

# BEACHES CHAPEL PRESCHOOL Parent Handbook

FLOCS ACCREDITATION

72258478



*A Parent Guide to Our Policies, Procedures, and Expectations*

## Quick Guide

- Welcome
- School Calendar
- Drop Off and Pick Up
- Inclement Weather Conditions
- Custody/Legal Disputes
- Napping and Resting
- Lunch and Feeding
- Parties/Celebrations
- Labeling
- Dress Code
- We all have Accidents
- Illness
- Medications
- Tuition & Fees
- Family & Community Discounts
- Parking
- Potty Training
- Biting Policy
- Child Abuse and Neglect
- Discipline
- Incident/Accident Reports
- Behavior Support Plan
- Social Media Policy
- Miscellaneous Information

**Beaches Chapel Preschool****Parent Handbook****FLOCS ACCREDITATION**

72258478

## Welcome

Thank you for allowing us the opportunity to care for your child. God has created every child uniquely and every child learns differently. We use diverse teaching styles and combine curriculum from Learning without tears and Essentials. All our teachers love teaching small children, are happy to have transparent relationships with our parents concerning their child's educational needs and are always available to assist you in any way they can. We believe that by instilling God's love in every child, we help build a foundation for a successful future.

Beaches Chapel Preschool believes and teaches that God is our divine creator, that He sent His son, Jesus Christ, to teach us how God wants us to live, that Jesus died on the cross to pay for our sins, that He rose from the dead, and now sits at the right hand of our Father in Heaven. We teach our students that God loves them and that He makes each person unique and wonderful. We strive to give each child the opportunity to meet their maximum individual, spiritual, social, and academic potentials by keeping class sizes small, by exposing children to Christian teachers who love to teach, who want to be here, and who are excited to teach your children. We firmly believe that learning and play go hand in hand and are indistinguishable, and we sure do know how to play!

Please read this Parent Handbook carefully and in its entirety. Recognize that our Rules and Regulations are in place to promote a clean, safe, fun environment in which to facilitate learning. We require that all parents and preschool staff adhere to ALL our rules. We will hold you to these expectations while your child attends our preschool.

After reading the Parent Handbook, we ask that you sign and return the last page of the Handbook, the Parent Affirmation, BEFORE your child's first day of school with us. On rare occasions we must amend our rules and regulations, at which time you will be notified and asked to sign a new Parent Affirmation.

## School Calendar

Please refer to the school calendar for holidays and school observed days off. Reminder you are paying for your child's spot in the school.

**Tuition is not prorated for absences or illnesses.**

## Drop Off and Pick Up

We ask that you drop off your child by **9am** as your child's teacher will be starting their morning educational lesson during that time (this helps not lose the attention of the other children in the class.) If your child is later than 10:30 am we will see them the next day (unless prior approval from director.) Thank you for understanding.

If you require special consideration for a medical appointment, please speak to the Preschool Director a day in advance.

VPK students are required by the state to be present 80% of VPK hours. This calculates being able to be absent no more than 3 days per month while VPK is in session (August-May) to maintain state VPK funding. If your VPK student has more than 3 unexcused absences per month, your state funding may be dropped, and you will then be required to pay full tuition cost for your student to remain in our care.

Being late more than 5 minutes to pick up your children incurs a \$5.00 charge for every minute you are late. This cost will not be prorated. This cost will be added to your weekly bill. If you are consistently late to pick up your child, your enrollment in our preschool may be jeopardized.

Please make time to walk your child to class each day. Please take the time to say hello to the teacher, relay any needs, and get your child and their things ready for the day. Your child is proud of their accomplishments in class and taking a few extra minutes to recognize these accomplishments mean the world to your child.

**We do not permit siblings of our students into the classroom play areas at any time.**

Please maintain supervision of all siblings when picking up your student.

## Parking

Please use the parking spots in front of the Preschool and around the side of the building when dropping off your child. Please do not park directly in the driveway blocking the flow of traffic, and potentially any emergency vehicles.

