



Child Enrichment Center  
of L.G.U.M.C

FLOCS#9742

2nd Revision 2021-2022

Parent Handbook

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*"Train up a child in the way he should go; and when is his old, he will not depart from it." Proverbs 22:6*

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*“Train up a child in the way he should go; and when he is old, he will not depart from it.”*

**A Little Bit of Heaven Child Enrichment Center has been established as an outreach ministry of Lake Gibson United Methodist Church.**

### **Statement of Faith**

**A Little Bit of Heaven Child Enrichment Center of Lake Gibson United Methodist Church centers its work and teachings around the Trinity, God the Father, Son, and Holy Spirit.(Mathew 28: 19/20)**

**We believe that the Holy Scriptures (The Bible) is the inspired Word of God to guide us in God's mission in the world. We believe that Jesus Christ is the Word made flesh and who died and rose for our salvation. (John 1:14)**

**We seek, through our caring for and teaching of the children entrusted to us, to share God's love with them and their families. (Mathew 19:13; Ephesians 3: 14-19)**

**We believe we are saved by God's grace as a gift through faith in Christ Jesus. (Romans 3:24-25)**

### ***Our Mission***

**We at A Little Bit of Heaven Child Enrichment Center strive for your child to know God in a personal way, to teach them the word of God so later in life they can become disciples of God.**

### ***Our Philosophy***

**Our philosophy is to provide a safe, clean, enriching and nurturing atmosphere for young children in which they can experience and learn about the world around them. Our foundation is based on sharing the love of God and sharing a sense of awe about God's creation. We strive to nurture children in the areas of physical, cognitive, language/literacy, social, and emotional growth.**

**A child's total development is affected by the quality of care and education he or she receives. We believe a child should be fostered a love for Jesus as well as a love for learning. In order to do this, a child must be given a positive Christian**

environment, care and guidance, loving encouragement, and a wealth of interesting experiences. We will value all children for the individuals they are and help them to grow in wisdom, in strength, and to realize their self-worth with values they will carry with them into adulthood.

### ***Goals***

Our goal is to treat each child as a unique individual and provide a program of hands-on learning. They should be stimulated by their natural curiosity, be encouraged to be creative, and explore and learn from their environment on an individual basis daily. We know that each child learns in different ways and at different rates. Our goal is to provide a developmentally appropriate environment.

**Physical:** To help children increase their large and small muscle skills and feel positive about what their bodies can do.

**Cognitive:** To help children become confident about learning.

**Language/Literacy:** To help children understand the world and other people. Children learn that communication meets their needs, brings pleasure and friendship, and helps them understand their culture.

**Social:** To help children feel comfortable in school, trust their new surroundings, make friends, and feel they are part of a group.

**Emotional:** To help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude towards life.

### ***We are a Church related Program***

Our Preschool is a ministry of Lake Gibson United Methodist Church. The Church seeks to provide quality early childhood education for the children in our community and the children in our congregation. The Church provides support in many ways, especially in providing the wonderful facilities for our classrooms.

**Chapel Service/Classroom Bible Times/Special Activities**

**Chapel is held once a week in the sanctuary. Bible stories and songs are used to teach good morals and values during the Chapel as well as in the classroom. Classroom prayer and Bible time is a part of the everyday curriculum. Chapel will be led by the Pastor or Lay person of Lake Gibson United Methodist Church or other qualified individuals. Chapel for our children will be held every Wednesday at 9:00AM. All parents, family members and friends are welcome to attend. It is a time to teach reverence, respect, and good listening skills when we worship in God’s House. Classes are encouraged to sing special songs for the chapel services. The children enjoy and look forward to our short worship time together.**

**We invite special guests to talk to the children. (Community Helpers) These are areas of interest for learning experiences**

**We strive to offer a well-rounded program of hands-on learning, music, Bible study, arts and crafts, and academic studies, to prepare all of our children for their eventual entrance into Kindergarten.**

### **Lake Gibson United Methodist Church Ministry to Children and Families**

#### ***Family Worship:***

**Lake Gibson United Methodist Church offers two worship opportunities on Sunday, at 8:00 AM and 10:30 AM before Memorial Day. Services are at 10:00 am after Memorial Day until Labor Day. A nursery is provided for infants to four-year-olds.**

**Age-appropriate instructions are available on Sunday mornings from 9:00 AM – 10:00 AM. (Between Church Services.) We encourage learners of the pre-school age to participate in Sunday School.**

**You can also view service by visiting ([lakegibsonumc.com](http://lakegibsonumc.com)). Click on “Online Live Streamed” You can also view service each Sunday at 10:30 here & [On Facebook](#) & [On Youtube](#) LGUMC’s [Google](#) / [Apple](#) / [Spotify](#) Podcasts.**

## **Kidtricity**

**Kidtricity begins on Sunday morning after praise songs at 10:30am. Children have an object lesson then we go to family life center for snack. Songs, memory verses, bible memory games are played.**

## ***Pledges***

**A demonstration of the individual's love and appreciation for our country, our Savior, and the Bible is a freedom afforded to every citizen in our country and an opportunity provided to every student of A Little Bit of Heaven Child Enrichment Center each day.**

