

# The Learning Village Preschool



## Parent Handbook

Lisa Peters, Director

705 East Leeland Heights Blvd., Lehigh Acres, FL 33936

(239) 369-1361 Phone

(239) 369-3411 Fax

[tlvlehigh@yahoo.com](mailto:tlvlehigh@yahoo.com)

[www.faithlutheranla.org](http://www.faithlutheranla.org)

Facebook: <https://www.facebook.com/The-Learning-Village-of-Faith-Lutheran-Church>

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## **Mission Statement**

The Learning Village Preschool as a mission of Faith Evangelical Lutheran Church will strive to:

- Provide an educational program that is developmentally appropriate for all children.
- Have an environment that is nurturing both physically and emotionally.
- Encourage interactions with the community and individuals to strengthen family bonds and the community of the preschool itself.

## **Our Vision Statement**

We will hire the best faculty available. We will service the needs of the preschool families. We strive to introduce the children and their families to God's love. Under the guidance of the Pastor of the Faith Evangelical Lutheran Church a short mass for the children will be presented one day a week.

## **Our Licensing**

The Learning Village Preschool is licensed by the State of Florida Department of Children and Families. All preschool staff are trained in Early Childhood Development, CPR, and First Aid. Every faculty member will continue his or her education as needed/required.

## **Our Program Helps Children to (Character Development Plan)**

### Grow spiritually to:

- Develop a sense of trust
- Feel secure in God's love

### Grow emotionally to:

- Develop a positive self-concept
- Feel free to try new experiences and to learn from and be comfortable with mistakes
- Develop a sense of security and trust
- Show independence and responsibility
- Channel emotions into appropriate outlets

### Grow socially to:

- Learn to play, work and communicate with peers and adults
- Adjust to group situations
- Accept others even if they are different from themselves
- Develop a sense of community
- Accept changes in environment and routine

### Grow physically to:

- Develop gross and fine motor skills
- Develop eye-hand and eye-foot coordination
- Become aware of his/her own body

Grow intellectually to:

- Continue to develop language and understanding
- Develop pre-reading skill such as-
  - Love and interest in books
  - Visually discrimination
  - Auditory discrimination
  - Understanding of symbols
- Develop an ever-increasing attention span
- Complete any task they begin
- Initiate his or her own activities

Grow creatively to:

- View himself or herself as a unique individual
- Express ideas in their own way
- Be free to create artistically using a variety of materials
- Develop his/her own God given talents

### **Eligibility**

The Learning Village Preschool will not discriminate based on race, color, national origin, religion, disability, or parents marital status when considering a child for enrollment.

Applicants are considered on a first come first served basis. If there is no vacancy at the time of application the applicant has the choice to be placed on a waiting list and notified when a vacancy occurs.

We will accommodate to the best of our abilities any child with special needs. If we are unable to accommodate we will work with the parents/guardian to find the best possible placement for the child.

Applicants must be the age of their nearest age level prior to September 1<sup>st</sup> of the enrollment year. All children enrolled at the Learning Village must be a minimum age of three and be thoroughly potty trained. We understand that children at this age may have an accident sporadically. Excessive potty accidents will be considered a potty training issue and would be cause for termination. To help your child be successful at school, please coach them on the fundamentals of undressing and dressing themselves independently and how to wash their hands.

### **Enrollment**

Parents/Guardians must complete all necessary forms provided in the registration packet as required by the Florida Department of Children and Families and to submit original versions of the School Entry Form (Physical) and immunization record from their pediatrician.

Parents/Guardians are required by the learning Village Preschool to notify the school if any of the student's records/information changes. Also, you must notify the school if there are any allergies to food, medication, soaps/cleaning agents, or the environment. All student records are confidential and the property of the Learning Village Preschool.

## Supply and Tuition Fees

The Learning Village Preschool will establish the supply and tuition fees each year. Parents will sign off on a tuition agreement for the schedule of their enrolled student(s).

Tuition fees are paid in advance weekly or Bi-weekly by cash, check, or money order.

A \$20.00 charge will be applied for returned checks.

A late fee of \$25.00 will be applied for each week a payment is late unless other arrangements have been made. If payment is not received within two weeks then the students' place at The Learning Village Preschool will be relinquished.

Cash payments will always be issued a receipt. Check payment receipts will be given on request. Children "graduating" from The Learning Village will be issued a tax statement upon their last day of school. Currently enrolled students will receive a yearly receipt prior to January 31<sup>st</sup> of the following year.

Accounts that are past due for more than two months after the child has been withdrawn will be turned over to a collection agency.

All fees are non-refundable.