**Please make sure to notify your child's teacher or the Director in advance if anyone other than who is on your Approved Pick-up List will be picking up your child. We will be checking the I.D. of this person before allowing them to enter the Preschool. We will not release a child to any individual without proper identification.**

**SMOKING IS PROHIBITED ON SCHOOL GROUNDS.**

## Inclement Weather Conditions

If Duval County schools close because of inclement weather, Beaches Chapel School (Main Campus) and Beaches Chapel Preschool will also be closed. All other school weather closings are at the discretion of the administration. Please be sure your email and phone numbers are kept current so we can keep in contact with you in the event of evacuation. In the event of power outages in the area BCP will assess the situation and close after 1 hr. of no power.

## Custody/Legal Disputes

Occasionally situations arise when we may deem it unsafe to release your child. Please do not arrive intoxicated or under the influence of drugs that may hinder your judgment and put the safety of your child at risk. Parental and Custody Disputes should be resolved between the parties involved and legal decisions submitted in writing to the Director. Legally, the only orders we can follow are those listed in legal documents and/or Orders of Protection. Both parents have equal rights under the law unless these rights have been specifically removed by a judge. Parent requests that are not in line with the judge's orders will not be granted and the local police will be called before the child can be released from preschool.

Some of the local agencies that provide free screening and services for children facing challenges in speech, hearing, vision, and behavior include:

Early Learning Coalition (ELC) 904-208-2040 [www.elcduval.org](http://www.elcduval.org/)

Early Steps (Birth – 36 months of age) 904-360-7022

Child Find (36 months old and up) 904-346-4601

## Napping and Resting

All extended day and full-time students have a scheduled nap/resting time on a cot daily from 12:30–2:30pm. Linens will be sent home every Friday to be laundered and must be returned every Monday for weekly use.

**All linens must be labeled with your child's first AND last name:**

Class: Twos

Linens needed: Fitted crib sheet, small blanket

Class: Threes and Fours

Linens needed: Fitted crib sheet, small blanket

## Lunch and Feeding

It is your responsibility to send your child a healthy lunch, 2 snacks, and a reusable water bottle (filled only with plain water) each day. Be sure to include an icepack in your child's lunch if it requires refrigeration. We do not provide refrigeration. If you would like your child to have warm food, please warm it at home and send it in a thermos container. WE DO NOT PROVIDE FOOD SERVICES. Please let us know of any allergies your child may have, as we do food-related activities, parties, and crafts throughout the year. Please do not send candy in your child's lunch. Please follow the USDA Food Recommendations when packing your child's lunch.

**Per FLOCS policy, all lunch boxes, bowls, spoons, water bottles, and food containers must be labeled with your child's first and last name. Please do not send glass containers.**

Repeated inability to provide your child with a healthy lunch and snacks will result in a Parent/Director Conference to discuss how we may better guide you to outside programs that may assist you in providing healthy foods for your child and family.

## Parties/Celebrations

We love to celebrate special occasions with your child! If you would like to send in a special treat to share with the class, please talk to your child's teacher about any allergies present in their room and let the teacher know what day you plan on sending in the treats.

We do have parties for many occasions/holidays throughout the year. Your child's teacher will post a list of needed items on her classroom door or possibly contact you via email or text. If you are willing and able to donate, we welcome you to do so.

## Labeling

ALL of your child's belongings (with the exception of individual diapers) must be labeled with their first and last name per FLOCKS. Label all lunch bags, food containers, water cups, sippy cups, wipes, utensils, extra clothing including shoes, coats, hats, backpacks, sheets, blankets, and everything else you can fit a label on. You may consider ordering labels online, or masking tape and a Sharpie marker work just as well. If items are sent in unlabelled, we will label them with a Sharpie marker. You may order premade preschool labels online if you'd prefer. A few of our favorites are:

[[www.namebubbles.com](http://www.namebubbles.com/)](http://www.namebubbles.com/)[[www.mabelslabels.com](http://www.mabelslabels.com/)](http://www.mabelslabels.com/)

## Dress Code

Children are required to wear weather-appropriate clothes (dress-up play clothes of any kind are not permitted unless it is a special class party). We do a lot of messy activities that may cause your dressy clothes to get stained. Only wear clothes to school that you are ok with getting dirty. If wearing a dress, your child must wear shorts, bike shorts, or pants underneath to provide modesty.

