

# Seacoast

Christian Academy Preschool



## Parent Handbook

2018 - 2019

## WELCOME

Welcome to Seacoast Christian Academy Preschool. This handbook has been written to describe our program, policies and the myriad of practical details that go into making each school day as happy and successful as possible. Please review it and keep it for reference, as it will answer many of your questions. The Pledge of Cooperation, located at the end of the handbook, must be signed and returned at the time of registration.

### A note from the Director

Thank you for giving us the opportunity to care for your child. We believe our success at Seacoast Christian Academy Preschool comes from the close relationship between the school, the child and the parent. Working together helps to meet the academic, emotional, social, and spiritual needs of your child. We are excited to provide your child with an environment in which he/she can grow and thrive. We look forward to having you and your child as part of the Seacoast Christian Academy Preschool family.

Thank you again for taking the time to review this information. If you have questions regarding any of the provisions herein, feel free to contact me.

In Christ,

Angela Gastfield  
Preschool Director  
(904) 421-3900  
[agastfield@seacoastchristianacademy.com](mailto:agastfield@seacoastchristianacademy.com)



*While we strive to keep our policies and procedures unchanged, we reserve the right to make changes if necessary. If changes are made, we will notify you promptly of the occurring change.*

# **TABLE OF CONTENTS**

## **SECTION 1 – SEACOAST CHRISTIAN ACADEMY PRESCHOOL**

- 1.1 Mission Statement**
- 1.2 Statement of Faith**
- 1.3 Our Philosophy**
- 1.4 Accreditation**
- 1.5 Educational Objectives**
- 1.6 School Hours**
- 1.7 Admissions**
- 1.8 Enrollment Procedure**
- 1.9 Lost and Found**
- 1.10 Open Door Policy**

## **SECTION 2 – FEES**

- 2.1 Tuition**
- 2.2 Collection of Fees**
- 2.3 Multiple Child Discount**
- 2.4 Automatic Withdrawal (EFT) Discount**
- 2.5 Registration Fee**
- 2.6 Supply Fee**
- 2.7 Late Pick Up Fee**
- 2.8 Late Payment Fee**
- 2.9 Returned Check Fee**
- 2.10 Delinquent Accounts**
- 2.11 Holidays**
- 2.12 Attendance**
- 2.13 Vacation**
- 2.14 Summer Camp**

## **SECTION 3 – ATTENDANCE**

- 3.1 Attendance Policy**
- 3.2 VPK Attendance Policy**
- 3.3 Arrival**
- 3.4 Departure**
- 3.5 Pick up Policy**
- 3.6 Authorized Pick Up/Emergency Pick Up**
- 3.7 Late Pick Up**
- 3.8 Fire Lane**
- 3.9 Illnesses**
- 3.10 Absences**
- 3.11 Special Request**
- 3.12 Medication**
- 3.13 Termination/Withdrawal**

## **SECTION 4 – PARENT INVOLVEMENT**

- 4.1 Parent Volunteers**
- 4.2 Take Home Activities**
- 4.3 Ways Parents can help at School**
- 4.4 Ways Parents can help at Home**
- 4.5 Parent-Teacher Conferences**
- 4.6 Parent Surveys**
- 4.7 Parent Bill of Rights**

## **SECTION 5 – HEALTH & SAFETY**

- 5.1 Child Abuse and Neglect Reporting**
- 5.2 Confidentiality of Records**
- 5.3 Change of Information**
- 5.4 Emergency Closing and Inclement Weather**
- 5.5 Child Health Services**
- 5.6 Screenings**
- 5.7 Child Health Emergency**
- 5.8 Accidents**
- 5.9 Medication Administration**
- 5.10 Conditions of Short Term Exclusion**
- 5.11 Notification of Illness**
- 5.12 Dress Code**
- 5.13 Meals**
- 5.14 Dietary Restrictions and Allergies**
- 5.15 Discipline Rationale**
- 5.16 Discipline Procedures**
- 5.17 Basic Discipline Procedure**
- 5.18 Classroom Policies/Discipline**
- 5.19 Seacoast Discipline Protocol**
- 5.20 Discipline Guidelines**
- 5.21 Standards of Conduct**
- 5.22 Visitor Policy**
- 5.23 Building Inspections**
- 5.24 Classroom Inspections**
- 5.25 Drills (Fire, Weather, Lock-down)**
- 5.26 Fire-Lane**
- 5.27 Security**

## **SECTION 6 – CLASSROOM ACTIVITIES**

- 6.1 Curriculum**
- 6.2 Daily Activities**
- 6.3 Rest Time**
- 6.4 Toys from Home**
- 6.5 Birthday Parties**
- 6.6 Field Trips**
- 6.7 Chapel**
- 6.8 Assessments**
- 6.9 Transitioning from Class to Class**
- 6.10 Transitioning from PreK to Kindergarten**

# **SECTION 1 - SEACOAST CHRISTIAN ACADEMY PRESCHOOL**

## **1.1 Mission Statement**

To provide a Christ-centered education, focusing on the whole student, body, mind and spirit, as an instrument to serve God; assisting students to develop a love relationship with God and equipping them academically so that they will be disciple-makers who will impact generations to the glory of God. (Romans 12:2)

We believe in providing programs that truly enhance the emotional, social, physical, and intellectual growth of young children. We are able to do this through the efforts of our staff who are dedicated to upholding our high standards and who, most importantly, love children.

## **1.2 Statement of Faith**

- † We believe the Bible to be the inspired, infallible, authoritative Word of God.
- † We believe that there is One God, eternally existent in Three Persons: Father, Son and Holy Spirit.
- † We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of our Father, and His personal return in power and glory.
- † We believe that, for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.
- † We believe in the resurrection of both the saved and lost; that they are saved unto the resurrection of life and lost unto the resurrection of damnation.
- † We believe in the spiritual unity of believers in our Lord Jesus Christ.
- † We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
- † We believe in the biblical view of marriage as originated in the Garden of Eden in Genesis 2:24, "Therefore a man shall leave his father and mother and be joined to his wife, and they shall become one flesh." We believe that there is no biblical basis for same-sex marriages as stated in Romans 1:26-28 and such a practice is a threat to the family and moral society.

*Romans 5:1 - "Therefore, since we have been justified through faith, we have peace with God, through our Lord Jesus Christ, through whom we have gained access by faith into this grace in which we now stand."*

### **1.3 Our Philosophy**

Seacoast Christian Academy Preschool desires to be Christ-centered and Biblical. The purpose of the school is:

- To establish a firm belief in the Bible as God's Word.
- To establish a firm belief and love for Jesus Christ, the Son of God (Psalms 51:10).
- To prepare for the fulfillment of God's will in the lives of the students and staff.
- To build Christian character.
- To develop patriotic citizens.
- To maintain high academic standards.
- To achieve a discipline that will adhere to high moral and ethical principles.
- To develop good habits for healthy living.
- To train for future Christian leadership (Romans 12:2).
- To find a sufficiency in self, through Christ, which will produce a happy, well adjusted life.
- To develop God-given talents in the Arts to be an expression of the heart of God in the earth. (I Corinthians 6:19)

Instruction occurs best in an environment that is conducive to learning. Effective instruction requires good order and discipline--absent of distractions, friction, and disturbances that interfere with the effective functioning of the student, class and school. A friendly, cooperative atmosphere, in which students and school personnel work toward mutually recognized and accepted goals, facilitates effective instruction.

Preschool children are active learners who learn at different rates according to their age and stage of development. Using developmentally appropriate activities in learning centers aids in teaching. The curriculum will strive to incorporate spiritual, emotional, social, physical and mental concepts the preschoolers can use in their daily lives.

### **1.4 Accreditation**

Seacoast Christian Academy Preschool is fully accredited by the Association of Christian Schools International (ACSI), an authorized accrediting organization of the Florida Department of Education.

## **1.5 Educational Objectives**

***For the spiritual and moral growth of students, the school should seek to help parents fulfill their Biblical responsibility:***

1. To teach students that the Bible is the inspired and infallible Word of God and to help them develop attitudes of love and respect for it.
2. To teach students the basic doctrines of the Bible.
3. To lead students to a personal decision to accept Jesus Christ as Savior and Lord.
4. To teach students that development in the Christian life is fostered by fellowship with God through Bible reading, prayer and fellowship with other believers.
5. To help students desire to do the Will of God daily as revealed in the Bible and by the Holy Spirit.
6. To give students an understanding of the Christian's place in the body of Christ and give instruction and encouragement in evangelism.
7. To help students develop a Christian world view by integrating life and studies with the Word of God.

***For the social and personal development of students, the school should aim to support parents in helping students:***

1. To understand that each one is a special creation of God, and that God has given time and talents to be used for His honor and glory.
2. To learn that it is virtuous to demonstrate love and respect for all persons regardless of who they are, because they are all special creations of God.
3. To become responsible, dependable, and contributing members of society, who realize their need to serve others.
4. To develop a proper Biblical attitude toward family.
5. To know that one's body is the temple of God, and that God wants the student to have clean health habits and use the body wisely.
6. To obtain a proper perspective on material possessions and on the use of these for the glory of God.
7. To develop self-discipline and self-responsibility based upon respect for and submission to God and all other properly constituted authority.

