dropped off first and picked up last, so that the younger siblings' rooms are kept safe.
- The person accompanying the student must be over 16 years of age.
- The student becomes the parent's responsibility after the Preschool Office notifies the attendant of the student's dismissal and the authorized person receives the student.
- Any and all persons authorized to pick up a student must be listed in the student's file and, when asked, produce photo identification. A person that is not on the list will be refused.
- No authorizations will be accepted by phone. All authorizations must be in writing by the parent or guardian.
- Persons not recognized by the office personnel will be asked for photo identification.
- To deter a parent who does not have legal custody of a student from taking him/her off of the premises, legal custody papers must be in the student's file.
- Students 6 weeks to pre-K3 will be taken outside twice daily for fresh air and exercise (weather permitting)
- Parents need to pick up their child's paperwork and information daily from their cubby or folder.
- Soiled clothing needs to be picked up and replaced with clean clothing.

## **Breakfast, Lunch and P.M. Snack**

Redeemer Early Learning Center provides breakfast, lunch, and snacks. Parents have the option for all children of providing their own food and drinks as long as the menu is healthy and nutritious for the child. Fast food will not be accepted.

## **Table Food**

Students 12 months and older will be served table food from the Preschool menu. If a student has special dietary needs, a physician's statement is required and an Alternate Nutrition Plan Agreement must be filled out. Forms are available in the Preschool office.

Infants transitioning from formula to table food need to have a parent's note giving us permission and a date to start giving the child table food. Please turn signed note into the front office.

## **Assessing Your Child's Development**

We will be observing your child throughout the year to assess their development. Twice a year, we will send home progress reports. This information will provide the basis for parent conferences. Conferences can be requested at any time by parents, teachers, or directors as needed.

## **Chronic Disruptive Behavior**

We will make every effort to work with the parents having difficulties in child care. We are here to serve and protect all of our children. Children displaying chronic disruptive behavior, which has been determined to be upsetting to the physical and emotional well-being of another child or teacher, may require probation and/or suspension.

- Probation is a period of time, in which if a child's behavior does not improve, they will move to the next step (suspension)
- Suspension is a period of time that can be temporary or permanent in which the child may not attend the center.

Suspension usually occurs when previous attempts have been made to solve a problem with no progress. The director may immediately suspend a child at any time if he/she exhibits a behavior which is harmful to themselves or others. A parent may be called from work anytime the child exhibits uncontrollable behavior. That parent may be asked to remove the child from the center immediately.

## **Discipline/Expulsion Procedures**

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, (Insert the name of your child care center here) uses a positive approach to discipline and practices the following discipline and behavior management techniques.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

## **WE DO**

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

## **WE DO NOT**

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

## **Visitors – Open Door Policy**

1. Parents are welcome to observe their child's room. A prior arrangement with the Preschool Supervisor or Director is not necessary. We encourage the parents to visit unannounced throughout the day and to participate in whatever capacity you feel comfortable with; observing, playing, reading a story or leading an activity.
2. No one other than the parent/guardian of a child will be allowed access to observe a child's classroom without permission from the child's parent/guardian.
3. Please be aware that in some situations a teacher in training or a student completing their requirements for a college course will observe a classroom.
4. Parents are welcomed to call throughout the day to check on the well-being of their child.

## **Parental Custody**

If there are situations regarding parental custody or parental restraint orders, the school will follow what the court deems appropriate through official court documents. The school must have a notarized copy of an official court document (with judge's signature) before the school can take any action. The safety of the student is the school's number one concern, and at no time will the school release a student to a parent or authorized person that appears to be under the influence of substances or in an impaired condition. Please inform the school's Director of any situations of parental custody or restricted visitation.

## **Fire Drill/Emergency Evacuation Procedures**

Periodic fire drills are held to prepare students for an emergency. The alarm is a loud electronic strobe. Upon hearing the fire alarm, the students are to move quietly and quickly from the building to the designated assembly area.

Fire drill and emergency evacuation routes are posted in each room. Every infant room has at least one crib with evacuation casters.

All rooms are to evacuate to a designated meeting area. (Attendance will be taken) and wait till the director gives the all clear to re-enter.

At no time can a parent pick up their child during a fire drill. They must wait until the children are back in their classroom at that time another head count (attendance) will be taken and then reported to the director and then the teacher can release your child to you.

## **Hurricane Procedures**

The school closes for pending dangerous weather according to the Lee County School System. RELC will re-open based on the condition of the school.

This information will be reported to the local news and radio, placed on the school voice mail system and website.

## **Handling Parent/Guardian Concerns**

If a problem exists, the center desires to correct it as quickly as possible. This can only be achieved if it is identified immediately. Parents/guardians are asked to refrain from discussing their concerns with other parents, or staff, and bring it to the attention of the child's:

- 1) Concerns should first be discussed with the child's teacher
- 2) If the classroom teacher cannot resolve the concern independently and to the satisfaction of the parent, the teacher must bring the matter to the attention of the Director within 24 hours.
- 3) If the teacher and director are unable to arrive at an acceptable solution, the director will notify the RELC Board so that a meeting can take place to reach a solution.
- 4) If a parent/guardian brings a concern to a board member, the member will ask the parent to confer (first) with the classroom teacher and to follow the recommended procedures above.

At the sole discretion of the director, after the "concern" is addressed, and a "solution" has been implemented to the satisfaction of all parties involved, the director may share results with all parties involved.