## ***Role of Parents***

**We encourage and appreciate your ideas for special activities and invite you to share your own special skills and talents.**

**Every parent is welcome to visit in his/her child's classroom, but please remember that the teacher's first responsibility is to the children and that conferences should be arranged at other times.**

**If parents have concerns or need assistance with problems related to the Child Enrichment Center, they may discuss the issue, if applicable, with the staff involved. If they are not satisfied, they may discuss their concerns with the Director. Please call in advance if possible. Parent conferences may be scheduled at the director's discretion. On occasion, the Director may schedule a conference to check the satisfaction of the parent with our center and program.**

**Social and educational events may be scheduled throughout the year to encourage interactions between families, staff, and church. We especially need your help during these times whenever your schedule allows.**

## **Parent's Role in Spiritual Development**

**Establishing a Christian home that honors God is one of the greatest challenges of parenthood. There is no substitute for raising a child in an environment where Christ heads the family and the parents remain sensitive to God's love and direction.**

**If you have no Church home, we invite you to attend our worship services. A nursery is available for infants during worship services.**

### ***Our Program***

**A Little Bit of Heaven Child Enrichment Center child care license and minimum standards are available upon request at any time.**

**Many factors are used to determine our programs. Those factors will impact availability and structure of our programs. We reserve the right to change our programs and availability at any time to ensure quality in the best interest of our students and teachers.**

**At A Little Bit of Heaven Child Enrichment Center, we will be using Learn Every Day. This curriculum is for all ages. Embedded into the curriculum is a character development piece. There is also other resources that are used to enhance the program.**

**We also believe that children learn through play.**

**Play is an important vehicle for the children's social, emotional, and cognitive development, as well as a reflection of their development.**

**Play gives children the opportunity to:**

- **Understand the world.**
- **Interact with others in social ways.**
- **Express and control their emotions.**
- **Develop symbolic capabilities (pretend play).**
- **Practice newly acquired skills.**
- **Develop both fine and gross motor skills.**



**Each day, the children will experience age-appropriate toys, explore activity centers, and participate in group activities, story time, and outside activities.**

**Our school is accredited and licensed by the Florida League of Christian Schools (FLOCS #9742). All policies, procedures and childcare ratios are followed according to their standards.**

**We are also part of the Early Learning Coalition of Polk County, which makes us responsible to the Department of Children and Families for certain standards. We are contracted to offer Voluntary Pre-Kindergarten.**

**We have a Child Enrichment Center school board whose responsibilities are to oversee and assist the Director with the daily operation of the school, set or change policies, stay current with licensing changes, and be aware of the needs of the school. They are also our liaison with the Lake Gibson United Methodist Church congregation and Church Council.**

**“To prepare God’s people for works of service, so that the body of Christ may be built up...” Ephesians 4:29**

### ***Recognition of Students***

**Children will be promoted to the next class based on the child’s age and readiness. When a child’s birthday occurs, the child will be evaluated and placement will be determined based on the results of the evaluation and space availability in the next class.**

**We will formally acknowledge children that are completing a class. Parents, family, and friends are encouraged to attend recognition celebration.**

**Children’s Programs: Musical programs for parents and families are scheduled for some religious holidays. You will be notified of the dates and times of the children’s programs.**

### ***Our Staff***

Everyone on our staff is required to have the State of Florida required 45 hours of mandatory training or its equivalent. All staff will also be completing a minimum of 25 hours of early childhood education training per year. The State also requires fingerprinting and an extensive criminal and FBI background check, which is done upon employment. All of our teachers have Child/Infant CPR and First Aid Training.. The staff is also annually trained in infection control, procedural safeguards, and cultural competency. You can be assured your *child's education is in the hands of trained professionals!*

### ***Child Abuse Reporting Law Requirements***

Teachers are mandated reporters and are trained to recognize and prevent child abuse. A Little Bit of Heaven Child Enrichment Center by Florida State Law must report immediately to the Florida Abuse Registry, 1-800-962-2873, or Police any instance when there is a reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

The staff may not notify parents when the Police or Department of Children and Families is called about a possible child abuse, neglect, or exploitation, except on the recommendation of the Department of Children and Families or the Police. Proper staff of the church will be notified.

### ***Discipline Policy***

Children in our care must be treated with love and respect. A Little Bit of Heaven Child Enrichment Center staff uses positive guidance. Teachers redirect inappropriate behavior by encouraging the child to find alternative ways of expression. At A Little Bit of Heaven Child Enrichment Center, the children will learn how to express their feelings without using aggressive behavior. The staff will guide the children to develop self-control and orderly conduct in their relationship to classmates and adults.

The staff may not notify parents when the Police or Department of Children and Families is called about a possible child abuse, neglect, or exploitation, except on the recommendation of the Department of Children and Families or the Police.

### *Program Policies*

#### *Behavior Management:*

For acts of aggression and fighting (i.e. biting, hitting, etc.) the children will be immediately separated and immediate comfort and care/treatment for the injured child will be provided. Parents/legal guardians will be notified of the incident with an Accident/Incident form and. Each incident is documented and reviewed by the Director to assess the adequacy of caregiver supervision and appropriateness of response.

