

# Celebration Baptist Kinderschool 2013-14 Parent Handbook Policies and Procedures

A ministry of Celebration Baptist Church

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# CELEBRATION

## BAPTIST CHURCH

CONNECT WITH GOD AND OTHERS

August 20, 2013

Dear Parent,

Welcome to Celebration Baptist Kinderschool! We are honored by the trust that you have bestowed on us. Your child is of paramount importance to us and we will do everything we can to make preschool and kindergarten a wonderful experience. Our goal is to provide an excellent environment to teach children Biblically based values that will help them grow into people of caring and character.

Making your way as a family in today's world is not easy. Each day presents a new set of challenges. We hope that the values we teach your children will make your life a bit more manageable. We also strive to make your child's school day a blessing with the opportunity to learn in a loving and enjoyable atmosphere.

Thank you again for involving your family in this special ministry of Celebration Baptist Church! If there is any way that we may serve your family during the upcoming year, please let us know.

Yours and HIS,  
David Emmert, Senior Pastor  
Celebration Baptist Church

# CELEBRATION

## BAPTIST CHURCH

CONNECT WITH GOD AND OTHERS

August 20, 2013

Dear Parents,

We welcome you to another great year at Celebration Baptist Kinderschool! The teachers have been getting ready for all the wonderful children we will love this year.

Please take time to read the following pages and become familiar with our policies and procedures. Most of your questions and concerns will be answered in this handbook. If you have further questions, please see your child's teacher, the front office or myself.

It is my prayer that your child will grow in many ways through our program. God helps us to grow mentally, physically, socially, emotionally and spiritually. In Luke 2:52 it says "And Jesus grew in wisdom and stature, and in favor with God and man." I strongly encourage you to get to know your child's teachers and work with them in providing the best atmosphere for your child's growth and development. Our staff would like to be the best spiritual supporter and friend that your family could ever have.

I would like to share a little about my personal life. I accepted Christ as my personal Savior in June 1984 at the age of twenty-three. I am so thankful to know Christ as my Savior and have received the gift of eternal life. I have been a member of Celebration Baptist Church for almost fifteen years. I have been married to a wonderful man, Chris Lueck for twenty-two years. We have two beautiful girls, Avery, twenty years old and Shelby, eighteen years old.

I have worked with children all my life. I first began babysitting at age ten. As a young adult I have volunteered in the nursery, taught Mission Friends and Children's Choir. I graduated from Palm Beach Atlantic University in 1989 with a Bachelor of Arts in Elementary Education with a Specialization in Early Childhood and Learning Disabilities. I have been at Celebration Baptist Kinderschool on and off for the past sixteen years and have taught many ages. This will be my sixth year as Director at Celebration. I also hold my Level II Director's Credentials with VPK Endorsement with the State of Florida.

I look forward to connecting with all of you as we work together to foster the best year for your child! My heart's desire is to love you and your family as Christ loves you! Thank you for giving us the wonderful privilege of serving you and your precious family!!!!

'We loved you so much that we were delighted to share with you not only the gospel of God but our lives as well, because you had become so dear to us.' 1 Thessalonians 2:8

Joyfully Serving,  
Pam Lueck, CBK Director

# WELCOME

## Philosophy of Celebration Baptist Kinderschool-

**To extend the ministry of our church, our philosophy is: “Connecting people with God and others by sharing, growing, serving and multiplying.”**

Celebration Baptist Kinderschool will provide a loving, caring and positive environment in which children can develop good self-concepts as well as learn to love and respect others. Learning Centers are used to promote creativity in art, nature, music, home-living, literacy, math, manipulatives and a love for God’s word, the Bible. Christian values are taught through Bible stories as well as throughout the daily activities and lesson plans. In addition, the four and five year olds meet once a week with our Children’s Pastor, Tommy Hendricks.

Our staff consists of Godly teachers who love our Lord and have a “heart for His children.”

### Licensing

Celebration Baptist Kinderschool is licensed by the State of Florida through DCF (Department of Children & Families).

### Professional Staff

Each staff member, including substitutes, is trained in their particular area, attends on-going in-service training each year, and participates in monthly staff meetings. Teachers also complete continuing education as required by the state in addition to professional development training. Many of our staff are also trained and certified in Infant/Child CPR and First Aide.

The teachers and aides plan to love and nurture your children in a Christian environment. Some teachers are certified in Education and/or have a FCCPC (Florida Child Care Professional Credential) equivalent degree. Most also have experience in teaching as well as having children of their own. Each teacher/aide is required to have 40 hours of DCF (Department of Children & Families) training. Each employee has had a Level II Background Screening – Federal and State, including fingerprinting. They are interviewed by members of the Celebration Baptist Kinderschool Administration and are hired by the Kinderschool Director.

### Orientation

We provide two orientations to connect with our families and children. There is a parent orientation for parents ONLY to meet the staff, review the parent handbook, meet their child’s teacher to ask questions and complete any necessary paperwork. Childcare is not provided. Orientation for students and parents is a drop-in time for you to get to see the room, meet the teachers and visit with friends.

## PAYMENTS AND FEE SCHEDULE

### Registration

Registration begins in February before the up-coming school year. The **NON-REFUNDABLE** registration fee is \$100.00 per child for Preschool and for Kindergarten.

### Supply Fee

The supply fee is equivalent to your child’s monthly tuition and is due prior to the start of school. The only discount on Supply Fee is the sibling discount. Should you have a reduced tuition rate for another reason, the supply fee *is not* reduced. This fee helps to purchase equipment and supplies for the classrooms. This fee is **NON-REFUNDABLE**.

**Activity Fee**

For those in our three-year old program, there is a mandatory annual fee of \$30 which covers expenses for seasonal class parties, Thanksgiving t-shirts and feast, on campus field trips and special events. The activity fee of \$60 is optional for our four-year old program only, however it is greatly encouraged. The activity fee for Kindergarten is \$75 and is mandatory. This fee covers Field Trips, CBK t-shirt, Thanksgiving Feast, seasonal class parties, special events and the Graduation Ceremony.