***For the intellectual and academic growth of students, the school should endeavor:***

1. To train students to evaluate all subject matter according to truth found in God's Word.
2. To promote high academic standards, encouraging students to use their God-given potential and work heartily for the Lord.
3. To work with students at a level appropriate to their development and ability, recognizing the uniqueness of each student as created by God.
4. To assist students to see that their total being, including their mind and learning, is an instrument to serve God.
5. To teach basic facts, concepts and skills necessary for further education and subsequent experience by:

- a. Teaching and encouraging good study habits.
  - b. Training students in the development of effective communication skills in the area of reading, writing, speaking and listening.
  - c. Introducing students to the fundamentals of independent research, critical thinking, logical reasoning and enjoyment of learning.
  - d. Helping students to use their talents creatively and resourcefully and to develop an appreciation for the talents of others.
6. To assist students to develop the capacity to understand people, including those of other national, ethnic and social groups.
  7. To teach responsible citizenship, preparing students to become participating members of society with respect for our legacy of freedom, proper submission to authority, and the determination to uphold God's standards.
  8. To produce an understanding of and appreciation for God's world, an awareness of man's role in his environment, and his God-given responsibility to use and preserve it properly.

***Working with school families, the school should desire:***

1. To assist parents in instructing their children to lead Godly, Christ-centered lives.
2. To provide parents with resources regarding Christian family living.
3. To foster consistency, cooperation, and communication between the home and school.
4. To help parents understand the purposes and programs of the school and encourage them to be actively involved in the life of the school.
5. To seek parental input on important school issues.
6. To encourage parents and students to attend and become involved in a local, Bible-believing church.

## **1.6 School Hours**

Seacoast Christian Academy Preschool is open from 6:30 am to 6:00 pm, Monday through Friday, unless stated on the school calendar. The curriculum part of our program begins promptly at 9:00 am. We encourage you to arrive by 8:50 am to ensure that your child is in the classroom by 9:00 am, so they may benefit to the fullest extent possible from this valuable learning experience.

A current calendar is available on the Parent Information desk.

## **1.7 Admissions**

Acceptance to Seacoast Christian Academy Preschool is granted to those students of any race, color, and national or ethnic origin, who demonstrate a sincere desire to have a Biblically-based education and on the basis of available space. Every student enrolled at SCAP is placed on a probationary period of 90 days. During this time, any student who does not cooperate with any aspect of the educational program, or whose attitude and/or actions are not in harmony with the aims and ideals of Seacoast, we reserve the right to dismiss the student. However, the student will be allowed to readmit for the following school year on the basis of his/her progress.



As a private institution, SCAP reserves the privilege of setting and maintaining its own standards for students conduct, dress, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements. It also maintains the right to suspend or expel any student who violates the standards herein.

Seacoast Christian Academy Preschool's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immortality, homosexuality, or the inability to support the moral principals of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

## **1.8 Enrollment Procedure**

**The following items are to be on file at the office of Seacoast Christian Academy:**

1. Student Application (completed)
  - Disciplinary Practices Acknowledgement
  - Parent Handbook Agreement
  - Attendance Policy Agreement
  - Mission Statement Agreement
  - Volunteer Sheet
  - Parent Questionnaire
  - Video/Audio Agreement
  - Uniform Policy Agreement
  - Emergency Medical Authorization Form (notarized)
  - Financial Commitment Agreement Fee
  - Assessment Consent Parent Letter
2. Birth Certificate (copy)
3. Student's Social Security Card (copy)
4. Certificate of School Entry Health Examination (Original)
5. Certificate of Immunization OR Immunization Waiver (Original)
6. Recent Picture
7. Educational Book/Supply Fee (\$75.00 non-refundable)
8. Registration Fee (\$100.00 non-refundable)
9. Tuition First Week
10. Automatic Tuition Payment Agreement (Optional)
11. Copy of legal documentation showing authority as Guardian (if needed)

VPK Students

1. VPK Certificate
2. Attendance Policy

## **1.9 Lost and Found**

All lost and found items will be turned into the office and kept there for one month. Items not claimed after one month will be given to a charitable group or retained for our emergency clothing supply. SCAP cannot be responsible for any items lost or stolen before, during, and after school hours. Each student, parent, visitor and employee must be responsible for his/her own belongings. Parents are encouraged to label all student items including clothing, backpacks, sleeping rolls, etc.

## **1.10 Open Door Policy**

Seacoast Christian Academy Preschool maintains an open door policy with all parents of enrolled children. Parents will have immediate access without prior notice to the center. In situations where there is custody or domestic issues the following will apply:

- Seacoast Preschool must be provided with the most recent certified copy of any court order and any amendments to the order, i.e. custody order, restraining order, or a protection order from abuse
- Seacoast Preschool will follow the order of the court. Deviations from the court order will only be made if there are written instructions from the custodial parent/s (joint custody will require both parent signatures)
- If there is not a copy of a court order or a copy has not been provided to Seacoast Preschool, then both parents will have equal access to their child. By law, the center may not deny access to a child by parent without a court order.

If there is a verbal or physical conflict on school campus, Seacoast Preschool will contact the police.

## **SECTION 2 – FEES**

### **2.1 Tuition**

Fees are based on reserved time and not on the actual time that a child spends at the center. There will be no reduction in the basic rate should a child not be in attendance at the center for the contracted time. Parents will be billed for all days including holiday, sick, and emergency closings. Tuition is **DUE ON THURSDAY or FRIDAY FOR THE UPCOMING WEEK.**

K1: \$190.00 weekly tuition

K2: \$180.00 weekly tuition

K3: \$170.00 weekly tuition

K4: \$150.00 weekly tuition

K4 Part-time: \$100.00 weekly tuition (8:30-3:30)

**\*\*NOTE:** For students attending the ½ day VPK program, there is no tuition, registration, book/supply fee. ([www.vpkflorida.org](http://www.vpkflorida.org))

### **2.2 Collection of Fees**

Fees are payable by check, money order, automatic withdrawal (EFT) or credit card. Checks are gladly accepted, as long as they are drawn on a local bank and the date on the check is the same date the check is written. Post dated checks **ARE NOT** accepted. All checks and money orders are payable to Seacoast Christian Academy Preschool. Payments should be made through the Preschool front desk.

All financial responsibility is handled through the Preschool/Accounting Department. If you have any questions, please see the Preschool front desk to set an appointment to see Mrs. Gastfield.

Note: You will not be able to register your child for the upcoming year if you have a past due balance. Also, once an incurred balance is one month past due, a student may not return to school until the balance is paid in full.

### **2.3 Multiple Child Discounts**

Seacoast Christian Academy Preschool offers a discount of 10% per child for families with more than one child enrolling in our school. At the time of enrollment, the parent must complete a Request for Multiple Child Discount Form.

### **2.4 Automatic Withdrawal**

Seacoast Christian Academy Preschool offers an automatic withdrawal from your **checking account, savings account, or credit card.** Documentation for automatic withdrawal may be obtained from the front office.

## 2.5 Registration Fees

A \$100.00 non-refundable annual registration fee is due at the time of enrollment. This non-refundable fee covers the school year from August to May. Registration fees are not refundable under any circumstances.

## 2.6 Supply Fees

A \$75.00 non-refundable annual book/supply fee is due at the time of enrollment. This non-refundable fee is for the school year only. Failure to pay will result in temporary suspension of services.

## 2.7 Late Pick Up Fees

A late fee of \$1.00 per minute will be assessed for children who are not picked up by closing time of 6:00 PM. (VPK ½ day students: morning class 12:00 pm, afternoon class 3:30 pm)

If a child is not picked up by 7:00 pm and every attempt to reach an authorized adult has failed, Seacoast Christian Academy Preschool will be forced to contact the Sheriff's office to report child abandonment.

The late fee is due upon receipt. If payment is not received in a timely matter, the student will not be able to attend until payment is made in full. Services can be terminated if this continues to be a problem.

## 2.8 Late Payment Policy

**Weekly Tuition is due on Thursday or Friday of each week.** If tuition payment is not received by 6:00 pm on Friday, a **late fee of \$25.00** will be access to your account. If fees continue to go unpaid that week, your child will be placed on a **DO NOT ACCEPT** list Friday afternoon. The following Monday, your child's care will be terminated until payment of current balance is paid in full.

## 2.9 Returned Check Fees

In the event your check is returned there will be a Non-Sufficient Funds (NSF) fee assessed in the amount of \$40.00. All returned checks must be replaced with a money order or cashiers check for the total amount owed, plus the NSF fee. Our bookkeeping procedures do not allow for a check to be re-deposited. **After receiving two NSF notices, NO further checks will be accepted.** In addition, child care will be suspended until all fees are paid in full.

## 2.10 Delinquent Accounts

A student may be dismissed if the account is delinquent longer than **ONE WEEK**. Seacoast Preschool reserves the right to turn over delinquent accounts to our attorney for collections. If the account is turned over to collection, the parent is responsible for all cost incurred to SCAP, in addition to all attorney fees incurred.

## 2.11 Holidays

The following are holidays recognized by the Center. Tuition does not change for weeks that include holidays.

New Years Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Friday, Christmas Day. In addition, we

will close at 2:00pm on the following days: New Year's Eve, July 3<sup>rd</sup>, the Wednesday before Thanksgiving, and Christmas Eve. A Holiday Schedule will be posted on the Parent Bulletin Board.