**Children are required to wear socks and fully enclosed tennis shoes each day.**

## Illness

Beaches Chapel Preschool strictly follows the Florida Statute and Day Care Licensing Policies on Illness. We love your children and want everyone to stay healthy. Your child should stay home if they are sick to prevent the spreading of illness to classmates and teachers. Your child should stay home if:

- They are running a temperature of 100.4 degrees or higher. We check temperatures under arm and on foreheads. Your child may return to school when they have been fever free for 24 hours without medication or if you have a doctor's note stating that your child isn't contagious.
- They have loose stool/diarrhea more than two times in 24 hours. Your child may return to school when they have not had diarrhea for 24 hours without medication or if you have a doctor's note stating that your child is not contagious.
- They have Pink Eye. Pink Eye is highly contagious and requires medicated drops for 24 hours before your child can return to school.
- They have severe coughing
- They have difficulty breathing
- They have constant green or yellow mucus from the nose (Your child may return with a doctor's note saying they are not contagious)
- They have head lice – If your child is frequently scratching their head, watch for signs of head lice. After treating with appropriate lice killing shampoo or undergoing a heated lice removal treatment, please bring your empty box of shampoo or receipt from the lice removal treatment before your child can return to school.
- They have Hand, Foot, and Mouth Disease – this is extremely contagious, and your child is unable to return to school until the blisters have popped and scabbed. This should be 7-10 days after the outbreak.

**This is not a conclusive list. If a child comes to school sick, a Parent will be contacted for immediate pick-up.**

## Medications

ALL MEDICATIONS REQUIRE A COMPLETED AND SIGNED AUTHORIZATION FORM. These forms are available in your child's classroom and from the Director. You may consider taking a few forms home with you to fill out for future use to save time at drop off.

- All medications must be administered from the original container with the label intact and legible.
- All prescription medications must be identified with the child's name on the original label.
- No medication will be given after the expiration date on the bottle.
- Label restrictions and guidelines cannot be altered without a Doctor's Statement.
- Prescription medication can only be given to the child whose name is on the bottle, unless a doctor's note dictates differently.
- Do not add medication to your child's cup or bottle.
- All medication must be age appropriate and administered according to the directions on the label.
- Diaper creams and Insect Repellent ARE considered medications by DCF and require Medication Authorization Forms to be filled out and signed by the Parent.
- 

## Tuition & Fees

### Registration Fee

A \$200.00 non-refundable registration fee per child is due at the time of registration.

### Monthly Tuition Rates

- Full-Time: \$1,100 per month
- Part-Time: \$770 per month
- VPK Wrap Around- \$750 monthly
- VPK Only- No charge with Florida VPK Voucher
- Additional Daily Rate: \$60 per day, with prior approval from the Preschool Director

### Payment Fees

- Returned ACH Payment Fee: \$5.00 per returned transaction

### Tuition Due Date & Late Fees

**Tuition is due on the first day of each month.**

If tuition and all applicable fees have not been paid by the third day, your child may not return to school until the account has been paid in full.

## Family & Community Discounts

We are proud to offer the following discounts to eligible families:

### First Responder Discount — 5%

A 5% tuition discount is available to active police officers, firefighters, and EMTs with valid identification from their agency.

## Military Discount — 5%

A 5% tuition discount is available to active-duty and retired military personnel with proper identification.

## Sibling Discount — 5%

A 5% tuition discount is available to families with multiple children enrolled at our preschool and/or main campus.

**Please provide the appropriate identification or documentation at the time of enrollment to receive an applicable discount. Discounts are subject to verification and may not be combined unless otherwise approved by the school.**

Rates are subject to change annually.