**Tuition/Enrollment**

Enrollment is open to children ages one year old through kindergarten age, inclusive. Acceptance is determined by number of places available in each class. **All attendance changes must be authorized through the Front Office.**

**Tuition is due on the 1<sup>st</sup> of the month and late after the 10<sup>th</sup> of the month.** A late fee of \$25.00 will be charged if tuition is received after the 10<sup>th</sup> of the month. An account will be considered delinquent if it is thirty (30) days past due. Your account must be made current, including late charges or we must terminate your child’s enrollment.

Please make checks payable to, **CBK** (Celebration Baptist Kinderschool), **and include the child’s name on the memo line.** Our fee for returned checks is \$25.

All tuition payments are to be paid at the front office. Please do not leave payments with teachers or in your child’s bag.

Monthly tuition is as follows:

Age	Days	Rate	Sibling Discount
Ones	2 days – T/Th	\$210	\$190
	3 days – M/W/F	\$260	\$240
	5 days – M-F	\$360	\$340
Twos	2 days – T/Th	\$210	\$190
	3 days – M/W/F	\$260	\$240
	5 days – M-F	\$360	\$340
Threes	2 days – T/Th	\$210	\$190
	3 days – M/W/F	\$255	\$235
	5 days – M-F	\$355	\$335
Fours	5 days – M-F		<b>No discounts</b>
Kindergarten	5 days – M-F	\$400	\$380

**Four-Year old Pre-k program and Wraparound Fee**

Our school contracts annually with the Early Learning Coalition (ELC) to provide the Voluntary Preschool Program (VPK). This program allows eligible children to receive a maximum of 540 hours of educational instruction. Our program provides 656 hours of educational instruction. The additional 116 hours of instruction allows us to provide an “enhanced” Four Year Old Pre-k program. This additional instruction that our program provides is paid by the parent through a wraparound fee. The annual fee of \$750 is divided into payments. At registration, \$300 of the fee is required. The remaining balance of \$450 has been broken down into monthly installments of \$50, due on the first of the month, September through May. A late fee of \$25 is assessed for payment received after the 10<sup>th</sup> of the month. The entire fee can be paid in full at the beginning of the school year.

\*Please note that discounts do not apply for our Enhanced Pre-k program.

### **Ministerial Discounts**

If either parent of the enrolled child is a full time minister at a New Testament Church in town, there is a 25% discount on your children's tuition. Please bring a note on church letterhead from your Pastor to verify employment.

A ministerial discount **does not** exempt you from full Registration Fee, Supply Fee, Four-year old Wraparound Fee or Activity Fee.

## **OPERATIONAL PROCEDURES**

### **Before School Care**

We offer Before School Care to those families who need to drop off before 9:00 a.m. Drop off begins at 8:00 a.m. Our teachers and aides staff this program. Enrollment in Before School Care must be the same days as your child's attendance. The Before School Care monthly fees are as follows:

Days	
5 days - Monday - Friday	\$100
3 days - Monday/Wednesday/Friday	\$60
2 days - Tuesday/Thursday	\$40

The monthly fees are due with the monthly tuition and can be on the same check. All fees are **NON-REFUNDABLE**. A late fee of \$25.00 will be charged if the Before School Care tuition is received after the 10<sup>th</sup> of the month. To enroll in the program, you must indicate and initial the section on your child's enrollment form for Before School care. There is a \$25.00 non-refundable registration fee due upon enrollment. All enrollment and/or attendance changes must be authorized by the front office staff or the Before School Care Coordinator.

### **Drop-off and Pick-up**

The Kinderschool hours are 9:00 a.m. - 1:00 p.m. In the morning both the front and back doors are locked until 9:00 a.m. Before School Care children should always use the front door as the Before School Coordinator will let you in. Unless enrolled in the Before School Care program, children are not allowed in the classrooms prior to 9:00 a.m. as there is no staff supervision at this time. The front door remains unlocked during regular school hours (9:00 - 1:00). The back door is re-locked at 9:30 and unlocked again at 12:30.

Even though your child may be young and it may seem arriving at 9:00 is not important, however, out of respect to your child and the importance of providing a consistent daily schedule, please try to arrive in a timely manner every day. Also, the teachers do begin their daily schedule promptly and children do not want to miss their morning activities!

A photo I.D. may be requested for pick up. Please be prepared by bringing this with you. This applies to all Emergency contacts/Pick-Up contacts as well as parents. Due to our use of Substitute teachers, it is possible that a staff person may not know you. Thank you for helping insure the safety of our children.

### **Sign In/Sign Out**

**Please be sure to sign in and sign out your child DAILY including the arrival and departure times. This procedure is a licensing requirement by the State of Florida.** Minors cannot sign CBK students in or out. The Sign In/Sign Out book will be provided by your child's teacher.

PLEASE NOTE: The parent or guardian is responsible for guarding the child during arrival and departure. When school is over, please feel free to utilize the swings out in the field. Our hours for the staff are extended until 2:30 and we have teachers who are responsible for caring for our staff children. We want

to encourage you to stay and fellowship with one another, however, we kindly ask that you not use the playground while our Stay and Play children are utilizing it. Thank you!