### **2.12 Attendance**

Because you are paying for your child's spot in our program, full tuition is charged each week whether your child is present or not.

### **2.13 Vacation**

Children are allowed to take up to **two weeks vacation** per school calendar year (August – May), of which they will not be charged a weekly tuition fee. We require **ONE WEEK ADVANCE** notice by completion of a vacation request form. This form provides the documentation we require to credit your account properly and are available at the front desk.

### **2.14 Summer Camp**

A separate registration and/or supply fee may be assessed for Summer Camp. Registration for Summer Camp will begin in May.

## SECTION 3 – ATTENDANCE

### 3.1 Attendance Policy

Regular attendance is essential to the success of the student. The school schedule should be considered when planning vacations, shopping, dental appointments, and other engagements.

1. Following any absence, students are to bring a written excuse from a parent stating the reason for the absence from school, in order for the student to return to class and receive make-up work. Absences and tardiness may be excused under “extraordinary circumstances” if appropriate documentation is provided. These include:
  - a) Hospitalization of the child, his parents or guardian (must provide a doctor’s note).
  - b) Illness of the student, his parent or guardian that requires the ill person to remain at home (must provide a doctor’s note).
  - c) Death of a member of the student’s, parents’ or guardians’ immediate family (obituary or death certificate required).
  - d) Court ordered visitation (court documents must be provided).
  - e) Parent or guardian’s military deployment (military documentation must be provided).
2. A student may go out of town with his/her family. This must be pre-arranged through the school office. We require a **ONE WEEK** notice by completion of a vacation request form. This form is required to credit your account properly. Each child may take up to **TWO weeks vacation** per school calendar year (August – May).
3. Students arriving after 9:00 am will be considered tardy. When tardy, a tardy slip must be obtained from the office for admittance to class. Excused tardies include such unforeseen conditions such as a flat tire, wreck, or sudden illness. Over- sleeping is not an excused tardy. **Three unexcused tardies is equal to one absence.**
4. When a student is absent, it is required that you contact the front office or teacher to let them know the reason and when the child will return.
5. If a student is absent for five consecutive instructional days, a parent must call the school to give a return date. If this is not done, the student will be dismissed from Seacoast Preschool
6. Parents must sign students in/out daily. This is mandatory by the state of Florida. Teacher notebooks for this purpose are located at the receptionist’s desk.

### 3.2 VPK Attendance Policy

An attendance policy is in effect for Seacoast VPK programs, along with the additional notes below.

1. A child may not miss more than 26 days per year for illness. A child may not miss more than 28 days per year regardless of circumstance.
2. Students attending the K4 program arriving after 9:00 am will be considered tardy. When tardy, a tardy slip must be obtained from the office for admittance to class. Excused tardies include such unforeseen conditions such as a flat tire, wreck or sudden illness. Over- sleeping is not an excused tardy. **Three unexcused tardies is equal to one absence.**
3. Parents must complete and sign an attendance verification form EACH month. These forms will be distributed on the last instructional day of each month and must be signed and returned to the teacher the same day.
4. Children who do not meet attendance requirements will lose VPK funding and be withdrawn from Seacoast Christian Academy Preschool.

### 3.3 Arrival

Please leave your cell phones in your vehicles and give your child your full attention during the transition from home to school.

Parents of full day students are required to sign their child in/out in the Sign IN/OUT books located at the front desk. Parents are required to walk their child to the classroom and turn him/her over to proper staff before exiting the building.

To help decrease the spread of viruses, **PLEASE ASSIST** your child in washing his/her hands before arriving to the classroom. A student's wash area is located at the front of the main hallway to the classrooms.

Our center opens at 6:30 am. No child will be accepted prior to this time. When arriving, please accompany them to the drop-off room. Always make certain that you are leaving your child in the care of a teacher. **NEVER LEAVE A CHILD ALONE IN THE CLASSROOM.** Please take your child's belongings to his/her classroom and place in the assigned cubby. Write your child's name on all of his/her items, including clothing. This helps to avoid the loss of items. **PLEASE DO NOT** send toys from home with your child.

It is best if you are prepared to say goodbye at the classroom door. Prepare your child in advance by letting him/her know that you will say goodbye at the door. A parent who remains in the classroom often makes the separation more difficult. It is hard for a parent to leave a crying child, but be assured that they are usually playing by the time you arrive at your car. Feel free to call us to check on your child.

The curriculum part of our program begins promptly at 9:00 am. We encourage you to have your child in the classroom by 8:50 am, so they will benefit to the fullest extent of the learning experience.

### **3.4 DEPARTURE**

Our center closes at 6:00 pm. If there is an emergency that prevents you from picking up by this time, please call 421-3900 and let us know that you will be late. **A charge of \$1.00 is assessed for every minute a child is picked up after 6:00 pm.** Consistent late pickups may result in dismissal from SCAP.

A strict departure policy is in place for the safety of our students. Persons permitted to pick up the student are parents, legal guardians, “Authorized Persons” (those whose name appear on the student enrollment form, and others for whom the parent has made prior written arrangements through the office). Identification will be asked if we are not familiar with the individual picking up. The individual must sign the child out for the day in the Teachers sign in/out book located at the front office. The receptionist will then give you a colored card that must be presented to the teacher for release of your child. *Unless there is written notification or a legal document in a student’s file to the contrary, the school will assume that a student’s natural parent is the custodial parent.*

**\*\*SAFETY NOTE\*\*** An obviously intoxicated parent may not leave with their child. It is our responsibility to delay the parent and call the local police department.

**ALL CHILDREN MUST BE SIGNED IN/OUT DAILY. THIS IS MANDATORY BY THE STATE OF FLORIDA. TEACHER NOTEBOOKS FOR THIS PURPOSE ARE LOCATED AT THE FRONT DESK.**

### **3.5 Pick-up Policy**

Parents or authorized adults are required to sign the child out of the center on the Parent Sign In/Out Sheet located at the front desk.

The parent or authorized adult is responsible for supervision of the child once the child has been signed out of the center and must walk their child to the car.

Parents are requested to handle any center business (payment, conferences with director, etc) prior to checking the child out of the center.

### **3.6 Authorized Pick Up/Emergency Pick Up**

Only authorized persons listed on the Authorized Persons for Pick Up form are permitted to have access to your child and to remove your child from the center. The following procedures apply:

- ◆ It is the responsibility of the registering parent to notify the center **in writing** of all persons authorized to pick up your child from the center.
- ◆ Parents are required to complete the Authorized Persons for Pick up and emergency form at time of enrollment. Only persons listed on this form will be permitted to remove the child from the center.
- ◆ Persons on the authorized list, but are unfamiliar to the staff, will be required to show proof of identification with a picture I.D.



- ◆ Changes/updates to the Pick-Up list must be made on the original enrollment form located in the office.
- ◆ Individuals must be at least 18 years of age, in order to sign a child in or out of the center.
- ◆ In an emergency, the center will contact the parents first. If the center is unable to reach the parents, the staff will call the persons on the listed form until someone is reached.

It is the parent's responsibility to ensure that an authorized person is available to pick up the child on time.

If a parent or authorized adult appears to be under the influence of alcohol and/or drugs, the staff will attempt to contact the other parent or authorized adult on the pick up list. Seacoast Christian Academy Preschool does not have the right to deny the parent access to their child, but the staff will contact the police immediately if the center is not able to contact other parent or authorized adult to pick up the child.

### **3.7 Late Pick Up**

A late fee of \$1.00 per minute will be assessed for children who are not picked up by closing time of 6:00 PM. (VPK ½ day students: morning class 12:00 pm, afternoon class 3:30 pm)

For a child remaining after 6:00 pm, we will call all home, work, and cell numbers to reach the parent/guardian. If the parent/guardian cannot be reached, emergency contacts will be notified.

If a child is not picked up by 7:00 pm and every attempt to reach an authorized adult has failed, Seacoast Christian Academy Preschool will be forced to contact the Sheriffs office to report child abandonment.

The late fee is due upon receipt. If payment is not received in a timely matter, the student will not be able to attend until payment in full is made. Services can be terminated if this continues to be a problem.

### **3.8 Fire Lane**

**Parking in the Fire Lane is STRICTLY PROHIBITED.** Under no circumstances should a parent park in the Fire Lane for arrival and/or dismissal of a student. This also includes parking in undesignated parking areas. Seacoast Christian Academy Preschool takes the safety of the students very seriously. When blockage occurs in the Fire Lane, safety vehicles are not able to get through. **The Jacksonville Sheriffs Department monitors the parking lot for violators. Parking in the Fire Lane will result in a \$25.00 ticket from Seacoast and may result in a ticket from the Sheriffs Office.**

### **3.9 Illnesses**

Parents are required to notify Seacoast Preschool if their child has a communicable disease, so that parents of children in the classroom/center may be notified. Only information

about the communicable disease will be shared. Seacoast Preschool will follow Confidentiality Policy and Procedures.

Seacoast conducts a health check on each child upon arrival to the classroom. A child may not be accepted into the center if staff deems the child is too ill to attend or is contagious.