### Fee Schedule – NON VPK

*Rates are in effect as of August 2016\*\**

For 9:00 AM to 12:00 PM*	\$65.00 per week
For 9:00 AM to 3:00 PM*	\$95.00 per week.
For 7:00 AM to 6:00 PM*	\$115.00 per week

### Fee Schedule – VPK

*Rates are in effect as of August 2016\*\**

VPK Hours: 9AM-12PM or 1PM-4PM	\$ 0.00 per week – VPK Hours Only
For 9:00 AM to 3:00 PM*	\$65.00 per week.
For 7:00 AM to 6:00 PM*	\$95.00 per week

### Fee Schedule – School Age After Care

We provide after-care for a limited number of school age children K-5 at a cost of \$25 weekly.

\*Be sure to read information in listed in the pick-up policy on late pick-up charges.

**\*\*PLEASE BE ADVISED THAT ALL WEEKLY TUITION RATES WILL BE RAISED \$5 WEEKLY IN AUGUST OF 2020.**

## **VPK Attendance Policy**

All children are expected to attend school everyday unless absent due to illness. Yes, VPK is voluntary to sign-up for. Once you sign up, attendance does become mandatory. Excessive absences (over 15 yearly) are cause for termination from the VPK program. Excessive absences due to health will be excused with a doctor's note.

## **School Schedule**

School will be open for fifty-one weeks a year. We are closed annually from December 24<sup>th</sup> through January 1<sup>st</sup>. There is no tuition charge for the one-week we are closed annually. Please refer to the school calendar for actual holiday closings.

## **Annual School Holidays**

Labor Day	Good Friday
Veteran's Day	Easter Monday
Thanksgiving Day & Day After Thanksgiving	Memorial Day
Christmas Eve through New Year's Day	Fourth of July
Martin Luther King Jr. Day	
President's Day	

*Due to the excessive absences by VPK students during Lee County Winter and Spring Break, we are instituting those days as "Camp Days" where VPK ONLY students are not required to attend. All VPK and PreK students who pay any kind of tuition for wrap around care are expected to attend their wrap around days. VPK ONLY students preferring to attend on "camp days" can opt to pay to attend these days if they choose to. Please refer to your annual school calendar for the specific days.*

Each year parents will have an optional five days vacation where they may have the tuition pro-rated. A two-week notice must be given to the school in order to receive the pro-rated fee. The days cannot be accumulated or paid in cash.

Your child's teacher will provide you with a typical daily routine schedule at the beginning of the school year.

### **The First Day of School for Full-Day Students (longer than 3 hours)**

Parent or Guardian must bring to school a 1" thick mat with a wipeable surface, a full change of clothes, and a nutritious cold lunch with a drink (no soda) packed in a lunch box with a freezer pack. For safety of the children, the staff of The Learning Village are not permitted to warm or heat-up lunches, please make sure your child has a cold lunch. The school will provide a morning snack and an afternoon snack. Please put your child's name on everything they bring to school. Things you can do to make sure your child's transition to school easier is to coach them on how to wash their hands, opening their lunch boxes, and wearing clothes they can take off and put on themselves. Please remember that part of potty training is the ability to wipe themselves after using the restroom.

### **The First Day of School for Part-Time Students (3 hours per day)**

Parent or Guardian must bring to school a full change of clothes. The school will provide a snack while your child is in class. Please put your child's name on everything they bring to school. Things you can do to make sure your child's transition to school easier is to coach them on how to wash their hands and wearing clothes they can take off and put on themselves. Please remember that part of potty training is the ability to wipe themselves after using the restroom.

## **Classroom Pictures**

Please be advised that teachers will be taking candid photos and videos of your children at work and play within their classrooms and playground. The photos may be used within the classroom, used in art projects, set-up as a classroom or school display and/or could be given to you as a snapshot of your child's day. Please be aware that pictures and videos of your child could be posted on the Facebook either via the TLV Facebook page, FLC Facebook page or via parents who take them at events. Please be aware that we have no control of social media posts made by parents of children within your class or social media sharing. Some of these are posted directly to The Learning Village Facebook page or tagged.

The Learning Village has two official opportunities for professional school photos during the school year. Fall school pictures and in the Spring the VPK Graduates will have their photos in caps and gowns.

Please be advised that The Learning Village students could be involved in activities such as special presentations, church related events, media events and parades in which their photos and video of them may be taken for publication by press representatives or other social media.

## **Parent/Teacher Communication (Family Involvement Plan)**

We expect the following from Families:

- Notify the school immediately of any specific turn of events and/or family crisis that might affect your child at school.
- Notify the school of any problems or concerns with your child and/or that you/your child has with the school.
- Notify the school if your child becomes ill.
- Notify the school if your child contracts a communicable illness as stated in our Communicable Disease Policy.
- Provide the school with any special instructions you may have for your child. These instructions need to be written down and may be handed to your child's teacher.
- We have an annual open house. In addition to this parent visits are welcomed and encouraged at anytime. We request at least one scheduled parent/teacher conference per year. We encourage open formal and informal parent/teacher communication at any time.
- We perform assessments at school entry, midyear and at graduation. Additional observations are reported as needed.