### **Stay and Play**

We are offering an extended day program from 1:00-2:30 called 'Stay & Play'! It is available for **ALL** ages! If you are interested in having your child 'Stay & Play', sign-up is a one-time event for the school year. To enroll in the program, you must indicate and initial the section on your child's enrollment form for Stay and Play at the front office. The days your child attends Stay and Play does NOT need to match enrollment. You will have to notify the front office if you need to modify. The fees are as follows:

Days	1 <sup>st</sup> Child	Sibling Discount
5 days - Monday - Friday	\$125	\$115
3 days - Monday/Wednesday/Friday	\$85	\$75
2 days - Tuesday/Thursday	\$65	\$55
1 day - ANY	\$40	\$30
DROP IN (based on availability)	\$15/day	NA

Pick up for Stay and Play will be at the playgrounds, unless weather prohibits. The program will follow the same monthly schedule as the school. Snacks will be provided each day. The monthly fees are due with the monthly tuition and can be on the same check. All fees are **NON-REFUNDABLE**. A late fee of \$25.00 will be charged if the Stay and Play tuition is received after the 10<sup>th</sup> of the month.

Celebration Baptist After School will continue to serve VPK and/or kindergarten students who need care between the hours of 1:00-6:00pm.

### **Parking Lot**

PLEASE, PLEASE, PLEASE make sure to drive very slowly through the parking lot during drop-off in the morning and pick-up in the afternoon. I understand that our lives are very busy and that you have appointments you must keep, however, it is imperative that everyone drive slowly to ensure safety for all children, families and staff.

### **Late pick-up Fees**

If children are not picked up by **1:00** for regular school day and **2:30** for Stay and Play, the family will be charged \$5.00 per 15 minutes after 1:05 and 2:35 p.m. Our workers have personal schedules which they must keep, so please help us by being prompt. After three excessive late penalties, a consultation with the director will be required.

### **Daily Drop in Care**

This type of care is provided for currently enrolled children on a space available basis and must be approved in advance by the **Kinderschool front office staff**. The fee for this type of care is \$35 per day and payment is due the day care is provided. There are no sibling discounts for this type of care.

### **Attendance**

Daily attendance on the days your child is enrolled is **STRONGLY** encouraged. If your child is sick or will be out of town, please let the teacher or the front office know. **No adjustments or make-up days will be given for days your child does not attend or is out sick.** If the school is closed for an emergency or an unplanned closure there will be no make-up days. Please refer to the school calendar in the back of the handbook for all holidays and teacher in-service days observed by the school.



There is a separate Attendance policy for our Enhanced Four-year old program that parents of children enrolled in this age group will receive and agree to follow.

### **Discipline**

We have adopted ***some*** aspects of the Conscious Discipline in which we will help the children learn composure, encouragement, assertiveness, choices, positive intent, empathy, consequences, etc. Conscious Discipline defines discipline not as something you **do to children**, but something you **develop within them**. Teaches new skills to the adult first and the children second, empowering you to become the mindful parent you want to be. We can discipline differently than we were disciplined, break the cycle of “do as I say, not as I do,” and learn to discipline without permissiveness, aggression or guilt. Based on current research, Conscious Discipline can teach both parents and children how to:

- **Set goals and achieve them despite obstacles and distractions**  
*(instead of yelling, nagging, sending to time out or removal of privileges).*
- **Create safe homes by managing our emotions instead of acting them out** *(instead of adults losing tempers, children throwing tantrums, name-calling, hitting or destroying property).*
- **Set personal boundaries to prevent bullying and encourage respectful interactions** *(instead of telling others how they should think, should feel or should act).*
- **Resolve conflict in a way that creates closer, more loving relationships**  
*(instead of pretending issues don't exist or having them tear us apart).*

Children are taught that they are personally responsible for their behavior and help keep the classroom a safe place for everyone.

Discipline should be a learning experience. The Celebration Baptist Kinderschool staff desire to help the children learn to respect others and to learn self-control. We teach them of Jesus' love and use a positive approach to their behavior. Methods of discipline used are verbal reminders and redirecting. There is absolutely no punishment associated with toileting, eating or napping. CBK WILL NEVER use humiliation, anger, scolding, hitting or fear to control a child's behavior. These policies were developed to insure a healthy, loving and educational environment for all children and workers. Every effort will be made to develop creative strategies for solving problem behavior.

### **Biting Policy**

We want to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. This means that is a particular concern for the staff in the Ones and Twos Room.

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset, so the “cause-effect” relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, then redirected.
- A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.
- We make special efforts to protect potential victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

## **HEALTH AND SAFETY**

### **Health Regulations/Immunizations**

Department of Children and Families (DCF), our licensing agency, requires all children in a preschool facility to present a current Florida Student Health form and a Florida Certificate of Immunization record signed by a physician.

***Your child will not be allowed to attend school until the forms are received in the time requested.*** As parents update children's records, the front office should receive this information.

### **Injury**

In the event of an accident or incident involving your child during the school day, we will have an Accident/Incident Report Form for you to sign at the end of the day. This form will document the situation involving your child. In some circumstances, we will call at the time of the accident or incident as opposed to waiting until pick-up.

If an accident occurs that needs immediate attention, every effort will be made to contact the parents. If we are unable to contact the parent/guardian, the emergency contacts listed will be called. The Kinderschool will not assume any financial, medical, and/or legal responsibility for decisions made in the inability to locate a parent or secondary authority for a decision(s).

### **Illness Policy**

In an attempt to decrease the spread of communicable diseases, we are asking all parents to adhere to the following guidelines. Children are not allowed to attend school and parents will be required to pick up their child when the child exhibits any of the following symptoms:

Children with fever of 100 degrees or higher;

***Children must be fever free for a minimum of 24 hours and have had no anti-fever medications such as Tylenol or Advil.***

Has vomiting and/or diarrhea within the previous twenty-four hours;  
Has urine that is very dark or brown;  
Has any signs of jaundice;  
Has any open lesions;  
Has any bloody or white, chalky stool;  
Has a persistent cough or runny nose with any colored discharge;  
Has signs of conjunctivitis or pink eye;  
Has any unexplained rash;  
Has signs of head lice;  
Has any other signs of serious or contagious illness.