DCF requires that parents be called when a child has a fever or an infectious disease. Therefore, if a child develops an illness at school, a parent will be called to take the child home. Illnesses include a fever of 100 degrees or more, diarrhea, vomiting, green mucus from nose, and etc. **Parents are required to make arrangements within thirty minutes.** Any child who is ill will be prayed for and isolated from other children until the arrival of a parent or another authorized person.

A child with a communicable illness must be **symptom free** for a minimum of 24 hours from the time the parent signed the child out of school. **This means a child may not attend school the day following the development of the illness.** A note from a physician may be required for re-admittance.

**NOTE: A child with diarrhea may not return to school until they have had a normal bowel movement. A child with green, thick or mucous runny nose may not return until the nose is clear. Conjunctivitis (pink-eye) is contagious without fever; therefore a child must remain at home until symptoms have disappeared.**

We require parents to call and notify the school regarding the child's symptoms and/or diagnosis. This enables the staff to pray for the child and also to notify other parents in the event of a contagious illness outbreak.

**NOTE: Because preschoolers will be ill on occasional, it is helpful to have plans for alternate care in case of illness. We understand that illness of a child is hard for working parents, but SCAP policies are intended to protect all of our children from catching illnesses that can spread through a class. We ask that you help your child and your child's teacher by not sending your child to school when they are not feeling well.**

Please help you child practice hand washing at home. It is imperative that children wash their hands with soap and water every time they use the restroom and before eating to help avoid the spread of germs.

### **3.10 Absences**

Parents are requested to notify Seacoast Preschool if a child will not be in attendance that day. This notification will assist us to more effectively maintain appropriate child staff ratios.

Parents are required to notify Seacoast Preschool if their child is ill. The Department of Children and Families require we document within one hour of normal drop-off time that we have attempted to contact the family. This notification will assist Seacoast Preschool to track any illnesses that may occur at the center. Information regarding illnesses will be shared on a need to know basis.

### **3.11 Special Request**

Parents are requested to notify the teacher and the Director if there are any special needs or instructions for the child's day. Special requests must be submitted in writing and may include, but are not limited to; health issues, family situations, alternative pick up person, early pick up time, or any other issues the center should be aware of to best meet the individual needs of the child.

### **3.12 Medication**

Parents must follow the policy for Administering Medication if the child is to receive medication during the day. A Medicine Release form is located at the front desk and must be completed in full for Administration to give medicine. A student requiring medicine for longer than 10 days MUST have a medical form from the doctor.

The school is not permitted to administer any internal medication, including aspirin, without parental consent. All medication must be left with the school receptionist and must be in labeled bottles with specific instructions as to its use. The medicine will be dispensed to the student at the prescribed hour from the office. Students are not permitted to carry medication of any kind (not even aspirin). If medication is found on a student, the Administrator will be consulted to determine action.

Cough drops are not permitted for ages 5 and under due to choking hazards. In the event a child becomes ill, he/she will be given proper attention, and the parent notified. In the case of a serious accident, parents will be notified immediately. If parents cannot be located, the school will call the physician designated on the enrollment application.

### **3.13 Termination/Withdrawal**

Seacoast Christian Academy reserves the right to terminate services and/or refuse re-enrollment of students or families who have demonstrated disharmony regarding purpose, objectives, standards, policies, rules, and regulations of the school to which may include, willful destruction of property, if the student poses a threat to safety and welfare of other children in center's care, physical or verbal abuse by the parent/student upon the Center Staff, and/or refusal to follow Seacoast policies. Termination may also occur if insufficient funds are not repaid promptly and/or students who have a past due balance of more than one week.

A two week written notice is required from parents that are withdrawing their child from Seacoast. Parents are responsible for any fees if proper notification is not provided. Any past due balances are due on last day of enrollment. Balances remaining after 30 days will be referred to Seacoast collection agency.

In the event that a child is absent for two consecutive weeks, without proper notification to the office, the child will be considered withdrawn from the program and the reserved classroom space will be filled. All tuition and any related charges are due and payable during this two-week period. To re-enroll, normal registration/supply fees will apply. The child will then be considered for enrollment upon space availability.

## **SECTION 4 – PARENT INVOLVEMENT**

### **4.1 Parent Volunteers**

Seacoast Christian Academy Preschool has an Open Door policy with all parents of enrolled children. Parents are not only welcomed, but also highly encouraged to volunteer in their child's classroom. The teachers and administrators greatly appreciate parents who volunteer their time and talents to help in the programs of the school. Please see the teacher for information about volunteer opportunities.

- All visitors are required to sign in at the front desk before proceeding to the classroom.
- The Discipline Policy (see 5.15 & 5.16), Standards of Conduct (see 5.17), and Visitor Policies (see 5.18) will apply to all volunteers at all times.
- Siblings of children in the program may not attend when a parent is volunteering in the classroom.
- Parents may be asked to help with certain tasks such as cutting out items for the classrooms, sharing information about their job or hobby or culture, chaperoning on field trips, donating items, and reading to a group of children.

Parents are encouraged to participate in the Seacoast Athletic Booster Club and the Seacoast Parent/Teacher Organization, PACTS. Also, if applicable, volunteers such as student interns will be required to fill out an employment packet as well as be subject to state and federal background checks.

### **4.2 Take Home Activities**

Although Seacoast Christian Academy Preschool does not assign "homework" for preschoolers, we do send home suggested activities to enhance the learning taking place in the classroom.

### **4.3 Ways Parents Can Help at School**

Prepare your child in advance of arriving at school that you will be leaving him at his classroom door and that you will be returning at a specified time. It is hard for parents to leave a crying child at the door, but be assured that they are usually busy playing by the time you are in your car and on your way. Feel free to call us and check on your child. We want you to feel confident about leaving your child with us.

- = Confer with the teacher, but refrain from discussing the child in his presence. They hear and understand what you are saying!
- = Realize that arrival and departure times are not convenient times for a teacher to have lengthy discussions with a parent. Their full attention should be on the children in their room, including your own.
- = Work with the teacher concerning any problems that may arise.

- = Share with us any upsetting experience you think may help the teacher understand your child better.
- = Please notify us of any situation at home that could affect your child's behavior. We feel that our preschool is a ministry. We hope that you will feel free to come to us at any time for a listening ear. We have an "open door" policy and you are welcome anytime.
- = Help your child to attend regularly and to be on time. This is a pattern that is set for the rest of a person's life.
- = Help your child understand that his teacher will not ask him/her to do anything that will hurt him/her. We are here to teach and have learning experiences in a safe environment.

#### **4.4 Ways Parent Can Help at Home (Parent Responsibilities)**

Breakfast is an important beginning to a preschooler's day. Seacoast Christian Academy Preschool serves breakfast from 7:30 am – 8:00 am for full day students. If arriving after 8:00am, a parent may stay in the lunchroom with the students. Parents wishing for students to eat breakfast should arrive by 7:30 am.

- = Preschoolers do best on a regular routine. They do not like surprises.
- = A preschooler functions best with a consistent bedtime that is unrushed.
- = As a parent, take the initiative to guide your child rather than punishing him for something they did not know how to do.
- = Give acceptable choices rather than "no".
- = Try using more positive statements than negative. Example: "You are a bad boy". There is no such thing as a bad child, only inappropriate behavior. Encourage your child to make "good" choices.
- = Ask your child what they did at school each day, and review the material they bring home. Reinforce the things they are taught, and help them to practice concepts and techniques.

#### **4.5 Parent-Teacher Conferences**

All parents/family are invited to attend scheduled formal parent/teacher conferences to review their child's progress and needs and to set goals for the child. Conferences will be scheduled two times throughout the year for students. Other conferences may be scheduled as needed or as requested by parent or teacher.

SCAP teachers and administration welcome these opportunities and are eager to help with students' problems. Please call the office to schedule a conference with the teacher and/or the Administrator. You may also email your teacher directly to set up an appointment time.

**NOTE:** All parents are welcome in the school. However, when a visit to the classroom is necessary, please come by the office first. **DO NOT GO DIRECTLY TO THE CLASSROOM.** If you wish to talk to your child's teacher, please arrange for a private conference by calling the office. Do not meet the teacher before or after school or detain the teacher from his/her responsibilities. Teachers are very happy to arrange for conferences with parents at a scheduled time. Please be considerate of your child's teacher.

#### **4.6 Parent Surveys**

Seacoast Christian Academy Preschool is interested in your feedback. Anonymous parent surveys will be distributed at least once every other year. Your responses will ensure we are meeting the needs of our families.

#### **4.7 Parent Bill of Rights**

We believe that parents have rights and that their concerns are reasonable and important.

##### **A Healthy Learning Environment**

- Parents have the right to know that their child will be safe at school, both physically and emotionally.
- Parents have the right to know that all children will be treated fairly regardless of race, creed, national origin, economic status, gender, or age, and that each child will be treated as an individual.
- Parents have the right to know that the staff is experienced and trained in child development.
- Parents have the right to know that any negative or cruel behavior among students or between students and staff will not be tolerated.

##### **Clear, Courteous Communication**

- Parents have the right to be treated with courtesy by all members of the staff.
- Parents have the right to participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.
- Parents have the right to visit schools and classes.
- Parents have the right to know that they can approach a staff member with a concern and that the staff member will listen carefully and will do everything possible to address the issue.