**2 weeks' notice will be given in the event of a rate change.**

If you have any questions about your tuition account or if you want to make a payment by phone, please contact: Mr. Jason Myers, our Finance Director at 904-241-4211 ext 423

## Diapering

It is your responsibility to supply diapers and wipes. Your teacher will keep you well informed of diapering needs. Your child is changed every 2 hours, unless a bowel movement occurs. If you seek further clarification about the frequency of diaper changing, please see the Director for more information.

## Potty Training

Potty training starts at home. Once your child has had ongoing success with potty training at home, we will gladly then assist them with potty training here at school. All children must be completely potty trained before entering the 3- year-old classroom. If you transition your child into pull-ups they must have the easy open sides (Velcro).

“Complete Potty Training” = Knowing that you must go potty, taking yourself into the bathroom, removing own clothing, using the potty, wiping, pulling up clothing, flushing the potty, washing hands, and walking back to the classroom.

Indicators that your child may be ready to potty train include:

- Naming Body functions
- Expressing the need to be changed
- Actively participating in potty time
- Using the potty successfully at home

When both parents and teachers agree about a child’s readiness, your child will need to bring with them each day:

- 3 pairs of underwear
- 3 complete, weather appropriate changes of clothing including socks and shoes
- A small supply of pull-ups for unsuccessful days

Please do not send your child with these items until you have discussed your potty- training plan with your child’s teacher. We will send soiled clothing home daily. Please re-supply as needed.

## Accidents

Occasionally a child may have an “Accident.” Please send in a seasonally appropriate complete change of clothing including a shirt, underwear, pants/shorts, socks, and shoes. You will need to send in more extra clothing daily (3 sets daily) if your child is potty training- see your child’s teacher for individual needs.

All clothing and shoes must be labeled with your child's first and last name.

## Biting Policy

Biting is a normal phase that non-verbal children experience between 13-24 months of age. For health and safety reasons, we take biting seriously. We will make every attempt to redirect a child who is biting, but if a child bites another person (child/or adult) more than twice in one day, parents will be called to remove the child from preschool for the remainder of the day. If biting continues and we feel like we have made every accommodation to stifle the behavior, the biting student will be withdrawn from our preschool.

## Child Abuse and Neglect

ALL teachers and childcare workers are mandated by the state of Florida to report ANY and ALL suspicion of child abuse and/or neglect to The Department of Children and Family Services. We take this responsibility very seriously. If you ever have the need to report abuse and/or neglect, PLEASE DON'T HESITATE TO CALL:

The Department of Children and Families Abuse Hotline Phone: 1-800-962-2873

Fax: 1-800-914-0004

Reports are accepted 24 hours a day, seven days a week. You may remain anonymous.

## Discipline

To maintain a peaceful, loving, and healthy classroom environment we must provide reasonable rules with appropriate consequences. Our teachers model their behavior in the manner that we wish children to follow. We try to eliminate any problems before they occur. We have a ZERO TOLERANCE POLICY FOR CHILDREN WHO PHYSICALLY HURT OTHERS. Just as you wouldn't want your child hurt, neither do other parents. If a child is acting in a manner that threatens or hurts other students, teachers, staff, or self, the parents will be called to remove the child from care for the day and a Parent/Teacher conference will be set to discuss possible solutions to resolve the issue. Our discipline here at the preschool is legally limited to:

- Verbal Warning ("Please do not use your hands to hit my friends. Please use Gentle hands.")
- Redirection (The child would be moved along to another activity)
- Time out/Removal from the classroom
- Visit to speak with the Director
- Parent/Teacher conference

Per the Department of Children and Families Childcare Facility Handbook, to be used in conjunction with Sections 402.26-402.319, Florida Statutes, and incorporated by reference in rule 65C-22.001 of the Florida Administrative Code:

Item 2.8 Child Discipline Reads as follows:

A. The childcare facility shall adopt a discipline policy consistent with Section 402.305(12), Florida Statutes, including standards that prohibit children from being subjected to discipline, which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited.