If your child is too sick or cannot play outdoors because of a recent illness, please keep him/her at home. (The decision of wellness will be decided upon daily arrival by the teacher/director). If your child becomes sick while at school, you will be notified immediately. If the parent cannot be contacted, the first person listed as an Emergency contact on your child's registration form will be contacted. You child will wait in the front office, please pick up promptly.

### **Allergy Policy**

For children with life threatening allergies (usually peanuts) their classrooms will be clearly marked to exclude that food from the area. Other parents in the classroom will be educated about the importance of not bringing foods from home into the classroom without pre-arranging it with the teacher and making sure the foods are safe. Teachers will be aware of all foods entering the classroom (including their own food) and will exclude all foods that could contain life threatening allergies. If in doubt about any food, it must be excluded from the classroom.

In center wide celebrations (such as the Thanksgiving Feast) where many classrooms and parents are involved, the center cannot ensure the safety of all the foods that are brought into the facility for children with allergies. For these instances only, the child's parents are responsible for verifying and ensuring the safety of any foods that their child has access to or ingests during these events. Classrooms that have children who are allergic to animals will not expose the child to that type of animal, or have them as classroom pets.

### **Medications**

Please do not put any prescribed or non-prescribed medication in your child's diaper bag or backpack. Ongoing prescriptions need to be dispensed outside school hours while the child is in your care. Teachers cannot dispense any medicine to children at school including Tylenol, diaper ointment, cough medicine, sunscreen, bug spray, etc. These types of medications should be done before and after school hours. However, the front office will lockup and dispense emergency medications such as Epi-pens, inhalers, insulin and Benadryl. If your child needs this type of medical support, please see school administration for forms and information.

According to state regulations, we are not permitted to apply sunscreen. If your child participates in any outdoor activities, it is the parent or guardian's responsibility to apply sunscreen prior to coming to school.

### **Emergency Contact**

In the case of any illness, injury, emergency or other situation, the parent/guardian is always contacted first. If we are unable to reach the parent/guardian, the emergency contacts listed on the child's registration form are then contacted. These individuals are not allowed to pick up the child unless they are also listed on the registration form as persons permitted to pick up. Please see the front office regarding any changes to your child's emergency contacts.

### **Persons Permitted to Pick up**

Other than the parent/guardian, only the individuals listed on the child's registration form are permitted to pick up. Please see the front office regarding any changes to your child's permitted pick up list.

## **EMERGENCY PREPAREDNESS**

### **Fire Drill/Emergency Evacuation procedures**

Fire Drills and/or Emergency Evacuation are practiced by the entire school at least once a month. Our goal is a two minute or less evacuation time. We practice these evacuations in the event of a true emergency. Safety of your children is our first priority!

### **Building/Fire Emergency**

In the event of a fire, after evacuating the building staff members are instructed to line the children up and take attendance. They are to take the children to the Family Activity Building FAB (located next to the preschool) and immediately take attendance again to make sure all the children are accounted for. Parents will then be called to pick-up their child if necessary.

The local fire department inspects the preschool annually by checking the expiration dates of all fire extinguishers, checking the fire alarm, checking the exit lights and checking to see if the teachers follow the correct evacuation procedure through the use of unannounced fire drills.

Due to emergencies that require the children and staff to stay indoors, teachers will calmly gather their children and sit in the preschool building hallway in front of the walls, not the doors. Once we have reached our destination safely, we will conduct a name to face attendance to ensure that we have all the children.

### **Threats of Violence**

In the event of a fire or bomb threat to the preschool building, the children and staff will evacuate to the Emergency Evacuation location assigned to their class outside of the Preschool building or to the Family Activity Building (gym). Once we have reached our destination safely, we will conduct a name to face attendance to ensure that we have all the children.

If an emergency requires parents to pick up their student(s), staff will have your contact information with them as part of the evacuation process.

### **Bad weather**

In the event that Leon County schools are closed due to a storm, hurricane or tornado our school will be closed also. Please listen to one of the local radio or television stations for the announcement. An announcement regarding the Kinderschool program will **NOT** be made separately.

In the event of severe weather conditions such as tornadoes, lightning or thunderstorms, or severe winds that occur before school begins, then parents should use their judgment. If severe weather occurs while the children are attending school, the teachers will take the children out of the classroom and walk them into the main hallway. This area has been approved by the fire department as a safe place for the children to be during severe weather conditions. Once the threat has passed, the children will then be returned to their classroom.

If a weather watch/warning is issued after we begin our day, please come pick up your child immediately so we can close our facility. There will be no make-up days for these days.

## **GENERAL INFORMATION**

### **Lunch**

Children are required to bring their lunch each day. Please label all lunchboxes and cups with the child's name. Please pack lunches that are age-appropriate and will meet the child's daily nutritional needs for

healthy growth and development. We are not able to heat or refrigerate lunches so please plan accordingly.

### **Pizza Fridays**

Parents are able to buy a pizza lunch for their child on designated Fridays. The lunch includes pizza, drink and a fruit or snack. The price is approximately \$2.50 per lunch and sign up forms and due dates are made available through your child's classroom teacher. The sign up for pizza is at the beginning of each month for the days selected. Payment is due with the form. If you do not receive the information, please contact the front office.

In the event that your child is absent on a Pizza Friday, there are no refunds, credits or transfers for the days you signed up for pizza.

### **Snacks/Birthdays**

Parents of children age 1–3 are asked to participate in “share-snack”. This is on a rotating schedule. A list of appropriate nutritional snacks is in the back of this handbook. Some parents may want to bring an appropriate snack for a specific unit of study. Please see your classroom teacher to sign-up.

Birthdays are special! Parents may bring a snack to be shared with classmates. Please refrain from sending cake or cupcakes with too much frosting. The birthday child will be given extra attention on their special day! If you are planning a birthday party for your child outside of the classroom, we encourage inviting the entire class. Children who are not invited and hear about the birthday will get their feelings hurt. Please do not distribute invitations at school unless the entire class is invited. Please speak with your classroom teacher.

