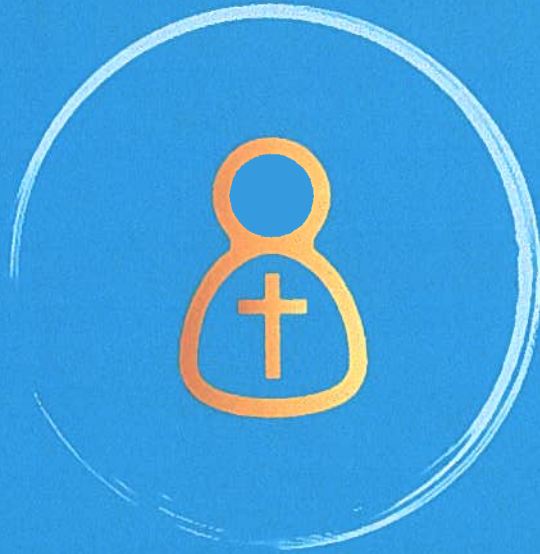


Parent Handbook

2022-2023



PRINCE OF PEACE
PRESCHOOL

LICENSE #C060920

455 Missouri Avenue N. Largo, Florida 33770-1597
Preschool 727-585-9790 Church 727-585-9969
Hours of Operation 7:30am - 5:30pm

Diana Schultz, Director

Email: preschool@poplargo.org
Web: www.poplargo.org/preschool

PRINCE OF PEACE PRESCHOOL

LICENSE #C060920

Staff Contact Information

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Young Three's

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VPK

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Rachael Duncan
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monica@poplargo.org

Church Staff Contact Information

Pastor Joe Glymph
pastorjoe@poplargo.org

Pastor Adam Buff
pastoradam@poplargo.org





Welcome to Prince of Peace Preschool! A preschool where children grow in Grace!

Our staff is so happy to have your child as one of our students!

Our Mission at Prince of Peace Preschool, as a ministry of Prince of Peace Lutheran Church, is to strive to ensure an accepting, safe, secure, developmentally appropriate, Christian environment where children are free to learn and grow!

Our Philosophy at Prince of Peace Preschool is to welcome children of all races, socio-economic backgrounds, nationalities, and religious preferences. We encourage parents to be involved in their child's learning experiences at PoP Preschool. We respect that you are your child's first teacher in life, and we would like to partner with you to make their learning experience at PoP Preschool even better! You are always welcome to visit, volunteer or assist with school projects from home. We encourage you to visit anytime! An appointment is not necessary!

Please read through this school handbook, as it details all of our school policies! We want to have the best school year possible and the best way to do that is to make sure you, our staff and our students know what to expect!

If you have any questions, please do not hesitate to reach out!

We are thrilled to welcome you into our PoP Preschool family!

Sincerely,
Diana Schultz
Preschool Director

PRINCE OF PEACE PRESCHOOL

LICENSE #C060920

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Annual Registration Fee

A non-refundable fee of \$100.00 is due upon registration each school year. The registration fee is per family and not per child. This fee does not apply to children enrolled in our VPK **only** program.

A non-refundable fee of \$35.00 is due upon registration of VPK children who will be attending wrap-care (before and after care).

Tuition Information/Policies

We will be beginning to make the transition to electronic payments only this year! Special circumstances will be granted. Please speak with the Director if you have any questions or need to make her aware of unordinary circumstances!

For all students attending our morning session only, tuition is due the **Thursday** before each week of care or in full on the **first** school day of the month for **every** week of care in the month.

For parents of full-time students, you have an option of paying your fees the **Thursday** before each week of care, semimonthly (**half** on the first school day of the month and **half** on the **15th or closest school day to the 15th**), or **in full** at the beginning of the month for **every** week of care in the month.

All balances must be paid by the start of the last week of the month. A **late fee** of **\$25.00** will be added to your child's account if tuition is not paid.

During holiday breaks, balances are to be paid before the start of the break **or a late fee of \$50.00** will be applied to your account.

If payments are not made in a timely manner, we will ask you to have a conference with the Director and/or your child may not return to school until the full payment is made.

In order to maintain the quality of Prince of Peace Preschool, tuition must be paid regardless of your child's attendance. We do not have prorated tuition for absences (illness, vacation, etc.) or holidays!

