

Glad Tidings Church Preschool

2009 Fullers Cross Road Ocoee, FL 34761 P.O. Box 189
407-656-4140

www.ocoeeft.com

Florida League of Christian Schools #9049
Department of Children and Families #C09OR0717
As of January 26, 2009

Purpose:

Glad Tidings Pre-School is an outgrowth of the vision of Glad Tidings Church; connecting people to God, to one another, to the marketplace, and to the world. It shall serve the purpose of providing a Christ centered environment for the little ones in its care. Our goal is to provide a loving, caring, atmosphere where mothers and fathers can feel comfortable and assured leaving their children in our care. We seek to reach this goal by hiring competent, kind professionals who will teach and treat the children in attendance as if they were their own.

Hours of Operation:

We are open from 7:00 a.m.-6:00p.m., Monday thru Friday. Children should be at the preschool no longer than ten hours per day. A fee of \$1.00 per minute will be charged for each minute after 6:00 p.m.

Attendance Policy:

The main entrance will be unlocked from 7:00-9:00 for drop off hours. Preschool classes will begin promptly at 9:00. If an emergency occurs and you will be arriving after 9:00, please call the office prior to your arrival, so we can be sure to have someone near the door to let you in. Pick up hours may begin at 2:00 after nap time. A holiday schedule will be released at the beginning of the school year and will also be included in the registration handbook. Please, add the closed dates to your calendar. Credit will not be applied for absences, holidays, illness, or bad weather days.

Admission Forms:

We accept two to five year olds who have not entered kindergarten. The Student Enrollment Form, Immunization (DH 680), and Physical Record (3040 form, Alternate Nutrition Form, Signed Child Discipline Policy, and Signed Handbook Policy Statement must be received before the student begins attending the preschool.

Fees and Tuition:

A non refundable registration/curriculum fee of \$125 is due at the time of enrollment. An annual curriculum fee for each new school year will also be applied. Tuition is prorated according to the child's age as of September 1: \$110 two year olds; \$105 three year olds; \$75 Voluntary Prekindergarten Wrap Around Fee. It is to be prepaid on the Friday morning before the following week. Late tuition is \$5 per day beginning on Wednesday of the current week. A student will not be permitted to return if the tuition becomes severely overdue. If the family is experiencing a hardship, please see the director. Each family is permitted two weeks of vacation annually. The vacation requests must be submitted in writing two weeks prior to the scheduled time for credit to be applied. Credit will not be applied for absences, holidays, illness, or bad weather days. There will be a \$30 charge applied for returned checks. Payment will be accepted with check or money order only. The drop box is located under the counter next to the front door. Please deposit all payments in the box.

Withdrawal:



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Parents may remove their child from enrollment upon two weeks written notice. No monies will be refunded. We reserve the right to drop any child from enrollment if the staff determines that the child does not follow the policies of the program. No monies will be refunded if this determination is made.

Lunch and Snack:

Parents are required to provide a healthy and balanced lunch including drinks. Please refrain from sending sugared products in their lunch. Label all nondisposable containers; we are not responsible for lost items. Heating and refrigeration of food is not in our legal guidelines. Please keep food hot or cool with thermos containers or ice packs.

Dress Code:

Daily clothing should be modest and comfortable. Shoes are to be closed toe and completely cover the foot. In order to prevent injury we request that all shoes be either slip on, zip up, or velcro. **Shoes with laces are not permitted.** Violent action figures are not permitted on clothing. Shirts must have sleeves and reach waist length. Please realize that we are always doing activities and upon pick up your child will not be as neat as they were when you dropped them off.

Extra Clothing:

Please provide one complete spare outfit to be kept on the school premises. Place the contents inside a clearly labeled ziplock bag. Be sure to remember socks and undergarments.

Nap Time:

We will have a two hour rest period each afternoon from 12:00-2:00. All children are required to quietly lie on their mat and rest. The classroom lights will be dimmed, for safety reasons they are not to move around the classroom. **Please provide a crib sized receiving blanket and sheet to cover their mat in a gallon sized ziplock bag. The blankets must fit in the sealed bag to prevent the spread of germs and head lice. Large fleece blankets and comforters will not be accepted.** The blankets will be sent home Friday afternoon to be washed and then returned on Monday morning. The two inch mat will be provided by the preschool.