All teachers have a room mother who collects contact information to share with the other parents within that class. This procedure is completely voluntary.

### **Sharing**

Teachers may ask children to bring books or special items on certain days. Please try to keep personal toys and stuffed animals at home, unless your child has the share bag and it is his/her turn to share. This sometimes causes sharing problems. Some exceptions may be security blankets, pacifiers, etc. Be sure to label all personal items.

### **Clothing**

Remember to **ALWAYS** bring a change of clothing for children from ones through age three. Dress your children for play and send a bib for lunch if desired. **Remember to label the clothing as well as thermoses, spoons, cups, diapers and diaper bags.** Dress your child appropriately for the seasonal weather. Shoes are required at all times. Flip-flops and loose sandals are not permitted because they can make outside play dangerous. Tennis shoes or closed-toe shoes are **STRONGLY** recommended.

If your child is prone to accidents, feel free to leave extra changes of clothing in a zip-lock bag in their cubby. Please also remember to check to make sure the extra clothing is seasonally appropriate. Be sure to label all personal items.

### **Toilet Training**

Deciding when the right time to go through the process of toilet learning is different for every child. When you feel your child is ready to toilet-learn, we will be happy to assist you. Your child may be ready to potty-learn if he or she is:

- Walking well
- Staying dry for several hours

- Able to communicate the need to use the toilet
- Appears to be aware of when they are wet or have a soiled diaper
- Is not fearful of the bathroom
- Willingly to use the toilet without any incentives such as candy, stickers, etc.

There is no definite age when a child is ready, but should be done when parents and teacher agree that it is appropriate. Both the parents and staff should use the same procedures for training so it does not confuse the child. If there is too much anxiety or stress, it may be better for the child to wait and try again at a later time. During training, it is very important to dress your child in suitable clothing (elastic waist pants that the child can easily pull down and up, no belts or snaps) and provide at least three changes of clothing including socks. Please remember that the classroom is much different than the environment at home.

Before sending your child to school in underwear, please make sure that you have communicated with your child's teacher. Please purchase the pull-ups that have Velcro so that can be re-fastened. They do cost more, but much easier to use at school.

### **Photos**

Permission forms will need to be signed by a parent for permission for your child's photo to be used for school purposes which will include but is not limited to displays on campus, school program power point presentations, Celebration Baptist Church website, student memory books, DVDs and gifts for parents. No names or identifying information will ever be included with the children's photos.

The school has a professional photographer who takes annual class pictures and black and white photos of all children. These photos are available for purchase through the photographer. See the school calendar for scheduled photo dates.

### **Field Trips**

Off-campus field trips will be taken by the four-year old and Kindergarten classes only. Children will be required to wear CBK t-shirts for off-campus field trips. The school will provide these t-shirts.

Permission slips are required and all children use seat belts. Parents may be invited to drive and chaperone. Parents who chaperone are not allowed to bring siblings on field trips so their full attention can be devoted to the children in their care. For the younger preschool children, our "field trips" will come to us on campus. Parents are welcome to enjoy them with us.

### **School Productions**

Several times a year we encourage our families to join us for special events in which three, four and five year old classes will share their talents. These programs consist of the Thanksgiving Feast, Christmas Program, Spring Play and four- year old and kindergarten Graduation. Please see the enclosed calendar for dates and times.

### **Program**

Children will be taught on an individual basis unique to their own stage of development. Daily communication, both written and verbal helps assure the best care for your child. We will post all planned experiences and also provide written communication daily. For all children, toys and materials are rotated to ensure that they are never bored and maintain their interest in their surroundings.

Children who are one year of age and younger will experience a variety of developmentally appropriate toys and materials in a language rich environment. The infant and toddler staff primarily focuses on valuable, secure experiences. The staff promotes security since this is the number one indicator of successful experiences for a toddler.

Children who are two years of age and older participate in developmentally appropriate activities which are planned using specific thematic topics to enhance their learning experience. Classrooms are arranged into learning centers, which allow children the freedom to play and develop skills. Opportunities are available for:

- Art and creative expression
- Science and discovery
- Sand and water play
- Language and reading development
- Block and transportation play
- Imaginative and dramatic play
- Music and movement
- Large and Small motor development
- Food experiences
- Math, problem solving and number concepts
- Health and safety
- Self-help routines

The daily schedule is a carefully planned balance between self-directed and teacher-guided activities. During “free play” children have the freedom to choose activities and playmates. Each child is offered large and small group experiences, one-on-one interactions, as well as time to play alone if he or she chooses. Children are encouraged to participate in activities, but are never forced to do so. The activity plan for the week is posted for your review and we encourage families to participate in our curriculum activities as often as they desire. We offer children an opportunity to play outdoors daily, weather permitting.

### **Curriculum**

One-year olds through our four-year old program use the “WEE Learn” curriculum which stands for *Weekday Early Education*. This Christian material uses Preschool centers to promote the children’s development in all areas. The purpose of WEE Learn Curriculum is to provide a framework on which teachers can build an early childhood program that allows a child to grow and develop as Jesus did...”in wisdom and stature, and in favor with God and man.” (Luke 2:52)

In addition to the “WEE Learn” curriculum, four years also receive Weekly Readers and a hands-on approach to Math, Science (Mud Pies to Magnets), Social Studies and Writing.

The curriculum for the Kindergarten program is multi-faceted. The [A Beka Book curriculum](#) is used to teach Reading, Phonics, Social Studies, and Science. The handwriting curriculum is Handwriting Without Tears and the math curriculum used is Saxon Math. Also we have a computer lab with age appropriate computer software to enhance our curriculum.

### **Chapel Time**

Chapel Time is provided for the four-year olds and kindergarten students once a week with our Children and Families Pastor, Mr. Tommy Hendricks. We have a Bible story that relates to the monthly themes being taught within each classroom, as well as sing and sign praise songs and learn to pray together. In addition to our education and faith based curriculum, we will also be utilizing an additional Sunday school curriculum which will be incorporated in weekly chapel times. This is a special time for everyone and parents are always welcome to join us.