We follow the Pinellas County School calendar with reference to holidays and some of the In-Service days for teachers. You will find a school year calendar at the end of this handbook detailing when Prince of Peace Preschool has scheduled closures.

We ask that parents give us two weeks' notice before withdrawing their child. We also ask that parents give us two weeks' notice if they are changing their child's schedule. Failure to do so will result in your child's tuition still being charged/remaining the same as their previous schedule for two weeks.

Weekly Tuition Prices

Care Provided:	Tuition Weekly:
5 Full Days	\$170.00
3 Full Days	\$125.00
2 Full Days	\$95.00
5 Half Days	\$80.00
3 Half Days	\$65.00
2 Half Days	\$50.00
VPK All Day	\$110.00

We are proud to accept ELC/School Readiness Scholarship funds!

Enrollment Documents

The following signed documents are required to be in your child's file located in the director's office at all times:

- Emergency Medical Release
- Child's Enrollment Record
- Application Authorization Form
- Food Experience Form
- Healthy Eating Habits Form
- Publicity Release Form
- Student Illness Policy
- Discipline Policy
- Expulsion Policy
- Florida Certificate of Immunization, Permanent Medical Exemption or Religious Exemption From Immunizations
 - Not all children enrolled have completed immunizations
- Student Health Examination (Physical)
- Enrichment Program Consent Form (only provided if we have a current extracurricular activity)
- Distracted Adult Form (only provided during the months of April and September)
- Influenza (Flu) Information Brochure (only provided during the months of August and September)

The director will inform you when your child's immunization or physical are about to expire but generally, if your child sees the doctor and you are supplied with a new form, we could use a copy of it too! Please return the expiring items prior to their expiration date, or your child will be unable to attend school until updated forms are provided! These documents **are** monitored by the Pinellas County License Board and **must not** be expired!

Drop-off Procedures



Prince of Peace Preschool's teaching day begins promptly at 9:00 AM. We expect children enrolled in our VPK program to be at school no later than 8:55 AM.

Full-time students may arrive when Prince of Peace Preschool opens at 7:30 AM. Part-time students are to be dropped off at 9:00 AM to begin their day.

Each child has an attendance sheet that must be signed by the parent/guardian/adult dropping the child off. It is the adult's responsibility to ensure this sheet is signed, as it is the documentation that proves your child is legally in our care.

Your child must be at school prior to 9:30 AM to begin their day. After 9:30 AM, your child will be considered absent for the day. Exceptions include appointments (doctor's, dentist, therapy, etc.) with a note.

There are also case by case basis exceptions. Please contact the Director the day of if an unusual circumstance comes up!

Please park in a designated parking spot to drop off your child!

Notification of Absence: Please inform by phone call, email or text to the director if your child is going to be absent for the day! If you know in advance that your child will be late, please notify the director by 9:00 AM so that your child's late arrival can be communicated to their teacher.

Pick-up Procedures

Each child has an attendance sheet that must be signed upon the parent/guardian/adult picking up. Once this sheet is signed, the child is no longer in the care of Prince of Peace Preschool staff. Your child may have an accident/incident report from their day at school, which must also be signed upon your child being picked up.

Either parent/legal guardian has the right to remove their child from the premises of PoP Preschool. In order for one parent to restrict the right of the parent, a court order must be obtained and a copy put on file at the school.

Please park in a designated parking spot to pick up your child! No parking in front of the doors, as this blocks access to other programs being held in Church buildings!

Late Pick-up Procedures

The doors to the school close at **5:30 p.m.** Therefore, in order for the teachers to leave in a timely manner, please plan on picking up your child by **5:25 p.m.** in order to collect their personal belongings and sign out.

A late charge of \$1.00 per minute/per child will be charged to the parent if your child is not picked up prior to **5:30 p.m.** Upon your arrival, you will be given a slip that states how late you picked up, the amount of late fee accrued, and when your late fee is due **in cash.**

Cash payments are the only form of late fee payment, as it goes directly to the staff member that worked overtime to staff with your child. Your late fee is due the following day **at drop-off.** While we do understand emergencies happen, it is imperative that you pick-up your child on time!

If you are going to be late, please contact us immediately. While this will not waive the late fee, we must have parent contact within **30 minutes** of closure. If you have not contacted us and we have not been able to reach you or any of your authorized persons within 30 minutes of closure, we will call emergency services to ensure you are safe!