If your child shows acts of aggression and fighting (i.e. hitting, kicking pushing, biting etc.) three times within a given a week (beyond what is typical), a conference is arranged to discuss the probable causes. During this conference, a plan of action will be designed to help alleviate the behavior that the staff and parent will abide by. This plan will be documented future reference.

If the behavior does not lessen in a time frame that is deemed appropriate by the director and the behavior is now compromising instruction within the classroom, the parent will be asked to come and pick up the student.

If the behavior continues with no resolve, the preschool reserves the right to dismiss the child. Proper staff will be notified.

#### *Biting:*

Biting occurs for many reasons whether it is teething, a lack of the use of language, frustration (having to share or wanting certain materials), attention-getting, being overly tired, or simply just trying to get a reaction from someone. This is especially true with children that are of the Toddler age.

If biting continues within the same day or week, the child is to be sent home for that remaining of that day. If the biting continues and has now added undue stress to the children, the preschool reserves the right to dismiss the child from the program. This decision is solely based on the discretion of the director.

### ***Dismissal of a Child***

The Center reserves the right to dismiss a child if he/she appears unable to participate in group experiences, has behavioral problems that are disruptive to the classroom, or has difficulty recognizing authority.

The Center also reserves this right if the parents involve the school in domestic or custody disputes. Most importantly, the Center reserves the right to dismiss a child if there is any verbal or physical abuse by a parent to a staff or another child at any time for any reason. This will result in immediate dismissal of a child without notice and without a refund of paid tuition. Dismissal of a child is at the sole discretion of the Director or A Little Bit of Heaven Child Enrichment Center Board.

If there is a problem that you do not feel can be worked out in a calm, controlled manner with our staff, you may request a meeting with our Director. The Director will work with you and the appropriate staff members to resolve the problem.

### ***General Information***

- ❖ The Center is open Monday through Friday from 6:30 AM to 6:00 PM.
- ❖ Holiday – See School Calendar

Tuition is not prorated due to the holiday.

### ***Attendance Policy All Classes***

Each day is a unique teaching/learning experience. Attendance is expected unless unavoidable due to illness, etc. Excessive absences may result in your child not being able to adjust to the teacher, other students, or to the classroom routine.

**It may also result in poor developmental achievements.**

**If there are excessive absences, a parent, teacher/director conference will be called. Please call 863-858-8400 if your child will be absent or dropped off later than 8:30 AM. This enables the teachers to plan for the day with your child in mind. (lunches, activities, etc.). Late arrivals interrupt the class for the other children and teacher.**

### ***Payment/Tuition***

**Please note that tuition must be paid in full without deduction for absences, holidays, or teacher's conferences. This is because our staffing and other operation expenses are arranged on the basis of fixed enrollment levels and employees benefits. Obligations must be met on a continuing basis. Few of the operational costs of the facility are eliminated when a particular child is absent. We are confident that you will understand our need for financial stability, and we appreciate your cooperation.**

- ❖ See attached Tuition Fee Sheet**
- ❖ We do not accept direct payment from companies. Parents/guardians are responsible for payment and must then be reimbursed by their companies when applicable.**
- ❖ Tuition is charged on a weekly basis. Exception- Federally Funded (School Readiness Funding) once a month**
- ❖ Payments are due at 6:00 PM on Friday of each week for the following week. Any payments made after this time are considered late. There will be a \$25 late fee if not paid on time in addition to the tuition due.**
- ❖ All payments must be made payable to A Little Bit of Heaven Child Enrichment Center.**
- ❖ After the second week of nonpayment, you will be asked to withdraw your child/children unless a special payment arrangement is made with the Director of the Preschool.**

- ❖ **There will be a Non-Sufficient Funds or Unavailable Funds fee for all returned checks according to the current bank charge fee. If two checks are returned for Non-Sufficient Funds or Unavailable Funds, you will be required to pay by cash, money order, or cashier's check for the remainder of your child's enrollment at the Center.**
- ❖ **A Tuition Agreement Form must be completed, signed, and turned in upon registration. Please note: The Center reserves the right to not allow a child to return to school on Monday if payment has not been made by 6:00 PM Friday. Additionally, any delinquent account will be reported to the credit bureau reporting agency.**
- ❖ **A Little Bit of Heaven Child Enrichment does not offer any sort of part-time enrollment. This would include but not limit to holiday care and or summer care.**

### ***Withdrawal Policy***

**You must fill out a withdrawal slip and turn it into the office two weeks in advance of withdrawal. If this is not done, you are responsible for two weeks of tuition. Vacation days cannot be taken as advance notice of withdrawal. If payment of two weeks notice or two weeks tuition is not submitted, your delinquent account will be reported to the credit bureau reporting agency.**

### **Vacation**

**Vacation time can only be taken on a full day of full week basis; no vacation time can be used for a partial day or a partial week.**

**Vacation days may be taken after a child has been enrolled for a minimum of three months.**

**Vacation days may NOT be carried over from one school year to the next.**

**Your child cannot be present at school on any vacation day.**

**Vacation weeks cannot be used consecutively.**

**Your child's tuition account must be paid in full with a zero balance in order for vacations to be approved.**

**Vacation request can only be approved by the Director or Assistant Director.**

**To ensure proper credit to your account a vacation form must be completed and turned into the office two weeks prior to the time vacation is wanted. Ten days of vacation are allowed each school year, which consists of August 1st thru July 31st.**