## **Special Area**

The Special Area time is designed for children in Pre-k and Kindergarten classes.

- **Music**- Music is a great teaching tool for children. The children will have additional music with our special area teacher. This is a special time using instruments, CD's and other fun ways to appreciate music.
- **Movement**- The children will be participating in a class with our special area teacher where the children can develop an awareness of their bodies, physical skills and creativity. The activities are simple and can be done in a spirit of enjoyment.
- **Media**- The children will have additional media with our special area teacher. This is a time in which puppets, drama and a lot of fun will take place.
- **Bible**-Bible stories along with some scripture memorization and praise & worship songs.
- **PE**-Various games and activities to strengthen gross motor skills as well as social skills.

## **COMMUNICATION**

### **The School's Role**

Communication between parents and staff is very important. Communication occurs through many different ways such as monthly classroom and director newsletters, phone calls, parent conferences and email between parents and staff. Please do not hesitate to contact the front office or your child's teacher with any questions or concerns.

### **Church Community Builder (CCB)**

As a church, we implemented a new database a year ago called Church Community Builder (CCB). It is a secure method of communication in which the teachers and CBK Administration will be using to communicate with our students' families. This database works as a way for communication to be carried out through different groups within our church. When you registered your child for CBK, we automatically entered you in to this database. You should have received an email about setting up your account. This is the way that we are going to be communicating to you; whether it is emails from the director, teacher or special area regarding upcoming events or newsletters. *Please keep the front office informed of any changes in your email addresses.*

### **Director's Newsletter**

At the beginning of each month, the director will email a monthly newsletter along with a monthly calendar of events. If you do not have an email address, you may request a paper copy at the front desk. We usually print up a few hard copies as well. This newsletter is distributed to provide information concerning curriculum, policies, announcements, and general information about young children. We also try to inform you of church and community events. Please read these newsletters so you can remain informed about center policies and procedures.

### **Teacher's Newsletter**

Monthly classroom newsletters will be given to parents emphasizing special days and information on class activities. These newsletters are given out at the beginning of every month. Please notify your child's teacher or the front office if you do not receive one. We want you to be well informed of all our events and activities.

### **Administrative Office Communication**

Billing information is primarily communicated by the financial assistant through email.



Our registrar will request student records and information through written notice. A due date will be given. Please note this is the last day your child may attend school until requested records are received. We are available to help you at the Kinderschool's front office

Email addresses and direct line phone numbers for our front office staff are listed below:

### **Office Staff Emails and Phone Numbers**

Director – Pam Lueck, plueck@icelebration.org, 328-0039 or 339-3650 cell

Registrar – Melanie Stowers, mstowers@icelebration.org, 328-0036

Finances – Barbara Sessions, bsessions@icelebration.org, 328-0029

Administrative Assistant – Kara Murphy, kmurphy@icelebration.org, 893-2229

### **The Parent's Role**

We value our relationship and communication with parents, as we serve as partners in the care of your children. We encourage you to let us know anything that might help us in our work with your child – a move, developmental or medical needs, the birth of a baby, divorce or separation, death in the family, a new pet, etc.

Teachers will share information with you about your child's day on a regular basis and be sure to pay attention to the whiteboards outside each classroom. Although we want you to be aware of certain situations and behaviors your child may be exhibiting at school, the reason we are communicating it is not necessarily because they need to be "fixed" at home. We will handle the situations that arise, but just want parents to be aware of what we are doing in the classroom as it pertains to your child.

To enhance parent communication, we ask that you refrain from talking on your cell phone while dropping off or picking up your child.

### **Grievance Procedures**

If parents have any questions or have concerns, we ask that the following procedures be enforced.

First, go directly to the person with whom you have a difference (the teacher, another parent or other staff member) Address the issue in a non-accusatory manner and attempt to reach a resolution. It is not acceptable to discuss an issue with any persons not directly involved. If the parent feels that the issue was not properly addressed, or it was dismissed, then:

Second, if the conversation with the person does not bring resolution, the concern should be addressed with the director. The director will then work with the parents in an attempt to resolve the problem. If the parent feels the conflict is still unresolved, then:

Once the issue has been discussed in the following order, it should be considered exhausted and the above steps are final.

### **Remember:**

**Many problems can be avoided by going directly to the person(s) involved when questions arise.**

### **Parent Conferences**

Parents are invited to speak with the classroom teacher or the director at any time concerning the Kinderschool or your child's development. Please contact them directly.

All of our teachers will be responsible for setting up times to meet with parents about your student's progress, behavior and any other topics throughout the year.

School Progress reports will go home twice during the school year for all students. Additional assessment reports will be conducted for the Four's and Kindergarten during the school year.

### **Parent Engagement/Involvement**

We encourage parents to become involved with the program. Celebration Baptist Kinderschool highly honors the important role of parents. Current research shows that children enjoy a more enriched learning experience when their parents take an active role in their education. As partners with your child's center, parents are encouraged to:

- Volunteer in their child's classroom
- Have lunch with your child
- Participate in seasonal events including hospitality, decorating
- Volunteer on Pizza Fridays
- Sharing a talent (music, art, sewing, etc.)

We realize that our parents are very busy working and/or going to school. We encourage your involvement but don't want to overburden you with high expectations, so it's up to you as to how involved you would like to become with the program.

### **Program Evaluation**

Twice a year, during fall and spring, we will distribute a program evaluation. This concerns an evaluation of all aspects of our program. Your feedback is vital for us to continue meeting the needs of our CBK family. We value your opinions and concerns and make every effort to incorporate changes where needed.