## SECTION 5 – HEALTH & SAFETY

### 5.1 Child Abuse and Neglect Reporting

Seacoast Christian Academy Preschool has the responsibility for the prevention, identification, and reporting of child abuse and neglect (sexual, physical, emotional). Under Florida Law, cases of possible child abuse and neglect are reported immediately to the Department of Children and Families. The abuse hotline is 1-800-96-ABUSE.

### 5.2 Confidentiality of Records

The Center maintains the policy that all records of children and families are confidential. The school office will not release copies of student records without the written consent of a custodial parent/guardian. Originals of records cannot be given to anyone. Parents may request copies, and other schools may request transcripts.

### 5.3 Change of Information

The school office must have the student's correct telephone number and home address on file at all times, in case it is necessary to contact the home. Additionally, the school should have each parent's correct work telephone numbers. If a change in any of these occurs, please notify the school office promptly. All such information will be held in strict confidence. It is the Custodial Parent's responsibility to report any change in court decisions immediately. Verbal notification will NOT suffice, all Court papers must be on file.

### 5.4 Emergency Closing and Inclement Weather

If the threat of a natural disaster such as hurricane, tornado, flooding, etc., is imminent, we will follow the Duval Public School System for closure guidance. Once the storm passes and is out of the area, we will assess the center for damage and re-open as soon as possible.

The following steps must be confirmed before opening the center:

- ◆ The center must have power and any physical damage must be repaired.
- ◆ There must be available staff in the center to provide appropriate and required staff to child ratio.

In the event that SCAP is closed due to a providential hindrance or safety-related issue, the administration will attempt to inform parents as soon as possible, or via local radio when advance notice is not possible.

Parents are responsible for child care tuition even in the event that the center is closed due to natural disaster.

### 5.5 Child Health Services

Seacoast Christian Academy Preschool is required by the Department of Children and Families to have on file for each child a Physical and/or Immunization Record OR Waiver of Immunization. **You have ten (10) days after enrollment to bring in the original forms: Physical Examination (Form 3040) and Immunization (Form 680)**

## 5.6 Screenings

Screening is a process to determine whether or not a child has any developmental concerns that may require further evaluation and follow-up. Screenings conducted at the center may include vision, hearing, speech/language, nutrition, dental, and overall development. The Ages and Stages Questionnaire will be used at least once per year. Please find included in the registration packet a consent form for screenings.

Parents will be informed in writing of their child's screening results. At home activities may be recommended based on the results of the screenings. If further evaluation or services are needed, parents will be referred to the appropriate agencies or to their personal pediatricians. Additional screenings and parent conferences will be utilized as a means of follow-up on screenings that result in referrals to outside agencies.

## 5.7 Child Health Emergencies

In the case of accidents and incidents, staff will contact parents and complete an accident/incident report in which both staff and parents sign. This serves as documentation that parents were informed of the accident/incident and any necessary follow-up. It is very important that you make sure that your child's teacher and the front office are aware of changes in phone numbers or emergency contact persons. Please keep this information up to date.

## 5.8 Accidents

We take all precautions to insure the safety of your child while under our care. However, in the event that a child is hurt at our center, the following procedures will be followed:

- ◆ An accident report will be filled out by the child's teacher and depending on the type of injury, the parent may be called.
- ◆ The parent will be asked to review the accident form and provide a signature. A copy will be given to the parent.

If the accident requires further attention, you will be notified. Please be sure to keep his/her information up to date. If necessary, 911 will be called.

**Note: Seacoast employees are all trained in CPR, First Aid, and Blood Borne Pathogens.**

## 5.9 Medication Administration

All medication administered by the center staff must be authorized by the child's parent or guardian by first completing an Administration of Medicine form. All medicines, over-the-counter or prescribed, must be in the original container.

If non-prescription medication is to be given, a note from the physician, stating the name of the medication and the dosage instructions, must be attached.

Staff will inform parent/guardian immediately of any noticed side effects or changes in behavior.

Parents are strongly encouraged to give all medications at home. If this is the case, please notify your child's teacher so that any behavioral changes and/or allergic reactions may be noted.

Medication will be stored in a locked secure area inaccessible to children. **NO MEDICATION MAY BE PLACED IN THE CHILD'S CUBBY/BOOKBAG OR LEFT UNATTENDED IN THE CLASSROOM.**



## 5.10 Conditions of Short Term Exclusion

A child will be placed on short-term exclusion, which may include non-admittance, when the illness and/or injury is contagious and/or poses a significant health and/or safety risk to other children and staff.

## 5.11 Notification of Illness

Parents/Guardians are encouraged to inform staff if their child becomes ill from a communicable disease and any other health/safety concerns.

If a child appears to have a communicable disease, teaching staff should isolate the child away from the other children and immediately contact the child's parent/guardian.

Children will not be allowed to return to the center until all symptoms have ceased. Depending upon the condition, children may not be allowed to return to the center without a physicians' authorization.

Parents/Guardians will be asked to immediately pick up their children if the following signs, symptoms, or conditions are present:

- ◆ Fever, sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. Fever is defined as having a temperature of 100<sup>0</sup> F or higher taken under the arm.
- ◆ Diarrhea - runny, watery, or bloody stools.
- ◆ Vomiting - two or more times, vomiting that contains blood, or vomiting followed by severe cramping.
- ◆ Severe coughing - child gets red or blue in the face or to make a high pitched whooping sound after coughing.
- ◆ Eye discharge - thick mucus or pus draining from the eye, or pink eye
- ◆ Difficult or rapid breathing
- ◆ Ear Discharge
- ◆ Untreated infected skin patch(es)
- ◆ Unusually dark urine and/or gray or white stool and yellowish skin or eyes.
- ◆ Head Lice (including nits)
- ◆ Conditions that commonly require parameters from a physician detailing when a child may return include, but not be limited to; flu, chickenpox, strep throat, scabies, impetigo, meningitis, and Hepatitis A.
- ◆ Child is irritable, continuously crying, or requires more attention than staff can provide without jeopardizing the health and safety of the other children.
- ◆ Any other unusual signs, symptoms, or conditions.

An Illness report will be completed by the teacher/front desk for the parent to sign. When a parent is called for a sick child, the parent has 30 minutes to pick up the student.

## 5.12 Dress Code

We request that children arrive at school in comfortable, easy to launder clothing. While we make every effort to protect their clothing, children can experience accidental spills during planned activities. Please label all clothing items with the child's first and last name.

In case of accidents, we request every child keep a change of clothes at the center. K1 and K2 students are required to keep two changes of clothes at the center. Label each item with the child's first and last name and place the items in a sealed bag in the cubby.

If your child does not have a change of clothing, and the need arises, you will be called to bring clothing. All lost or unclaimed items will be donated to our emergency clothing basket or a local charity. SCAP is not responsible for lost items.

### Hair/Skin

1. Boy's hair must be neat in appearance (no finger combed looks). No fad haircuts.
2. Length of boy's hair must not exceed the bottom of the ears on the sides, the collar on back or touch eyebrows.
3. No unnatural hair color
4. No extreme hairstyles such as, but not limited to: Afro hair styles, corn rows, dreadlocks, Mohawks, pony tails, shaved designs, etc.
5. Head coverings, including, but not limited to bandannas, caps, do-rags, hats, and stocking caps, shall not be worn on school property unless required by a physician or authorized school personnel.
6. Sunglasses are not permitted in the classroom or quad area (even on top of the head).
7. Boys may not wear earrings or piercings.
8. Boys are not permitted to wear fingernail polish.
9. Girls may only wear two piercings in each lobe of the ear (no body piercing).

**The administration reserves the right to amend these policies as necessary.**

**K1 and K2 students:** Children in the K1 and K2 program are to wear comfortable clothing, along with closed toe shoes.

**K3 students:** Children in the K3 program are to wear comfortable clothing, along with closed toe shoes.

**K4 Students:** Children in the K4 programs are to wear uniforms. The purpose of a uniform policy is to ensure that students are properly attired at all times, representing Seacoast Christian Academy Preschool as ambassadors of our school.

#### Uniform requirements:

Pants/Shorts: Khaki or Navy

Shirts: Polo types in a solid color

Girl Jumpers: Plaid, Navy, or Khaki

Sweatshirt/Sweater: Solid Color only

Shoes: **Sneakers or hard sole shoes.** NO sandals, flip flops, or open toed shoes.

For cold weather, long sleeved shirts should be worn underneath the uniform shirt.

**For the safety of the children, we do not allow open-toe shoes, flip flops, or sandals either in the classroom or during outdoor activities.**

**DRESS DOWN DAY:** Fridays are dress down day. Students may wear jeans and athletic shoes with a uniform shirt or Christian t-shirt. Jeans must fit appropriately.

**FIELD TRIP ATTIRE:** Unless otherwise specified, uniforms are worn on field trips. Dress code for off campus activities is decided by the administration. Parents of students out of uniform will be called to bring their uniform.

### **5.13 Meals**

A nutritious breakfast, lunch and afternoon snack are provided for all children. In order to ensure the health and safety of all children, food items, purchased or from home, may be brought into the classroom to be eaten if they are approved by the teacher or director. This will help us prevent children with allergies from being exposed to foods which could be harmful.

**Breakfast:** Breakfast is available for full day children arriving prior to 8:00 am. Breakfast is served daily from 7:30 am to 8:00 am. A menu is available at the front desk.