**If there is a balance owed a child's account. The balance must be paid in full/current before a vacation request can be approved.**

### ***Late Pick-Up Fees***

**Children must be picked up from the Center no later than 6:00 PM. Any child at the Center after 6:00 PM will be charged a Late Pick-Up fee assessed as follows: \$1.00 per each minute. If your child is consistently picked up late over a three month period, you may be asked to withdraw your child from the Center.**

### **Students Arrival and Release**

**We request that you demonstrate respect for your child and teacher by arriving on time during drop-off and pick-up times. We ask that your child is here no later than 9:00am. If your child is going to arrive after 9:00am we ask that you call the school and give proper notice. Prompt arrival means your child will get the most out of their school experience. To promote independence and self-confidence, we encourage you walk your child into the building and their classroom instead of carrying them. This also helps reduce any issues with separation anxiety.**

**For safety reasons we do not want students walking into the building alone. Children cannot be dropped off at the curb or left in the lobby. Please walk your child into the classroom and allow the teacher to acknowledge you and your child. Children will not be allowed to leave the classroom without an**

**adult under any circumstances. Prompt arrival at pick-up time reassures your child and provides them with a sense of security.**

**For the safety of your child, once your child is picked up from the teacher/classroom, you are accountable for your child's actions and whereabouts for your time remaining in the building.**

**Students will only be released to a parent or an authorized adult. On the back of your enrollment form you can list people authorized to pick up your child. Just because someone drops off your child, this does not authorize them to pick them up. All changes to authorized persons must be made at the front desk in writing. Minors cannot walk children in and out of the building unless listed as an authorized pick-up person. No child will be released to an unauthorized person. The front desk staff will request photo identification of any persons picking up children that they are not familiar with.**

**All of the above is necessary to ensure the safety of your child!**

### ***Orientation***

**We understand that it takes time for children to adjust to our program. We require at least two weeks of consistent attendance when a child begins at the Center. When you leave your child at the Center, try to make it a short and happy experience.**

**Children tend to become apprehensive when their parents linger. A BRIEF parting time can make for a better day for parents and children.**

**NOTE: All new children are on a two-week trial basis to see if they can adjust to their class without any extreme behavioral problems. If a student shows sign of serious behavior issues, needing a one on one, trying to escape out of the building, and is disruptive a student can be excluded before the two-week trial basis is up.**

### ***Health Records***



Florida law requires that the ORIGINAL Department of Health Immunization and Physical Forms must be turned into the office PRIOR to a child's admittance. Both the blue immunization and yellow physical forms may be obtained from a licensed doctor or the State Health Department. Additional copies of the following documents are required: your child's birth certificate and a copy of the custodial parent's driver license.

We will send you a reminder before your child's immunizations or physical is due to be updated. In order for your child to continue attending the Center, the new and updated forms must be turned in by the date specified on your reminder. If the forms are not turned in by the date specified, your child may not return to the Center until the updated forms are turned in. Tuition is still due for any days missed.

### *Special Notes*

The Center will only deal with the Custodial Parent.

If your child has any specific allergies, please inform their teacher so it can be documented on the classroom allergy sheet.

### *Annual Payment Report*

It is not required, but as a courtesy, an Annual Payment Report is offered to parents to provide the total tuition paid for the year. Parents must request this form we will not automatically send them out. Our Tax ID number will be made available to you on this form. The first copy is free. There is a \$10.00 fee for additional copies being requested by the parent.

### *Safety*

- ❖ A Little Bit of Heaven Child Enrichment Center meets all local and state licensing regulations, including being licensed by Florida League of Christian Schools (FLOCS #9742). Fire drills are conducted on a regular

basis. The fire alarm system, emergency lights, and fire extinguishers are checked yearly for proper function.

- ❖ The Center conforms to all fire regulations as designated by the State Fire Marshall.
- ❖ A Little Bit of Heaven Child Enrichment Center, four/five-year-olds preschool classrooms are not toddler-friendly. They are equipped and developmentally appropriate for three to five-year-olds; so some of the toys and equipment may be hazardous in the hands of little ones. Consequently, in order to ensure the safety of all the children, please keep your infants and toddlers with you at all times when they come with you to drop-off or pick-up.
- ❖ A Little Bit of Heaven Child Enrichment Center is a smoke-free environment. At no time will parents, staff, or others smoke in the building, or on the grounds (parking lots, entrance area, and playground) or on field trips.
- ❖ At A Little Bit of Heaven Child Enrichment Center, there will be no consumption of alcohol or usage of illegal drugs at any time in the building or on the grounds.

### ***Weather Policy***

#### ***Tornado***

If severe weather arises and a tornado alert is issued, we will proceed to the center of the main hallway, where the children will crouch and cover their heads. This procedure is practiced and documented.