### **AFTER SCHOOL PROGRAM**

#### **CBC (Celebration Baptist Church) After School**

Children enrolled in a four year old class or kindergarten class is eligible for the CBC After School program. Holly Mills is the director of the After School Ministry. Her contact information is (850)328-0040 or (850)559-0109 and her email is [hmills@icelebration.org](mailto:hmills@icelebration.org).

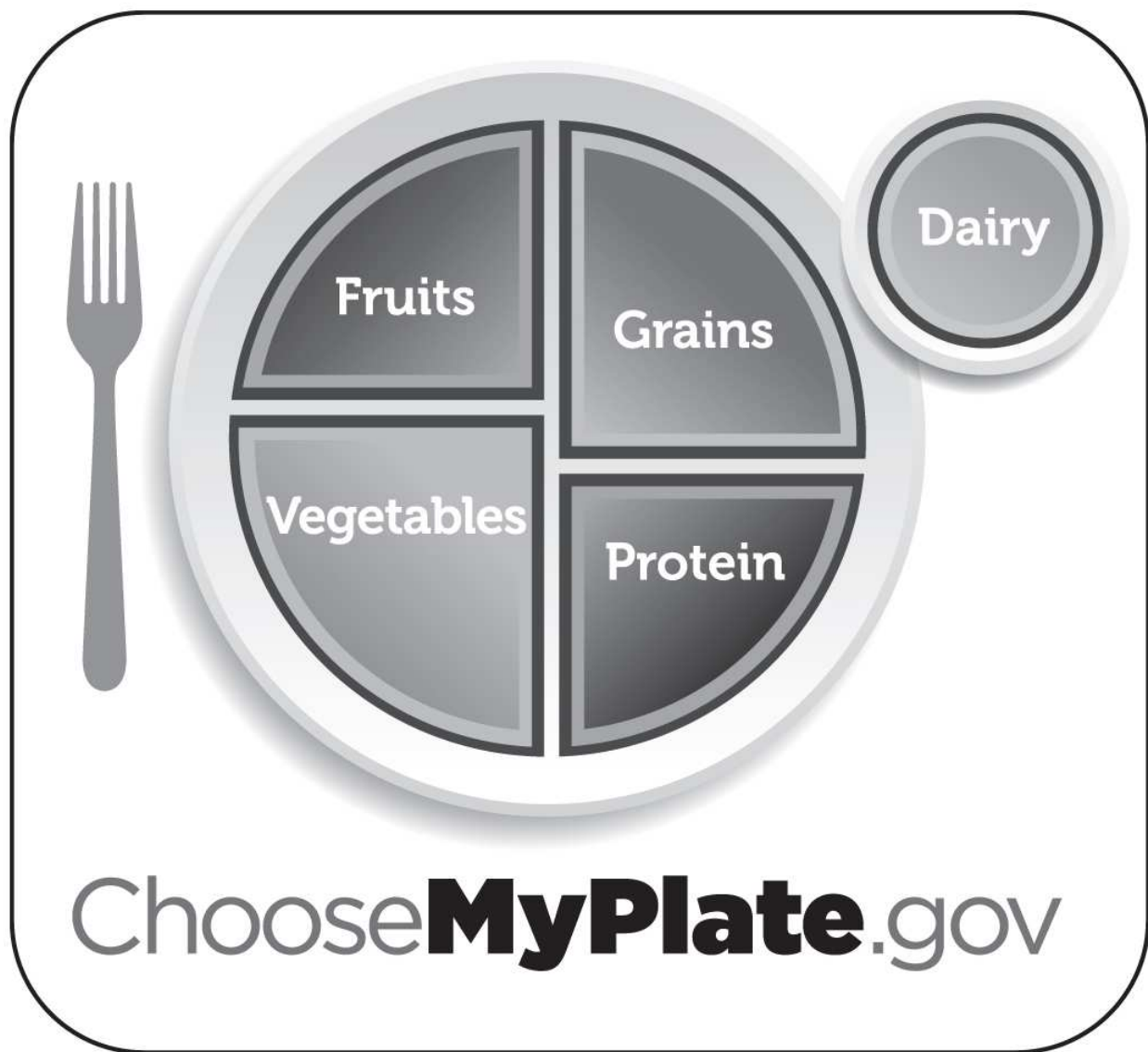
### **OTHER**

#### **Important numbers**

Our Tax Identification number is 59-212-7519.

Our Child Care Facility Licensing number is C02LE0228.

The United States Department of Agriculture has revamped the nutritional guidelines. Please visit [www.choosemyplate.gov](http://www.choosemyplate.gov) for great information and tips about eating healthy!



*Revised 8/15/12*

## NUTRITIOUS SNACKS

Choose one food from each group to make a healthy snack

## GROUP I

### Thirst Quenchers

Milk  
Orange Juice  
Apple Juice  
Pineapple-Orange Juice  
Tomato Juice  
Eggnog (made with whole fluid milk)  
Cocoa (made with whole fluid milk)

### Crunchies

Celery Sticks  
Carrot  
Cauliflower Sections  
Zucchini (squash) Slices  
Green Pepper Rings  
Cabbage Wedges  
Apple Slices

### Fruit Goodies

Banana Slices or Halves  
Melon Cubes  
Strawberries  
Orange Wedges  
Fruit Cocktail  
Applesauce  
Grapes  
Grapefruit Sections (seeded)  
Pitted Plums  
Raisins

### Body Builders

Meat Cubes  
Cheese Squares  
Peanut Butter  
Boiled Egg (Easter egg)

## GROUP II

### Munchies

Bite-sized Rice Squares  
Crisp Cereal Bits (no sugar added)  
Toast Fingers  
Crackers  
Cinnamon Toast Triangles  
Cheese Toast Squares  
Peanut Butter Toast

### Nibblers

Fruit Cookies  
Muffins  
Toasted Cheese Biscuits  
Banana Bread  
Bread Squares

### Sweet Treats

Date Bread  
Peanut Butter Cookies  
Raisin Bread  
Oatmeal Cookie  
Cornmeal Raisin Cookies