Sick Child:

Any child who is suspected of having a communicable disease, infectious disease, communicable condition or who develops a fever of 100+ or other signs and symptoms which include, but are not limited to, any form of the following: diarrhea, rash, pink eye, skin infection, ring worm, head lice, or pin worms shall be placed in the isolation area, the condition reported to the parents and the child shall be removed from the facility as quickly as possible. Such children shall not return to the facility until signs and symptoms of the conditions are no longer present. A written statement from a physician attesting to the fact that the child has been appropriately treated is recommended. If medicine is required, the child must be on medication twenty-four hours before returning to the school. We will not dispense medication to any student.



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Curriculum:

Essentials Curriculum by Gospel Publishing House covers all areas of a preschooler's development: mental, emotional, physical, and spiritual. We use this curriculum because it provides the flexibility to reach children on every learning style. The children are taught in an interactive and hands on fashion. This creates a playful and relaxed foundation for the first childhood educational experience. Essentials reaches visual, auditory, tactile, and kinesthetic learners. It prepares children for kindergarten using national guidelines. Building character with focuses on social emotional issues and purposeful play is a primary goal. This curriculum encompasses both the learning center and traditional education techniques.

Houghton Mifflin PreK is the primary program we use in our Voluntary Prekindergarten Classes. This program is comprehensive in introducing phonetic awareness, early literacy skills, and introductory math concepts. We encourage families to use www.starfall.com with your child regularly.

Check In/Out:

Each child must be signed in and out by an adult. Only adults listed on the registration form will be permitted to pick the child up. If someone is listed on the form and the staff member has not met them previously, then photo identification will be required. Do not drop your child off at the front door in the morning and allow them to enter the building alone. We ask that parents refrain from entering the classrooms during drop off and pick up times. While we encourage parental involvement, it is in the students best interest if only teachers are in the rooms. If you would like to stand outside the door and look in the window you are welcome to do so, however we request that all parents have left the preschool by 9:00. Only persons who have been approved with fingerprinting and background checks will have direct involvement with your child on a daily basis.

On Site Evacuation:

Should an onsite evacuation need to take place, the fire alarm will be sounded. The teachers and children will then follow the evacuation route posted in each classroom. They will meet on the far end of the parking lot. Daily Logs, contact information, cell phones, walkie talkies, and first aid kits will be taken to the site. All children and staff are to be immediately accounted for.

Off Site Evacuation:

Should a situation occur that we would have to transport the children away from our facility, the Glad Tidings Church Bus will transport all children to Way of Grace Learning Center 8550 Clarcona Ocoee Road, Orlando, FL 32818, 407-292-9998. Parents will be notified by telephone, if the children are removed from our facility to Way of Grace Learning Center. Daily Logs, contact information, cell phones, walkie talkies, and first aid kits will be taken to the site. All children and staff are to be immediately accounted for.

Shelter In Place:

If an emergency occurs where children need to be moved to an interior room, they will move to Room 110. Daily Logs, contact information, cell phones, walkie talkies, and first aid kits will be taken to the site. All children and staff are to be immediately accounted for.



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Bad Weather:

Should the circumstances arrive for the facility to be evacuated a message will be recorded on the preschool voicemail at 407-656-4140 Ext. 27. If possible, an update will be available on the church website at www.ocoeeegt.com. We will follow Orange County Public Schools leading for bad weather days. If their schools are canceled or have early dismissal then we will also be canceled or dismissed early.

Potty Training:

Two year olds will be required to supply their own diapers and baby wipes. Students who are three years olds prior to September 1 must be fully potty trained. We ask that you would make us aware in writing when you begin and what method you will use so we can fully cooperate with your teaching style. We prefer to have the children try to use the restroom every hour and document their progress.

Pacifiers:

Children will not be permitted to use pacifiers during the scheduled day. If your early two year old still uses one to sleep with, that is permissible. However, we prefer that they not be used at all. By thirty months of age, pacifiers are not permitted at all. Please do not bring them to the preschool.

Toys from Home:

Please do not bring toys and items from home. We are not responsible for lost and misplaced items. Stuffed animals, oversized blankets, pillows, cars, etc... are all at risk of coming home in a different condition in which they came to school. To avoid confusion and taking up extra classroom space with bulky items, please leave these things at home.

Holiday Festivities:

Occasionally we will have classroom parties to celebrate Holidays. We will let you know the details in advance. Parental participation is encouraged during the allotted time fame.

Tell-A-Friend:

This promotional technique has helped us gain several students. When you refer a friend to us and they pay their registration fee plus three weeks tuition, you receive one free week of tuition. Thank you for your referrals!