### ***Hurricanes***

**A Little Bit of Heaven Child Enrichment Center will follow the Polk County School Board decision regarding school closing when a hurricane is approaching our area. If the county schools are closed for the day, we will also be closed, however if conditions change for the better, A Little Bit of Heaven will open for the needs of our families. All information and any update will be available through our parent “remind app” and our school Facebook page.**

**Due to severe weather approaching, Parents are required to pick up their children immediately should schools be closed while already in session. Please listen to broadcast reports because we may not be able to reach you by telephone.**

### ***Emergency Procedure***

**In the event of a flood, all children will be evacuated to the Family Life Center (Gym) the second floor. This is the highest point on the property. All parents or emergency contacts will be notified to pick-up their children immediately.**

**If the building experiences an extended loss of power, heat or water service, parents or emergency contacts will be notified to pick up their children within 2 hours of losing any of these services. The Center will remain closed until power, heat, or water is restored.**

**In the event of a fire, A Little Bit of Heaven Child Enrichment Center students and staff will evacuate the premises immediately and gather behind the playground. Fire drills will be practiced and documented monthly so the children are familiar with what to do.**

**In the event of a terrorist attack, the children will be kept safe by whatever means is deemed necessary and appropriate, based on the threat at hand. If the threat is to the building the children will be evacuated to the playground of to**

**the Family Life Center while the authorities are contacted. If the threat pertains to the exterior of the building and the children are safest in the building, the building will be “locked down” while the authorities are contacted.**

**If the center must be evacuated, we will put the children in the vehicles and go to a designated safe zone as directed by the authorities. We will then call all the parents to inform them of what has happened and where we are and to come pick up your child.**

**In the event there is a threat due to outside issues, the exterior of the building will be locked down and all children will remain inside.**

**During any emergency procedure, teachers will keep their attendance forms with them at all times so that accurate head counts can be made. The Director is responsible for checking the rooms and giving the “all clear” signal. If the Director is absent, the person in charge is responsible for these activities.**

### ***Rest Time***

**All children will be required to participate in afternoon rest time, approximately from 12:00 – 2:30 PM. Please do not bring your child to the Center during naptime. This may disrupt the children that are already sleeping. Your child will be provided with one inch or thicker kinder mat for napping. If your child is not tired or cannot sleep, we will allow for quiet book time during this period.**

### ***Address or Phone Change***

**In order for us to be able to reach you in the case of an emergency, please be sure to notify the office IN WRITING of any changes in your phone numbers or address. All phone numbers and addresses must be up to date at all times.**

## **Permanent School Closure**

**In the unlikely event our school unexpectedly closes, parents will be notified in writing at least 14 days prior to the last day of operations, and a copy of the student's file will be provided to each parent or legal guardian. All records will be maintained at Lake Gibson United Methodist Church for five years thereafter.**

## ***Discrimination Policy***

**A Little Bit of Heaven Child Enrichment Center is a non-profit ministry of Lake Gibson United Methodist Church. Enrollment in the Center shall be granted without regard to sex, race, creed, or national origin.**

## ***Child Pick-Up/Drop-Off Policy***

**To ensure the safety of children and your automobile, please do not leave your automobile running when picking up or dropping off your children. Thank you for this important safety matter.**

**Please follow the flow of traffic "ONE WAY" around the Church building. For the safety of your children we ask that you please escort your child to and from their classroom.**

**PLEASE DO NOT ALLOW YOUR CHILD TO RUN AHEAD OF YOU TO OR FROM THE PARKING LOT!**

**Upon arrival, parents must be signed in using the notebook on the bookcase in the front office. All children must be signed out when they leave the building.**

**ONLY persons designated on the Authorization Pick-Up Form will be allowed to pick-up children. Until your child's teacher becomes familiar with you or whomever you designate to pick up your child, a photo ID may be required. If a substitute teacher is in your child's room for the day, a photo ID may again be requested.**

If it becomes necessary for someone else to pick up your child, you must either send a letter stating who will be picking the child up and/or make a phone call to a Little Bit of Heaven Child Enrichment Center office letting a staff member know about the situation. A photo ID will be required of the person you designated to pick up your child. We will not release your child to anyone without proper identification and permission. This is done for the protection of the child and not meant to be a burden.

If at any time, a teacher suspects that a person is under the influence of drugs or alcohol, or acting in any unusual manner, A Little Bit of Heaven Child Enrichment Center office personnel will be notified and the necessary action will be taken to ensure your child's safety.

Any court ordered visitation rights or non-custodial visitations by parents or others should be made known to the Director.

All persons signing a child in or out must be at least sixteen years of age.

### *Visitors to the Center*

We are unable to allow visits by children not enrolled in our Center unless they are accompanying you to drop-off or pick-up your child. Parents are always welcome to visit the Center. You are asked not to enter your child's classroom until you have checked in at the office, except at drop-off and pick-up times. If it will not interrupt the class work in progress or will not upset your child when you must leave, you will be invited to enter the room.

You are welcome to come to the Center and eat lunch with your child or attend Chapel time with them. We urge you to be involved in their activities while they are at the Center. We invite you to work with their teacher for an appropriate time to share your hobbies, occupation, etc., with your child's class. We ask that you do not visit in any classroom other than your child's room unless you are touring the facility with one of our staff members.