*Revised 7/12/11*

August 19	First Day of School for Kindergarten 9-1pm, BSC & Stay and Play available
August 25	Parent Orientation with director and staff in Worship Center, Parent Orientation with teach in classroom, 2-4pm
August 26	Ones to Fours Student Orientation 10-11am
August 27	First Day of School for Ones to Fours 9-1pm, BSC & Stay and Play available
August 28	CBC FX ~ BMX
September 2	Labor Day ~ No school
September 19-20	Individual Pictures by Nicole Myhre
October 18	Leon County School Teacher In-service ~ No school
October 31	Kinderschool Fall Parade
November 6	CBC FX ~ Strength Team
November 11	Veteran's Day ~ No school
November 22	Thanksgiving Feast 12-1pm
November 27-29	Thanksgiving Holidays ~ No school
December 4	CBK FX ~ Christmas Program 12pm in Worship Center
December 16-31	Christmas Holidays ~ No school
January 1-5	Christmas Holidays ~ No school
January 3	CBC FX ~ Skate World 4-6pm
January 6	Leon County School Teacher In-Service ~ No School
January 7	Students return to school
January 9, 14, 16, 21, 23	Kindergarten Open House for 2014-15, 12:35-12:55
January 15	Class pictures by Nicole Myhre
January 20	M.L. King Holiday ~ No school
January 24	Snow Day! 9-1, Out in the field by the swings (weather permitting)
January 27-30	Registration for 2014-15
February 7	CBC FX ~ Parent Event
March 6-7	Black and White Pictures by Nicole Myhre
March 17-21	Spring Break ~ No school
March 24	Leon County School Teacher In-service ~ No school
April 11	Graduation Pictures
April 15	Donuts for Dads
April 16	CBC FX ~ Carnival
April 18	Good Friday, No School
May 7	CBC FX ~ CBK Spring Play 12:00pm
May 9	Muffins for Moms
May 16	CBK Graduation ~ VPK and Kindergarten 12-1pm
May 23	Last Day of school

**Celebration Baptist Kinderschool**  
**Monthly Themes**

**2013-2014**

<p align="center"><b><u>August/September</u></b></p> <p>I come to school/School Time I Am Special I Make Friends at School</p>	<p align="center"><b><u>October</u></b></p> <p>I Learn Through My Senses I Can Discover Autumn My Community Has Helpers</p>	<p align="center"><b><u>November</u></b></p> <p>My Family is Special Being Thankful I Like Church/Church Helpers</p>
<p align="center"><b><u>December</u></b></p> <p>Sharing Christmas Joy Christmas Is Special Jesus is Born</p>	<p align="center"><b><u>January</u></b></p> <p>Our Solar System I Can Discover Winter Teacher's Choice</p>	<p align="center"><b><u>February</u></b></p> <p>I Can Express My Feelings I Can Be Healthy The Farmer Helps Me/ Life on the Farm"</p>
<p align="center"><b><u>March</u></b></p> <p>I Can Discover Spring Plants and Weather We Can Grow a Garden</p>	<p align="center"><b><u>April</u></b></p> <p>Pets Need Care Animals Live in Homes Too Mother Goose/Noah's Ark</p>	<p align="center"><b><u>May</u></b></p> <p>Water is Fun I Can Go Many Places I Can Discover Summer</p>

Note: Please remember Adventure Week! Watch for the date in June 2014. Hope to see you there!

*Revised 8/2/13*

**Celebration Baptist Kinderschool  
Monthly Themes for VPK  
2013-2014**

<p align="center"><b><u>August/September</u></b></p> <p>Ready, Set, Go! Work and Play Together All About Me My Favorite Things</p> <p>Letters: Aa, Ff Numbers: 0, 1, 2 Shape: circle Color: red</p>	<p align="center"><b><u>October</u></b></p> <p>God's Fall Gifts Life on the Farm Safety Helpers Sun, Moon &amp; Stars</p> <p>Letters: Bb, Ll, Oo, Pp Numbers: 3, 4, 5 Shape: octagon Color: orange</p>	<p align="center"><b><u>November</u></b></p> <p>My Family &amp; Me We Thank God From Here to There</p> <p>Letters: Ii, Tt, Yy Numbers: 6, 7, 8 Shape: triangle Colors: yellow &amp; brown</p>
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<p style="text-align: center;"><b><u>December</u></b></p> <p>Shapes, Signs &amp; Symbols Celebrate Christmas</p> <p>Letters: Cc, Jj, Zz Numbers: 9, 10 Shape: star Colors: red &amp; green</p>	<p style="text-align: center;"><b><u>January</u></b></p> <p>God's Winter Gifts Wonderful Wild Animals Teacher's Choice</p> <p>Letters: Mm, Qq, Ss, Ww Numbers: 11, 12 Shape: square Colors: black &amp; white</p>	<p style="text-align: center;"><b><u>February</u></b></p> <p>Communication Taking Care of My Body Sensational Senses</p> <p>Letters: Dd, Hh, Vv, Xx Numbers: 13, 14, 15 Shape: heart Colors: pink &amp; purple</p>
<p style="text-align: center;"><b><u>March</u></b></p> <p>Jump into Spring I Take Care of My World</p> <p>Letters: Gg, Kk, Nn Numbers: 16, 17, 18 Shape: diamond Color: green</p>	<p style="text-align: center;"><b><u>April</u></b></p> <p>The Amazing Outdoors Insects and Spiders</p> <p>Letters: Ee, Rr, Uu Numbers: 19, 20 Shape: oval &amp; rectangle Color: blue</p>	<p style="text-align: center;"><b><u>May</u></b></p> <p>Water World</p> <p>Letters: Review A-Z Numbers: Review 1-20 Shapes: Review All Colors: Review All</p>

*Revised 7/24/12*