**Lunch:** A well-balanced “hot” lunch is served daily. An occasional sandwich may be served. A monthly menu may be obtained in the front office. Please look it over, especially if your child has any food allergies. Students may bring their lunches from home, but they must follow the recommended lunch suggestions that follow.

**Snacks:** A morning and afternoon snack are provided. We serve a variety of healthy snacks such as crackers and pretzels. Our drinks are mainly cool water and milk.

**Healthy Suggestions:** Sandwiches should be made with whole wheat or whole grain bread (check ingredients to ensure that there are no refined, enriched flours. Check sugar content and go for less than 3 grams of sugar). You may also use whole grain pita bread and/or tortillas for sandwich wraps.

Fillings for sandwiches:

- Sliced deli meat (avoid meats with nitrates)
- Hummus with pita bread
- Hamburgers
- peanut butter (if no allergies in the classroom) and no-sugar-added fruit spreads
- egg salad or fried eggs
- tofu/soy burgers
- homemade chicken salad\*
- homemade turkey salad\*
- left over chicken, turkey, ham, roast beef, sliced pork\*\*
- tuna salad (not too often, though)\*\*

Salads prepared and placed into plastic container should include dark leaf lettuce and/or fresh spinach with other salad ingredients, such as cut broccoli, tomatoes, artichoke hearts, heart of

palm, sliced mushrooms, red/yellow bell peppers, etc. Protein should be added, such as left over chicken and/or boiled eggs. If your child will eat it, add tofu, which is a great source of plant-based protein. Send salad dressing in small plastic container to add during lunch. Look for salad dressings that have fewer than 3 grams of sugar per serving. Ranch and blue cheese usually have 0 grams of sugar. Use olive oil and vinegar with Italian seasonings rather than bottled Italian dressing.

Due to State Law we are not allowed to heat student's food, so please do not send food that must be warmed up. If your child will eat cold pasta, make sure that you use whole wheat pasta. In addition, make sure that you have included protein in some form, such as meat sauce, meatballs, chicken, etc.

We do not have refrigerators for student lunches; therefore, please send lunches in a container with a cold pack to keep food cool.

Snacks can include:

- Cut celery with ranch/blue cheese dressing or peanut butter
- Cut broccoli with ranch or blue cheese dressing
- Sliced squash and/or zucchini with dressing
- All nuts
- Cheese sticks
- Sliced cheddar cheese
- Whole grain goldfish
- Whole wheat/whole grain pretzels & crackers
- Boiled eggs, deviled eggs

Items to avoid:

- White potatoes in any form such as potato chips
- White breads, white rice, all pasta except whole grain
- All soft drinks (they deplete bones and teeth of calcium); regular soft drinks are full of sugar, while diet drinks contain toxic chemicals (aspartame)
- Fruit drinks with sugar added

**Always include protein in any meal!**

## **5.14 Dietary Restrictions and Allergies**

Please discuss any special dietary needs/allergies for your child with the director. A physician's note must accompany all food restrictions and allergies. The front desk, kitchen staff, and teachers of children with severe allergies will meet to discuss the Food Allergy & Anaphylaxis Emergency Care Plan prescribed by the doctor. Allergies are posted by the door of every classroom, at the front desk and in the cafeteria. Any changes to the Emergency Plan or food allergies must be documented by a physician. A menu will be given to the parent to determine what foods are appropriate. It may be necessary for parents to bring a child's snack and lunch to avoid contact with certain foods.

## **5.15 Student Conduct**

Every student accepted and admitted to Seacoast Christian Academy Preschool is expected to live their lives in a way that will bring honor to their parents, their school, and to God. Unselfish and considerate actions are the "Badge of Honor" that all SCAP students should strive to attain. It is our hope that every SCAP student will behave, both in and out of school, in a way that would warrant words of praise from those they come in contact with.

Basic courtesy and respect for teachers, staff and other students is expected, in and out of the classroom. As such, all teachers and staff should be addressed with proper titles and, when spoken to, should respond with "Sir" or "Ma-am". "Yeah", slang words and the use of street-talk are never appropriate. Name-calling and slandering other students is also not acceptable at SCAP. Students should treat each other with respect and honor.

Discipline is an essential element of child development. It is something positive that is done for a child; it is not something done to him/her. Without proper discipline, the child may suffer lifelong consequences; with it, he/she will be better equipped to live a successful life. In order to have consistency in discipline, cooperation between the school and home is imperative. Any breakdown in this arrangement could directly affect the attitude and behavior of the student. Seacoast Christian Academy Preschool will always discipline its students in love.

## **5.16 Discipline Rationale**

Discipline is the effective management of children's behavior with the goal of self-disciplined children. The management technique to be used in any particular situation will be based upon consideration of the particular situation and the individual child. All staff, volunteers and parents will use the positive guidance methods listed in the discipline section of the Parent Handbook.

It is our responsibility to model for the children what is acceptable behavior at our preschool. Our staff establishes and consistently enforces reasonable, age-appropriate limits which help foster self-discipline within a child. SCAP's emphasis is on what children "may do", rather than what they "may not do".

- We use a positive approach, using firmness
- We make suggestion rather than give commands
- We give a child reasons why we do certain things
- We follow through when we have asked for a response to a request
- We teach a child to finish what he/she has begun
- We let a child do for himself in appropriate situations
- We use soft voices when speaking with a child
- We remember that children learn through actions
- We clearly define limits for children to follow
- We are consistent
- We try to anticipate and avoid unpleasant situations

- We talk with a child in regards to “inappropriate choices” and also let him/her know that we still love them
- We pray for students
- When needed, a child may be sent to a “quiet area” to rest and collect himself

## 5.17 Basic Discipline Procedures

- Plan ahead to prevent behavior problems. Anticipate problems that may occur and provide intervention or directions in advance. (Ex: Limit number of children in centers. Have activities prepared so children do not have to wait.)
- Establish clear and simple rules that are age-appropriate. Consistent reminders help reinforce limits. Rules should be stated in a positive way. (Ex: If a child is running, say, “Please use your walking feet. Running feet are for outside”, instead of “Don’t run!”)
- Be a model for the desired behavior. Treat all children with respect and politeness. (Ex: The teacher has a leaky paint container in her hand. She needs to get to the sink. She asks the children who are in line at the sink if she could please use the sink out of turn, rather than simply cutting in front of the children. They agree, and she remembers to thank them.)
- Help children to learn problem-solving skills. Give them the language they need to communicate feelings and needs to others appropriately. Work with them to come up with solutions to conflicts.
- Give hugs and caring. The key to discipline is establishing a nurturing relationship with each child. Children need to know they are accepted and loved no matter how they behave.
- Reinforce positive behavior. Remember to focus on the specific behavior you wish to see repeated. (Ex: “Jessie, you have worked so hard to put all the blocks neatly on the shelf. Fantastic job!”)
- Overlook small annoyances. Sometimes when a behavior is overlooked, not reinforced by attention, it disappears. Unless the behavior is aggressive and someone is in danger of getting hurt, the teacher/caregiver might be wise to let the children work out the problem on their own.
- Offer positive alternatives to a negative behavior. If a child’s behavior is unacceptable, suggest alternative choices. (Ex: If a child is throwing blocks, the teacher intervenes by telling the child that blocks are for building. If the child wishes to throw something, he/she can throw a bean bag, or a ball.)
- Re-direct or divert the child. Substitute an appropriate activity for the unacceptable one. Some behaviors that are inappropriate are temporary, or situation specific. In these cases it is best to alter the environment by redirecting the child to another activity. (Ex: Two children who are good friends have begun to get irritated with each other. Intervene before things get out of hand by engaging them in a new activity.)
- Help children see behavioral consequences. Since young children are self-centered, it is hard for them to see beyond their own needs. Help them to move from thinking only of themselves, to thinking of others by analyzing the consequences of their actions. Discuss their behavior in a non-judgmental way and encourage them to think about its impact on people, objects and events.

- Provide renewal time. When a child is too upset to talk or listen, it may be necessary to remove the child from the situation for a period of no more than 2 minutes. The teachers stay with the child to discuss what happened and to help the child regain composure.
- Implement Behavior Intervention Policy when necessary.

## **5.18 Classroom Policies/Discipline**

We have set forth a Simple Rule System. There are only 5 major rules that children are asked to obey:

- I will keep my hands, feet, and objects to myself.
- I will respect myself, my classmates, my Teacher, and my Teacher Aide.
- I will listen and follow directions the first time they are given.
- I will raise my hand when I want to answer questions.
- I will always do my best.

We have developed the following Classroom Disciplinary Plan that will be in effect at all times. We use the “Clip Chart System”. The “Clip Chart” is divided into 7 sections that are labeled. Students will have clothespins with their names written on them. The clothespin can be moved up and down the chart. All students will begin at the level of “Ready to Learn” each day. Teachers will ask students to either “clip up” or “clip down” to a certain level depending on the student behavior. If your child is required to move their clip, the teacher will note it on their Daily Communication Folder. This report is signed nightly by you, the parent.

If a child continues to have difficulty in the class, a conference may be requested by the Teacher or Director to discuss a plan of action. If the plan of action does not appear to help the child regain self-control, then the parent may be asked to withdraw the child. This is strictly enforced for the safety and well-being of the child and his/her fellow classmates. If deemed necessary, a child may be sent home for the day for aggressive or inappropriate behavior. If the parent does not pick-up the child within 1 hour of the phone call, the child will be suspended for the following day.