### *Illness*

**Any child who is suspected of having a communicable disease, such as measles, mumps, chicken pox, ringworm, scarlet fever, hand-foot-mouth disease, pink eye, thrush, flu, COVID-19, etc., or develops any of the following symptoms, including but not limited to, fever of 99.9 degrees or greater, diarrhea, rash, and/ or vomiting, shall be removed from the classroom and sent to the office. The parent will be contacted and asked to immediately pick up the child. Please refrain from bringing your child to school if they have already shown any of the below symptoms during the previous twelve hours.**

***Children cannot remain at the Center with:***

- **A fever of 99.9 degrees or above**
- **A fever of 99.9 degrees, if combined with another sign of illness**
- **A skin rash that has not been in writing from a physician who has seen the rash**
- **Diarrhea and/ or vomiting two or more times a day**
- **Nasal discharge that is green or yellow**
- **Complaining of ear pain**
- **Severe coughing**
- **A sore throat or difficulty swallowing**
- **Evidence of head lice**
- **Eyes that are pink, burning or itching, or producing discharge**
- **Rapid or difficulty breathing**
- **Yellowish skin or eyes**
- **Conjunctivitis (pink eye)**
- **Stiff neck**
- **Infected skin patches**
- **Pain of which the child complains and that interferes with normal activity**

- Evidence of infection
- Excessive fatigue
- A moist or open cold sore

If these symptoms of possibly contagious conditions are observed in your child during the day, you will be called to pick up your child immediately.

When your child has a fever, please keep him/her at home one additional school day. If any symptoms remain please keep your child home until show no signs of illness. This will help to ensure that the illness has actually passed and that your child will be well enough to resume school activities.

*Children may return when:*

A physician's statement that indicates the child is free from communicable disease and that returning poses no risk to the child or others are provided.

Even with a doctor's note, the Center reserves the right to refuse to let your child return, if obvious symptoms are disruptive, or distressing to the other children or require excessive one on one attention from the teaching staff.

It is extremely important that you notify the Center immediately if your child is diagnosed with a communicable disease. **DO NOT BRING YOUR CHILD TO THE CENTER IF HE/SHE ALREADY HAS SYMPTOMS OF AN ILLNESS.**

*HEAD LICE PROCEDURES/POLICIES*

If a Little Bit of Heaven Child Enrichment Center staff observes head lice in your child's hair, you

Will be asked to pick your child up immediately and begin treatment to correct the problem. Children may not return to the Center without a doctor's or Health Department's note stating that they are free of nits and lice, and they are re-checked and cleared by the Director. Any signs of bug knits, eggs, or live lice your child will not be allowed to return to school.



### ***Medication Administration Guidelines***

**A Little Bit of Heaven Child Enrichment Center does not administer any prescription medication (with the exception of either Diaper Cream or Diaper Lotion supplied by the parent). If your child needs to have medication dispensed during the time the child is at the preschool, the parent or a designated person will need to come and give your child the medicine. Non-prescription creams and lotions can be applied to your child. We are sorry for any inconvenience this may cause. If in an emergency a child has either an asthma attack and needs a rescue inhaler or if an epi pen needs to be used the preschool will administer after being properly trained in the administration of the inhaler or epi pen. As a precaution both the inhaler and epi pen must be supplied by the parent .**

**Please inform your physician that your child is in full day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember A Little Bit of Heaven Child Enrichment Center is designed for well children.**

**We ask that you do not bring your child to school on the same day they have received their vaccinations. Vaccinations can cause irritability, fevers, diarrhea, and other side effects. It is best that the child stay home and be closely monitored.**

**Please inform the teacher if your child is medicated. Antihistamines, decongestants, and antibiotics can alter a child's behavior. If your child has a life-threatening condition, please leave detailed written instructions signed by your doctor.**

- ❖ We require that each child brings a blanket for covering up at naptime. This blanket should not be large so it can fit the in child's cubby. Their**

mat must have a fabric cover that covers the entire mat. These items will be washed by the Center each week. Do not send pillows.

- ❖ All children are asked to bring certain supplies based on their age range. A specific list for each age may be obtained from the child's teacher.
- ❖ Please save and turn in your Campbell labels. The Center will benefit from this program. Also for our Recycling Fundraiser, you can bring ink cartridges, cell phones, car and phone chargers, etc.

### *Personal Supplies Needed*

#### *Infants to One Year Old*

- ❖ Diapers
- ❖ Wipes
- ❖ Food, formula, bottles, Sippy cup
- ❖ At least two changes of clothes.

#### *One Year to Five Year Olds*

- ❖ Diapers, wipes, pull-ups as needed and age appropriate
- ❖ Thin small blanket that will fit into a gallon size zip lock bag.
- ❖ Change of clothes (more than one) especially if potty training.

Remember to put your child's name on everything.