As part of our dedication to your child's education, we will provide the following communication items:

- Read the monthly newsletters and the calendar, which includes current activities, upcoming events, and important dates. Your child's weekly reports will provide you with information about your child's classroom.
- Read the memos and notes that are posted on the bulletin board and on your child's classroom door. These postings contain important information.
- Facebook page: The Learning Village of Faith Lutheran Church will have postings of upcoming events.



## **Discipline Policy**

Our discipline policy is positive and helps children develop self-discipline and self-control over their actions. The following guidelines will be followed:

1. We will use positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to more acceptable activities, and setting clear limits.
2. Talk to the child on his/her level and give them the chance to correct the behavior.
3. If it becomes necessary we will use these strategies:
  - A. 1<sup>st</sup> time – Verbal warning
  - B. 2<sup>nd</sup> time – Take a break
  - C. 3<sup>rd</sup> time – Take a break and a note is sent home
  - D. 4<sup>th</sup> time – Take a break (in office if need be) and parent/guardian is called
  - E. 5<sup>th</sup> time – Conference with parent or guardian.
4. The exception to the above is if a child is harming other children. If it is determined that the child is a danger to others (repeated hitting or biting for example) then the school has the right to suspend the child for the day. In that case the parent or guardian will be called and expected to come immediately to pick up the child.

At **NO** time is corporal punishment allowed.

## **Violence Policy**

Our policy is to promote a non-violent atmosphere. This policy includes violent behaviors such as biting, punching, kicking, spitting and actions that demonstrate intent to do physical harm to another. In accordance with this policy we will arrange a meeting with parents/guardian on the second offense to develop a course of action. The third offense may result in immediate dismissal.

## **Medication Policy**

The only medications we are permitted to administer are prescription medication with the child's name, date, doctor's name and dosage written on the label. Director or teacher giving the medication must fill out and sign the medication form that the parent has filled out. No medication can be administered without a medication form being filled out and signed by the parent/guardian.

## **Accidents**

In the case of an accident, whoever is nearest will comfort the child. The extent of the injury will be checked and a course of action will be decided.

Parents will be informed of accidents in writing at the end of the day. These forms need to be read and signed by whoever picks the child up.

If the injury needs more than minimal attention the parent will be called. If necessary, the child will be transported to a local pediatrician or hospital. Faculty members are trained in First Aid and CPR.

## **Evacuation Drills**

The Learning Village Preschool has a regularly scheduled fire drill once a month. The faculty evacuates children to a predetermined safe area. Children are accounted for and kept in class groups until an "all clear signal" is issued.

The school is monitored by smoke detectors, fire alarms, and a room sprinkler system. The system is regulated by the Department of Children and Families and routinely checked by the Lehigh Acres Fire Marshall.

### **Pick Up Policy**

Children need to be signed in and out each day. Children will be released only to those indicated on the registration forms – any updates and changes need to be made before the child is picked up and need to be in writing with the parent/guardian signature. If we do not have the written permission, then the child will not be released to that person.

A late pick up fee of \$5.00 will be assessed for the first fifteen minutes after designated pick-up times (12:00PM, 3:00PM or 6:00 PM) and an additional \$5.00 for any portion of each quarter hour thereafter.

### **Dress Code**

Please send your child to school in comfortable clothes and sneakers that they can manage to get on and off themselves. They should fit well; it is hard to have fun in clothes that are too tight or that are too loose. Please remember that getting dirty is a part of learning. Choose clothes that you are not worried about keeping spotless.

### **Items From Home**

Children are not to bring toys, purses, backpacks, or inappropriate items to school. At certain times your child may be asked to bring in an item or to dress up for a special day. Information on this will be in the newsletters and on the weekly take home sheets.

Please help your child follow through with these requests so that they will be able to feel successful about participating at school.

The Learning Village is not responsible for lost or stolen items that your child brings to school.

### **School Pets**

Please be aware that we do have school pets on the premises. These pets can include but not limited to: fish, birds, turtles, lizards, geckos, frogs, snakes, hamsters, guinea pigs and bunnies.

On occasion staff and student pets have visited classes. These visiting pets can include but not limited to: dogs, cats, fish, birds, turtles, lizards, geckos, frogs, snakes, hamsters, guinea pigs, bunnies, and farm animals.