### **Clip Chart System: different levels:**

**\*Ready to Learn-** Everyone starts on this level each day. We all want to begin our day ready to learn!

**\*Think About It-** This is simply what it says. When a student is asked to “clip down” to this level, he/she needs to think about his/her behavior. This level is a simple reminder.

**\*Teacher’s Choice-** When a student is asked to “clip down” to this level, it will be the teacher’s choice as to what behavior consequence is handed out. Because all students are different, the consequences may vary. Examples: Some students will improve their behavior after the teacher talks with them about it. Others may need to sit out for a short period of time to regain the proper behavior. At this level, teachers will use their best judgments and keep in mind what works best for each student. Since only

minor consequences are handed out at this level, parents are not contacted unless the behavior goes to the next level.

**\*Parent Contact-** When a student “clips down” to this level, he/she has not heeded the warnings given out by the teacher. At this level, parents will be contacted and informed about the behavior. Each teacher will use the appropriate consequences depending on the child’s behavior. This can range from losing free/play time or any other consequence the teacher feels is necessary. A note will be sent home that needs to be signed. In some cases, the parent will be called if the teacher feels this is needed or an email may be sent. If the behavior has escalated to a point where administration needs to be involved, the parent will be contacted about this as well. At this level especially, the support of the parent is very beneficial and needed.

### **Good Day, Great Job, & Outstanding Levels**

These levels are used to recognize positive behavior in the classroom. As students exhibit good behavior choices, they will be asked to “clip up.”

**Good Day** } These two levels indicate that proper behavior choices were made. ☺  
**Great Job** }

**Outstanding-** Students must show something “extra special” to achieve this level. This may not be a level reached every day, but it is attainable with a lot of hard work! If a student exceeds this level, he/she will be at the “Top of the Chart.” ☺

### **A few notes about the Clip Chart:**

- Throughout the day, students can “clip up” and “clip down.” If a student has “clipped down” the chart, he/she does have the opportunity to “clip back up” the chart. Of course, this is only if true improvement is shown. In the same manner, a student that “clipped up” can “clip down.” There may be some days that a student doesn’t “clip up” or “clip down” on the chart and remains on the Ready to Learn Level.
- If a student has “clipped down” to the Parent Contact Level, the parent will always be contacted. It is important for the student’s sake that we always follow through at this level. Depending on the circumstances, a child that lands on this level does have the chance to “clip up” like every other student, but contact will still be made to the parent.
- The Clip Chart is a great system for balancing both positive and negative behaviors seen in the classroom. Even though there are consequences for negative behaviors, there are also rewards for the positive ones as well.

## **5.19 Seacoast Discipline Protocol**

**If a student behavior continues to worsen, the following steps will occur:**

### **1. Conference**

If a child’s inappropriate or disruptive behavior continues for a period of time, a conference will be requested by the school to discuss a plan of action. A parent may be



asked to withdraw the child if the behavior continues or worsens. This is strictly enforced to ensure the safety and well being of our students.

## 2. **Suspension**

Students with continual aggressive or destructive behavior may be placed on suspension. During a suspension students are not allowed to come on school grounds. This includes athletic events, extra-curricular activities, or any other function related with the school. The length of suspension is left to the discretion of the administration.

## 3. **Probation**

Students, who are a continuous disruption to the educational environment as demonstrated by referrals and/or suspensions, will be placed on probation. The terms of each individual's probation will be at the discretion of the administration. If a student violates the terms of the probation, the student will be expelled.

## 4. **Dismissal/Expulsion**

SCAP reserves the right to dismiss any student who has or whose family has demonstrated disharmony regarding the philosophy, purpose, objectives, standards, policies, rules, and regulations of the school. Expelled students may not attend any school functions or visit the school.

## 5.20 **Discipline Guidelines**

1. Time out. There will NOT be any identified space, or chair, reserved for "time out". Children are not to be isolated indefinitely due to behavior problems. Time out may be used only if stipulated in an individual child's behavior plan by a licensed mental health consultant.
2. Physical punishment. The use of physical force with children is prohibited. This includes pulling by the arm, grabbing children by the arm/shoulders/neck, hitting, pushing, shoving, etc.
3. Threatening. Children will not be threatened with physical punishment, or with a phone call to parents.
4. Ridiculing or Degrading. There will be no name-calling, belittling, or comparison to other children.
5. Withholding of meals, snacks, or water. Children will not be denied food, water or any other basic need as a means of discipline.
6. Denying a rest. Children will not be denied rest as a means of discipline.

In the event that a child is exhibiting **extreme challenging behavior**, follow the Behavior Intervention Procedures:

- ◆ Provide renewal time.
- ◆ When a child is too upset to talk or listen, it may be necessary to remove the child from the situation for no more than 2 minutes. The teacher is to stay with the child in the classroom to discuss what happened and then help the child regain composure.
- ◆ If necessary, the child may be removed from the classroom if two staff members are not available to remain with the child at all times.

- ◆ If the child is unable to regain control within 30 minutes, the parents or authorized persons may be contacted to pick up the child.

## **5.21 Standards of Conduct**

Seacoast Christian Academy Preschool has guidelines of acceptable conduct that all parents, volunteers and visitors must abide by while on premises. It is expected that all parties will follow these guidelines and sign this form. We strive to provide a safe learning environment for you and the children. Volunteering in the classroom is strongly encouraged however; the “Standards of Conduct” must be adhered to at all times.

- ◆ Respect and promote the unique identity of each child and family. Refrain from stereotyping on basis of gender, race, ethnicity, culture, religion or disability.
- ◆ Follow program confidentiality policies concerning information about children, families, and other staff members.
- ◆ Supervise children at all times. Children will not be left alone or unsupervised while in the center or under Seacoast Preschool care.
- ◆ Use positive methods of child guidance. Any use of corporal punishment, emotional or physical abuse or humiliation is prohibited. Methods of discipline that involve isolation, the use of food as a punishment or reward, time out or the denial of basic needs are prohibited.
- ◆ Refrain from the use of any threatening physical contact or verbal abuse towards individuals connected with the program, other parents or volunteers.
- ◆ Refrain from smoking on the premises and during all center or parent activities. Seacoast Christian Academy adheres to a "Smoke Free Environment."
- ◆ Refrain from illegal activities while on the premises or in attendance at center activities. Seacoast Christian Academy prohibits theft, firearms, alcohol, explosives and illegal substances on the premises and during all center or parent activities.
- ◆ Refrain from harassment. Any cause of disharmony of any kind will not be tolerated.

## **5.22 Visitor Policy**

All volunteers and visitors shall check-in at a designated area for check in and obtain permission for the visitation and a visitor's pass.

Visitation by a non-enrolled child unaccompanied by his/her parent(s) or legal guardian is prohibited unless prior approval has been granted by the Center Director.

Only persons with legal authority to do so (such as Department of Children & Families personnel or law enforcement) shall be allowed to question a child on the property without the consent of the child's parents or legal guardian.

Because staff, children and parents should at all times feel that the school and work environment is safe and not hostile, all visitors to the property shall comply with all policies while on property and shall conduct themselves in a manner that is not disruptive, threatening or abusive.

- ◆ Any parent, volunteer or visitor who is disruptive, threatening or abusive will be asked to relocate to a location in the facility where children are not present and where the matter can be discussed and resolved in a professional manner.

- ◆ If the person refuses to relocate or continues to act in an inappropriate manner, the person will be asked to leave the premises. If the person refuses to leave, staff will notify appropriate law enforcement personnel. Should the person subsequently return to the property and again act in a manner that is disruptive, threatening or abusive or if the initial incident is so extreme that the teachers are concerned about the person returning to the facility, the person shall be informed in writing that he/she may be prohibited from returning to property.
- ◆ Any person who believes that he/she has wrongfully been asked not to return to the property, must first leave the property as requested, but may subsequently appeal the decision in writing to the Center Director.
- ◆ A final decision will be made and the person will be notified in writing that he/she may or may not return to the property except under expressed conditions.
- ◆ Notwithstanding the above, center personnel shall always have the authority to notify appropriate law enforcement personnel should any person to property violate criminal statutes.

### **5.23 Building Inspections**

The Environmental Protection Agency (EPA) has issued a final rule, 40 CPF Part 763, Asbestos Containing Material in schools, commonly referred to as AHERA, to protect school children and school employees from exposure to asbestos in school buildings. In accordance with the act, each Local Education Agency (LEA) is required to provide written notification to parent, teacher and employee organizations at least once each school year regarding the availability of the Asbestos Management Plan and any response actions taken or planned.

All inspections for Seacoast Christian Academy have been completed. The Asbestos Management Plan (AMP), which includes inspection reports, documentation relative to training for employees, monitoring results, standard operating procedures for dealing with asbestos and building material inspections, and notification letters, is available for review during regular school hours.

### **5.24 Classroom Inspections**

Precautions are taken to keep our building and classrooms safe. Several times weekly the doors are checked to ensure they are closed firmly. At times, you may need to identify yourself to enter the front door. Classrooms have telephone intercoms and a buzzer on the playground so they may contact the front office if needed.