### *Clothing*

Each student should have a change of clothes in a zip lock bag placed in their cubby. If a student has an accident at school the teacher will assist them in changing and place the wet clothes in a bag. Keep in mind that the children do

**messy art activities and play on the ground. With our warm weather, some children like to change into a dry shirt after they have gotten sweaty on the playground.**

**Please label all clothing and belongings.**

**Remember we learn by doing! Please allow your child to wear clothes that he or she can play in.**

- ❖ Dress your child in loose, comfortable, and easy to wash clothing. We cannot be responsible and will not replace damaged clothing. If girls wear dresses, they must wear shorts under them.**
- ❖ Children should wear tennis shoes and closed toed shoes. For the safety of your child no sandals or flip-flops. If they arrive without proper footwear, you will be called and asked to bring them the appropriate shoes.**
- ❖ Children in diapers or training pants are required to wear disposable diapers/pants at the Center.**

### ***Jewelry***

**Children may wear necklaces, bracelets, or rings on a regular school day. If the child has pierced ears, please make sure earrings are small hoops. The preschool is not responsible for lost or broken jewelry.**

### **Things Not to Bring to School**

**\*Candy**

**\*Chewing gum**

**\*Any breakable object**

**\*Loose change**

**\*Small items that may get swallowed or lodged in the throat**

**\*Beads or barrettes in infant/toddler hairstyles**

**\*Toys, except on show and tell day or when requested by the teacher**

### ***Birthday Celebrations***

**Birthdays are very important to preschoolers. Special attention is given to your child on his/her special day in the classroom. Please contact your child's teacher in advance to plan for the birthday celebration at the Center. Any items brought in as a special treat must be store purchased. Anything made from home will not be give to children due to allergies.**

### ***Food/Nutrition***

**Parents will be responsible for providing their child's lunch. Please bring items that are nutritious and follow the food pyramid.**

**As parents, we know that you want to provide your children with a lunch that meets their nutritional needs each day. We know that children can be "picky" eaters, therefore when fixing their daily lunches, please make sure that they will eat what you send. Keep in mind that they are "little people" who need a variety in their menu just as we adults do. Remember that their little bodies are growing daily and their food requirement increases with their growth. Be sure that you provide plenty of food for your child each day. Cookies and chips are not a lunch. Parents who do not pack a full lunch that closely follows the food pyramid will be asked to bring back a lunch that day. If a parent cannot bring back a lunch then the school will provide one but that parent will be charged.**

**We offer morning snack between 8:00-8:30 AM and an afternoon snack from 2:30-3:00 PM daily. If a student is at school past 5:30 and additional snack will be given. We do offer two days out of the week when you can purchase special lunches: Pizza on Wednesday, and Wendy's on Friday. Wendy's and Pizza is at the expense of the parent.**

**Please put your child's name on everything.**

### ***Hand Washing***

**We ask parents to take their children to wash their hands before leaving them in the morning. Frequent hand washing with soap and running water is**

necessary to prevent the spread of disease. Studies have shown that proper hand washing is one of the most effective ways to prevent the spread of germs. In an effort to provide as germs free a learning environment as possible, the children are required to wash their hands when they arrive at school. This is a new requirement from Health and Safety.

### ***Potty Training***

We will work with you and your child during this important step. Each child is a unique individual and has his or her own pace when it comes to potty training. We all need to have patience and provide encouragement for your child. Please remember that this is a team effort. Consistency in practices at home and school are essential for your child's success. Therefore, communication is a must. Please be sure you send pull-ups for naptime, if necessary, and an extra set of clothing. Any soiled clothes will be returned to you in a plastic bag for laundering.

Potty training is a huge milestone for children and parents. Consistency is the key to success. Please discuss your child's potty training with his/her teachers before you send your child to school in training pants or underwear. If you begin potty training before your child is two and he/she loses interest, stop and try again in a few weeks; every child is different.

Due to the lack of changing facilities, all students **MUST** be potty trained **BEFORE ENTERING THE PRE – K CLASS.** (3 and 4 year olds)

Potty Trained is defined as having no more than 2 accidents in 5 day of attendance period.

### ***Donations***

A Little Bit of Heaven Child Enrichment Center is a nonprofit organization funded mainly by tuition. The IRS considers any donation of money or new or used materials acceptable tax deductions. Tax receipts can be provided, when requested, to anyone making a donation to the Center.

### ***Parent Participation***

Parents are encouraged to become involved in program activities, both through fundraising activities and through classroom involvement. Also, parents may have a special profession, interest, or skill, which can be integrated into the daily program. The staff can always use assistance with special crafts. (Please volunteer your talents and time to the staff.)

### ***Fund-Raising***

We are grateful for our staff, equipment, and our facilities; however, there is much more we would like to provide for our students. Since we are solely tuition funded, it is imperative that we have fund-raising campaigns. Knowing that you have a keen interest in your child's education and in this school, we invite you to participate in the projects as they are announced.

### ***Guidance***

At A Little Bit of Heaven, CEC our families are very important to us. We want you to know that our Center is very active in the community and enjoy a wealth of information and resources. If at any time your family is in need of community assistance please do not hesitate to contact our offices for referral information that may assist your family.

All children will be screened and evaluated throughout the year. If there are any concerns as a result of these screenings they will be reviewed at a mandatory conference. The conference form will be signed by the parent and a copy will be placed in the child's folder. The director will assist you with any referral to other agencies such as Early Steps or Child Find if it is necessary.

### ***Open Door Policy***

Due to us not having security clearance of all of our parents. We are asking that morning drop offs and afternoon pickups be limited to five minutes. This not only helps with the safety of your child, but with routine, and an easy transition.

If you would like to set up a phone conference or face to face conference with your child's teacher, we are asking that this be done during nap time hours (12:00-2:00). If you wish to set up a conference, please set conferences up with front staff personnel. We are coming up with creative ideas for parent involvements for you to spend a little extra time with your child here at school. We appreciate your cooperation.