### **Communicable Disease Policy**

Preschool officials are required to notify the Department of Children and Families immediately by phone of suspect cases of measles, diphtheria or poliomyelitis. Officials are also to notify county Public Health Unit within 48 hours or in writing of any suspected disease conditions involving rubella (German Measles), pertussis (Whooping Cough), or mumps.

Preschool officials should be aware that in the event of a communicable disease outbreak, the Public Health Unit Director might declare a communicable disease emergency and initiate control measures. A serious communicable disease outbreak can include cases of immunizable poliomyelitis, Haemophilus influenzae type B, or mumps. If there is noncompliance with actions requested, the County Public Health Unit Director may invoke quarantine powers under 232.032 Florida Statutes, which could lead to the removal of children without proper immunization documentation or with medical exceptions.

## Common Contagious symptoms

### Impetigo:

Highly contagious- small blister filled with a thin yellow fluid. A crust is formed when the fluid drains. A child may return to the program after being on Rx for 24 hours.

### Pink Eye/Conjunctivitis:

The symptoms are swelling and redness of the white portion of the eye and/or lids. There can be a yellow discharge. This condition may last from several days to 3 weeks. The child may return to school after being on Rx for 24 hours.

### Scabies:

Rash accompanied by severe itching at night. Thin burrow with blisters caused by a parasite. This is a difficult condition to diagnose, as it resembles eczema, measles, and impetigo, etc. Child must be removed from school and treated by a physician.

THE SCHOOL REQUIRES A DOCTOR'S NOTE ALLOWING CHILD TO RETURN TO SCHOOL WITH ABOVE LISTED ILLNESSES.

### Head Lice:

The head louse is a tiny, wingless parasitic insect that lives among human hairs and feeds on tiny amounts of blood drawn from the scalp. Lice (the plural of louse) are a very common problem, especially for kids. They're contagious, annoying, and sometimes tough to get rid of. In the event that your child has head lice, we will ask you to remove the child and treat their hair as well as remove the nits. We will inspect your child's head prior to reentry to the classroom to verify that all lice and nits have been removed.

## Medical Policy

Parents will be called to pick up their child when there is any of the following:

- Excessive or colored nasal discharge
- Excessive or colored eye discharge
- Temperature of 100 degrees or higher
- Vomiting
- Diarrhea
- Difficulty in breathing
- Unusual spots or rashes
- Severe coughing
- Stiff neck
- Sore throat or trouble swallowing
- Infected skin patches
- Severe itching of the body or scalp or scratching of scalp
- Discovery of head lice on the scalp or hair
- Any other unusual signs or symptoms of illness

Reasonable pickup time in case of an illness is 30 minutes. Please be prepared for such occurrences and make arrangements ahead of time. Please keep emergency numbers current. **If your child is sent home from school due to illness or fever he/she needs to remain home the following day to rest.** At the discretion of the school Director you may be required to present a doctor's note before your child will be admitted back into the program.

## **Emergency Procedures**

All children will be moved to a safe place  
A call for help will be made from the office  
911 will be called in an extreme emergency  
Parents will be notified

### Hurricane policy

If the Lee county public schools are closed due to weather, The Learning Village Preschool will also be closed. If Lee County is under a Hurricane Warning or Watch, the program will be closed. Parents/guardians must make arrangements to pick up their children immediately.

### Tornado policy

Faculty will move children to inner hallways and have them sit quietly.

### Custody concerns

The Director will assess each case. In cases where there is a concern of violence, parents will be asked to withdraw the child until the dispute is settled.

If any other unforeseen problem, such as power failure, should occur parents will be notified as soon as possible. If a child is already at the center then the parent will be expected to pick up the child immediately. A late charge will be assessed for anyone failing to do so.

## **Child Abuse and Neglect**

Under Florida Law Childcare Workers are required to report to the Department of Children and Families any incident of suspected abuse or neglect.

### Child Abuse

Child abuse is defined as including non-accidental injury, sexual battery, financial or sexual exploitation or injury to the intellectual or psychological capacity of a child by persons responsible for the child's welfare.

### Child Neglect

Child neglect is defined as the failure to provide adequate food, clothing, shelter, health care, or supervision.

Identifying physical abuse is complicated by the wide acceptance of corporal punishment by our society. The following guidelines are given by the Department of Children and Families to help professional caregivers decide if a given incident of corporal punishment constitutes abuse:

- Any injury requiring medical treatment is outside the range of normal discipline.
- A bruise may be inflicted inadvertently, however, old or new bruises, bruises on the face or bruises on a child less than one year of age suggests abuse.
- Any punishment that involves hitting with a closed fist or an instrument, kicking, inflicting burns or throwing the child represents abuse regardless of the severity of the resulting injury.

It is our policy to report suspected abuse. Please report any unusual bruises or injuries to the Director to avoid misunderstandings and to help ensure the health and welfare of the child.