### **5.25 Drills (Fire, Weather, Lock-down)**

Drills are required by law and are held monthly during the year, so that orderly evacuation of the building may be accomplished without panic in case of an emergency. Instructions are posted in each room. After the alarm, students should walk quickly but without talking. Students will remain together with their class groups outside until the teacher takes the roll and accounts for all students in the class.

If we experience severe weather in our area, we may be forced to close the school. If Duval County Public Schools are closed, we will also be closed. Written and/or advance notification will be given whenever possible. During a weather emergency, we will follow

Duval County Schools. Please tune into local radio and television stations for school closures and updates or call the school office. Every effort will be made to contact families through email and the Seacoast Christian Academy Facebook page.

## **5.26 Fire-Lane**

**Parking in the Fire-Lane is STRICTLY PROHIBITED.** Under no circumstances should a parent park in the Fire-Lane for arrival and/or dismissal of a student. Seacoast Christian Academy Preschool takes the safety of the students very seriously. When blockage occurs in the Fire-Lane, safety vehicles are not able to get through. The Jacksonville Sheriffs Department monitors the parking lot for violators. **Parking in the Fire-Lane will result in a \$25.00 ticket from Seacoast and may result in a ticket from the Sheriffs Office.**

## **5.27 Security**

Seacoast Christian Academy Preschool is equipped with a sophisticated security system; every effort is made to ensure the safety of our students. Students are expected to obey safety rules set down by the school.

We request that you assist us in keeping the building and your children safe by reporting any suspicious activity you may observe on campus or elsewhere. Please do not hold doors open for anyone not personally know to you. Also, please inform us immediately if there is any custody or other issues that may affect the safety of your child.

# **SECTION 6 – CLASSROOM ACTIVITIES**

## **6.1 Curriculum**

Preschool teachers will use the *Seacoast Christian Academy Preschool* curriculum to plan specific activities that promote school readiness. The curriculum will be based on helping children to attain positive school readiness outcomes.

Infant/Toddler teachers will use Foundations for Success and a variety of Infant-Toddler curriculum resource books to plan appropriate activities for children.

Additionally, SCAP will incorporate “Links to Early Learning”, “Wee Learn” and the “A Beka” curriculum into our program. “Wee Learn” and “A Beka” are Bible based with an emphasis on phonics, numbers, and child-directed educational centers.

In each classroom, you will find learning centers for dramatic play, art, manipulative center for development of fine motor skills, literacy centers, music, science, block, math and writing. In these centers, children have experiences that relate to their world and expand their knowledge through hands on activities. Each day starts with Bible lessons in a group center. Bible thoughts are used throughout the day as the children work and play.

## **6.2 Daily Activities**

Your child will begin his/her day with an educational program that incorporates hands-on activities as part of the learning process. This program begins at 9:00 AM daily, and we

encourage you to have your child in the classroom at this time, so they may benefit to the fullest extent possible from this valuable learning experience. Each class is given the opportunity to play on the playground or an indoor play area. After playtime, lunch will soon begin. Instruction on table manners and saying a blessing are important components at lunchtime. After lunch, they will rest until the designated time.

K1 will rest for three hours

K2 will rest for two hours

K3 will rest for 1 ½ hours

K4 will rest for one hour

When rising from rest time, students will receive an afternoon snack. The class will then have organized play activities which may include playground time, art, story telling, centers, etc. As the students begin to leave for the day, classes will be consolidated. Thus, your child may not be in his/her designated classroom when you come to pick up for the day. If this is the case, notification will be on the door so you will know where your child can be located.

### **6.3 Rest Time**

Rest time is a necessary part of a child's day. A one-inch thick mat is required by state regulations. Students may also bring a small blanket or beach towel and a small pillow (travel size only). **These items must be labeled.** A cubby is provided for your child's sleeping items, so that it may be left through the week. We require that these items be taken home on Friday's for laundering.

Please notify the teacher in advance, if you will be picking up your child during nap time. This will allow for appropriate arrangements to avoid disruption of the naps of other children. Whenever possible, please try to avoid bringing your child to school during his/her naptime. The naptime for each class is posted for your information.

### **6.4 Toys from Home**

To prevent special toys from being lost or broken, we ask that toys not be sent to school with your child. On certain days throughout the year, we allow children to bring personal items and/or toys to share during a special part of the day's activities. Your child's teacher will inform you about these "Show-N-Tell" days.

### **6.5 Birthday Parties**

Birthdays are important to children. If you wish to bring cupcakes or cookies, please arrange the time and specifics with the teacher **IN ADVANCE**. Please keep things simple. Elaborate parties are not permitted and should be planned for a time outside of school. We **DO NOT** hand out invitations to outside parties unless all children in the class receive one.

## 6.6 Field Trips

Field trips are an important part of our program and are used to enhance the children's learning opportunity. They are a great way to extend the curriculum and provide children with hands-on experiences. Our area has been blessed with a number of attractions, which are of interest and of educational value. Teachers have specific goals and objectives when planning a field trip. Parents will be provided at least two weeks notice for each upcoming field trip. Each child must have a signed field trip permission slip in order to attend each trip.

Seacoast encourages parent participation for chaperoning. **SIBLINGS ARE NOT ALLOWED ON FIELD TRIPS.** Some trips may require a fee and/or a request for a lunch or lunch money. Students are expected to wear uniforms unless other arrangements are made.

## 6.7 Chapel

Students of SCAP will attend a chapel program each week. This is one of the most enjoyable experiences of the week. The children sing songs about Jesus, pray and hear stories from the Bible. On occasion, guest speakers are asked to come and talk with the children. Chapel days and time are posted on each teacher's class schedule. Parents are invited and encouraged to attend. Chapel is held in the High School Sanctuary.

## 6.8 Assessments

All children develop at different rates. However, as educators, we use broad barometers that are available to evaluate your child's development. A good indicator of how your child is progressing will come from materials sent home in the communication folder. We encourage you to review this material and ask your child questions. This will help to reinforce the material learned.

Each child will have a portfolio which includes a sampling of the child's progress. Depending on the age of the child, these samples may include Ages and Stages Questionnaires, literacy and numeracy assessments, artwork, dictation, writing samples, pictures, anecdotal notes, photos, etc. Portfolios for toddlers may also include copies of daily notes, growth charts, and other developmental checklists. Portfolios, including screening and assessment results and individualized goals, are to be shared with parents twice per academic year during scheduled parent conferences.

**NOTE:** Parents must first contact the appropriate teacher(s) concerning a student's grades. Administration will not discuss a student's grades unless the teacher(s) has already been consulted. Assessment Reports will **NOT** be issued if a student's account is not up-to-date or other fees are in arrears.

## 6.9 Transitioning Children from Class to Class

If it becomes necessary during the year to transition children or staff, Seacoast Christian Academy Preschool will strive to make as smooth a transition as possible for the child, the parents, and the teachers. Parents will be informed both verbally and in writing. The child will transition slowly over the course of a few days.

## **6.10 Transitioning from PreK to Kindergarten**

During the month of May, Seacoast Christian Academy Preschool will provide activities to aid in the smooth transition of preschool children to kindergarten. These activities may include one or more of the following: the distribution of kindergarten registration and transition packets, a “Stepping up to Kindergarten” ceremony, a visit to our elementary classes, and an informational meeting for parents to discuss different options for kindergarten.



**HANDBOOK AGREEMENTS FOR PARENTS AND STUDENTS**

**Parents: Please read the following statements carefully and sign below to indicate your agreement.**

I hereby affirm that I have read the Parent/Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Parent/Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Seacoast Christian Academy and is subject to change without notice by decision of Seacoast Christian Academy's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

\_\_\_\_\_  
(Signature of Parents)

\_\_\_\_\_  
(Please Print Name)

**Students in Grades 6-12: Please read the following statement carefully and sign below to indicate your agreement.**

I hereby affirm that I have read the Parent/Student Handbook. I certify that I consent to, and will submit to all governing policies of the school, including all applicable policies in the Parent/Student Handbook.

I understand that this Handbook does not contractually bind Seacoast Christian Academy and is subject to change without notice by decision of Seacoast Christian Academy's governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Please Print Name)



# CHILDREN LEARN WHAT THEY LIVE

IF A CHILD LIVES WITH CRITICISM,  
HE LEARNS TO CONDEMN.

IF A CHILD LIVES WITH HOSTILITY,  
HE LEARNS TO FIGHT.

IF A CHILD LIVES WITH RIDICULE,  
HE LEARNS TO BE SHY.

IF A CHILD LIVES WITH SHAME,  
HE LEARNS TO FEEL GUILTY.

IF A CHILD LIVES WITH TOLERANCE  
HE LEARNS TO BE PATIENT.

IF A CHILD LIVES WITH ENCOURAGEMENT,  
HE LEARNS CONFIDENCE.

IF A CHILD LIVES WITH PRAISE,  
HE LEARNS TO APPRECIATE.

IF A CHILD LIVES WITH FAIRNESS,  
HE LEARNS JUSTICE.

IF A CHILD LIVES WITH SECURITY,  
HE LEARNS TO HAVE FAITH.

IF A CHILD LIVES WITH APPROVAL,  
HE LEARNS TO LIKE HIMSELF.

IF A CHILD LIVES WITH ACCEPTANCE AND FRIENDSHIP,  
HE LEARNS TO FIND LOVE IN THE WORLD.