You can visit [[www.myflfamilies.com](http://www.myflfamilies.com)](<http://www.myflfamilies.com>) for a full version of the Childcare Facility Handbook Rules and Regulations.

## Incident/Accident Reports

Incident Reports are written when your child injures another child, gets injured by another child, or has ongoing behavioral issues not conducive of our classroom environment. Accident Reports are written when your child has an accident independent of other children and it results in self-injury. Parents must review and sign the Incident/Accident reports when picking up their child daily. A copy will be made to the parents by the next business day.

If a child receives more than 2 Incident Reports in a day for the same issue (i.e., biting, spitting, hitting others, hurting others, etc.) the parent will be called to remove the child from the preschool for the remainder of the day. Likewise, if a child poses an ongoing distraction, behaviorally or physically, the parent will be called to remove the student from the preschool for the day. Ongoing distraction and behavioral issues that are unable to be resolved will lead to the student being dismissed from our preschool.

## Behavior Support Plan

### Purpose

Our preschool is committed to providing a safe, nurturing, and supportive learning environment for all children. This behavior support plan is designed to work collaboratively with families to help children develop appropriate communication, emotional regulation, and social skills. Aggression toward others and tantrums are more common when children are unable to communicate their needs effectively, whether due to developmental age, speech delays, impairments, or other communication challenges.

### School Commitment

Teachers and staff will:

- Provide a safe and supportive classroom environment
- Use positive guidance and redirection strategies
- Encourage appropriate communication skills
- Help children identify and express emotions appropriately
- Model calm and respectful interactions
- Document significant behaviors and communication concerns
- Maintain consistent communication with parents regarding progress and concerns

### Parent Partnership

We will work closely with parents to help improve the child's communication skills and reduce aggressive behaviors and tantrums. Parent cooperation may include:

- Consistent communication with teachers and administration
- Reinforcement of positive behavior strategies at home
- Participation in meetings regarding behavioral concerns
- Seeking outside evaluations or support services when recommended

### Intervention Strategies

The following strategies may be used to support the child:

- Visual schedules and cues
- Redirection and calming techniques

- Positive reinforcement
- Teaching simple communication methods and coping skills
- Structured routines and transitions
- Individualized support when appropriate

## Safety Expectations

The safety and well-being of all students and staff remain a priority. Behaviors that may place others at risk include:

- Hitting, kicking, biting, pushing, or throwing objects
- Repeated aggressive outbursts
- Unsafe classroom disruptions

## Review of Progress

Behavioral progress will be monitored regularly through teacher observations, parent communication, and administrative review.

## Enrollment Consideration

When aggressive behavior and tantrums are unable to be resolved, become harmful to other children or staff, or significantly disrupt the classroom environment, the student's enrollment at the preschool may be placed in jeopardy and dismissal may occur if deemed necessary by administration. We will meet with parents to talk about picking up earlier and then adjusting back to full day.

## Social Media Policy

Parents should remember that all internet postings are permanent, able to be duplicated and may go viral. Avoid actions and discussions that could harm the interest in Beaches Chapel Preschool, our faith, or other persons. Harassment, threats, intimidation, ethnical slurs, personal insults, pornography, obscenity, racial or religious intolerance, abuse, or any other form of behavior prohibited by law is not allowed by BCP families. Families must always conduct themselves on the internet in a way that shows the value and character of BCP. It is your responsibility to post only photographs that are above reproach or any appearance of misconduct or questionable character. Failure to comply with this social media Policy will result in immediate disenrollment from BCP.

## Miscellaneous Information

- Please always notify the Preschool if you have any changes in address, phone number, email addresses, or changes in medications. Please also let us know about any major changes that your child may be processing- divorce, death, moving, new pets, etc. We have found that the smallest changes have huge impacts on our small ones.
- For safety and insurance reasons, NO ONE IS ALLOWED on our school grounds, playgrounds or backfield area after school hours are unaccompanied by a preschool employee.