### *Parent/Teacher Conferences*

A parent/teacher conference will be held 2-3 times a year for VPK students and upon request for other students. At that time the teachers will give parents information about the children and a recommendation for the following school year. The teachers and the Director are available throughout the year for individual conferences with parents if needed.

### *Accident/Incident Reports*

Records of accidents and incidents shall be documented daily and maintained for one year. Documentation shall include the name of the affected party, date and time of the occurrence, description of the occurrence, actions taken and by whom, and appropriate signatures of Center staff and custodial or legal guardian.

### *Handbook Revision*

The school reserves the right to change or amend the handbook during the academic year. Parents will be notified in writing when there is an update to the parent handbook.

### **CLOSING OF PRESCHOOL DUE TO INCLEMENT WEATHER**

Although the preschool attempts to follow the lead of Polk County Schools for inclement weather closing, A Little Bit of Heaven CEC reserves the right to change when deciding to re-open and or close.

**Media Release**  
**PRESCHOOL PHOTO RELEASE FORM**

I, \_\_\_\_\_, the parent of a child at  
\_\_\_\_\_ (Hereinafter known as the "Preschool), agree to  
the following:

I understand that my child whose name is listed below may be photographed at the preschool during normal preschool hours, field trips, or activities. I understand that these photographs may be used in promoting child care services, either in print or on the Internet.

The child is known as:

\_\_\_\_\_.

With my signature below I grant permission for my child to be photographed, or their images recorded for print or electronic use in promoting the preschool services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## Camera Policy

### Policy Statement

The function of surveillance cameras is to assist in protecting the safety and property of the A Little Bit of Heaven. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal, criminal, or policy violations. A Little Bit of Heaven will not install cameras in faculty/staff offices or in bathrooms. It is our goal to ensure the safety of ALL children, staff, parents, and visitors, as well as the security of our facility.

1. Surveillance cameras may be installed in locations where the security of A Little Bit of Heaven property or people would be enhanced. This includes all locations that engage in, credit card transactions, and classrooms.
2. Appropriate signage will be installed to provide notice of the cameras and enhance the crime prevention value of the camera.

### Procedure

- Video monitoring for security purposes will be conducted in a professional, and ethical manner. Monitoring individuals based on characteristics, race, gender, sexual orientation, disability or other protected classification is prohibited.
- Recorded images CAN routinely be checked.
- Because we respect the privacy of all children, parents, and staff in our facility, our 24-hour video surveillance system/security cameras are for internal purposes only. Recorded information will only be accessed by authorized staff only. Which include, Director of ALBOH, Assistant Director of ALBOH, Pastor and/or Chairman of SPPR.
- Information obtained through video monitoring will be used exclusively for safety, security, compliance with A Little Bit of Heaven policy. Should

monitoring reveal activity that violates laws or policy, an investigation will be initiated.

- All information retained will only be released if necessary for law enforcement and or subpoena by the court.
- Any person who tampers with or destroys video security equipment will be subject to termination.

- **Technology Plan**

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- Parents and teachers are using technology in their homes and classrooms to teach young children. Often, we wonder HOW to incorporate preschool technology into every day learning.
- Here at “A Little Bit of Heaven” we promote making technology accessible to children as a tool, not a babysitter.
- Schools today require children not only to have access to the most current technologies but to be familiar with how to use them. Here at “A Little Bit of Heaven” we have a Technology plan that consists of...
  - 1. Videos to watch short clips on an academic topic.
  - 2. CD Players to listen to books on CDs.
  - 3. Computer to visit educational websites and play learning games.
  - 6. Video player to make videos of educational topics.
  - 7. I-Pads for short clips, and academic related games.
  - 8. Leap-pad to read and interact with stories.
  - 9. Calculators in our home living centers.
  - 10. Audio books and headphones for individual students.
  - 11. Light up toys, audio toys that speak colors, numbers, shapes, and letters, etc.

## **Confidentiality**

**All information gathered about a child is kept confidential.**

**Records are kept in a secure area with limited access except by authorized personnel. Information obtained and collected by the program will be shared with other staff only on a “need to know” basis.**

**Practicum students are not included in discussions of children and assessment/screening results unless the information is relevant to the practicum experience.**

**Parents and guardians may ask to view screening and assessment results through asking the classroom teacher or the director.**

**All information compiled during screenings and assessments will be used to promote the healthy developmental growth of the child. As appropriate the classroom teacher, the parents, and other essential personnel will be involved in making goals for the child or a referral in cases of developmental delays.**

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### Acknowledgment of Parent Handbook

I have been given a copy of and read the Parent Handbook for A Little Bit of Heaven Child Enrichment Center. I understand the Parent Handbook as written and agree to follow procedures with diligence. I also understand that this Parent Handbook is a “work in progress” and may be revised by the Preschool Board. If and when they are revised, I will be given the revisions, asked to read them, be given the opportunity to address any issues with the Director and/or the Board, and resign an acknowledgment at that time.

(Print/Signature Name of Legal Guardian)

\_\_\_\_\_

(Print/Signature Name of Legal Guardian)

\_\_\_\_\_

Date \_\_\_\_\_