If you find that you are going to be substantially late, it is your responsibility to contact someone on your Emergency Release form or another person to pick up your child and to contact the school immediately. If the person picking up is not on your authorized pick-up list, you will be asked to email the name of the individual to the director and inform the pick-up person that they **must** bring a valid, government issued photo identification with them.

Emergency/Alternate Authorized Individuals

Children in the care of Prince of Peace Preschool staff will only be released to the parent/legal guardian or alternate pick-up individuals listed in the child's file. We are **REQUIRED** to have at least **TWO** emergency release contacts that live **in** the state of Florida. In the event an alternate adult is picking up your child, they will need a **valid, government issued photo identification** with them.

Potentially Impaired Persons

The parent's right to access does not permit Prince of Peace Preschool from denying a parent access to their child, even if the parent is or appears to be impaired of either a controlled substance or alcohol. Prince of Peace Preschool staff has been instructed to delay the potentially impaired parent as long as possible, while the director or staff member in charge contacts the other parent, the local police and Child Protective Services to inform them of the situation.

If another authorized individual (not a parent/legal guardian) attempts to pick-up the child and appears under the influence of a controlled substance or alcohol, the individual's access to the child will be denied. The director or the staff member in charge will contact the child's parents and the local police department to notify them of the situation.

Parent's Right to Access

Per the Pinellas County License Board for Children's Centers and Family Day Care Homes licensing regulations, "a children's center/school age child care program must provide the custodial parent or a legal guardian access, in person and by telephone, to the children's center during the children's center's normal hours of operation or during the time the child is in care."

If a court order (e.g., custody agreement, restraining order, or protection from abuse order) is in place, Prince of Peace Preschool requires a copy be on file with the director. The order of the court will be followed. **In the absence of a court order on file with Prince of Peace Preschool, both parents have the right to access their child.**

If multiple court orders are brought forth to the director, the court order with the most recent date of judgement will be followed.

Discipline Policy

We work with children to establish positive guidelines that are developmentally appropriate for a child's age and mental comprehension. Any discipline a child may receive will always be in a firm, loving and respectful manner. We use the re-direct method when a child is not making kind or appropriate choices. This means we will re-direct the child to a different activity or talk them through the situation at hand using our verbal skills as a guide for them to learn how to handle conflict on their own.

If a child's behavior is causing harm to themselves, another child, or a staff member, the child may be asked to sit quietly in a safe space for a short time in order to calm him or herself down. At no time is the child out of the view of a teacher. If the behavior continues to be disruptive, we will work with the parents so that we can come to a satisfactory conclusion in the best interest of the child. This may include contacting local resources for additional help (e.g., R'Club services, ELC services, therapeutic services, etc.).

If we cannot control the child's behavior, we may have to call you to come pick up your child. We do not aim to use this method and will do everything possible to avoid it, as children do catch on and can sometimes use their behavior as an excuse to go home early. As a last resort, your child may have to be removed from the program.

At no time will a staff member spank or use any other form of physical punishment as it is **strictly** prohibited, as is any form of discipline which is severe, humiliating, frightening or in any way associated with food, rest or toileting.

For more information, please see the Prince of Peace Preschool Expulsion Policy form included in your enrollment paperwork that must be signed and returned to the director.

Additional Educational/Medical Needs

While our preschool environment is designed to accommodate a wide range of learning styles and developmental levels, there are circumstances in which our facility and staffing abilities are unable to handle. If a child is exhibiting challenging behavior beyond our abilities to control, we will assess, observe and document any information that may be beneficial to getting your child additional help. We will do our best to keep the child in our care until a determination is made regarding the extent of the help they may need. Your child's needs are our first priority, and we will help them to be successful whether that is at Prince of Peace Preschool or in the care of a specialized education center!

If your child has a medical condition that we are not equipped for, there are local Medical Day Cares (or Prescribed Pediatric Extended Cares) in our area. If any further information is needed about these schools, please see the Director.

Mandated Reporting of Suspected Child Abuse and/or Neglect

The employees of Prince of Peace Preschool are considered **mandated reporters** and are legally responsible to report any **suspicion** of child abuse, neglect, or abandonment to the Florida Abuse Hotline. "Child Abuse or Neglect" is defined in s. 39.201, F.S., as "harm or threatened harm" to a child's health (physical, emotional or sexual) or welfare by a parent, adult household member, other person responsible for the child's welfare, or for purposes of reporting requirements by any person. It is a **first degree misdemeanor** if a childcare professional fails to report suspected abuse of any student in our care. Therefore, any staff member, when acting in good faith, is required to notify the proper authorities of their suspicion without having to notify the child's parents/legal guardian/caregiver.

Clothing

Encourage your child to pick out their own clothes and dress themselves. Children at school are going to get paint and dirt on their clothes, if they stay too clean, they aren't being kids. **Remember: P.L.A.Y. - Purposeful Learning All Year!** Keep the good clothes for picture day!



Girls are required to wear shorts underneath their dresses. Rompers or outfits that require your child to completely undress to use the restroom or have their diaper changed are not acceptable for school.

Children should always wear sneakers. If your child does not wear adequate shoes, your child will be asked to sit on the sidelines during outside play to keep them safe.

Parents will be responsible for providing the following items in a large Ziploc bag:

- Shirt
- Pants/Shorts (Seasonal)
- Socks
- Underwear

Accidents CAN and DO happen to children of all ages, and these items will help us be prepared for them! If clothes are sent home to you soiled, please return a fresh set the following day.

Please be mindful of the weather/temperature! Do not forget that your child needs a jacket during the winter months to be able to play outside!

Please label all clothing, especially jackets!

Toileting/Diapering

Students have access to bathrooms within their classrooms and while on the playground! They may freely use these restrooms throughout the day!

Parents of students who utilize the bathrooms are responsible for keeping extra pairs of underwear and clothes on site in case an accident occurs.

Students who are still in diapers are changed every 2 hours at a minimum! This is legally required of staff members per the Pinellas County Licensing Board, even if a child's diaper is dry! Diapers are checked regularly in between these times and children are changed if they are wet/dirty.

Parents of students who are still in diapers are responsible for providing their child with **diapers and wipes** for each day. Parents are welcomed to leave a supply with their child's teacher as long as the packages are labeled with the child's **first and last names**.

Illness

We strive to ensure our students and staff can learn and work in a safe, healthy environment. The following policies have been put in place to help us achieve that goal:

- Staff will be trained to recognize the common signs of communicable disease and other illness through First Aid training. All staff will be trained in the proper hand washing and disinfection procedures, as a part of their initial training.
- A child with any of the following signs or symptoms of illness shall be immediately isolated and their parent/guardian will be notified to promptly pick-up their child (within 1 hour of initial phone call):
 - Diarrhea (more than 3 abnormally loose stools in a 24-hour period)
 - Vomiting
 - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - Severe sore throat making it painful for your child to swallow
 - Difficult or rapid breathing
 - Yellowing skin or eyes
 - Conjunctivitis (pink eye), or yellow/green mucus draining from the eyes



- Body temperature of 100.4 degrees Fahrenheit or higher
- Untreated infected skin patches
 - Scabies
 - Hand, Foot and Mouth Disease
 - Impetigo
- Lice

Readmittance After Illness

Your child will be readmitted to class after he/she has been **symptom free, non-medicated for a 24-hour period**. This means they must have been without a fever for 24 hours **without** fever-reducing medicine. If your child was sent home due to a communicable disease (hand, foot and mouth disease, pink eye, impetigo, etc.), a note from their pediatrician must be present upon their arrival at school that clarifies they are no longer contagious.

Additional information:

If your child has had hand, foot and mouth disease, chicken pox, impetigo, etc., no draining blisters/lesions may be present for your child to return. If your child was found to have lice, their head will be checked by the director or a senior staff member to ensure they are free of adult bugs or nits (eggs).

Prince of Peace Preschool does NOT administer over-the-counter medications. Prescription medication MAY be administered upon the discretion of the director. If the director agrees to administer your child's prescription medication, a Medication Form must be filled out and kept on file. The prescription must be in the original, labeled container, be accompanied by a doctor's note, and have the specific dosage and administration instruction paperwork with it.

For more information, please see the Prince of Peace Preschool Student Illness Policy form included in your enrollment paperwork that must be signed and returned to the director.

Medical Emergencies

In the event of a medical emergency or an accident, we shall contact Emergency Medical Services and then contact the parents. If it is not possible to reach the parents, we will contact one or both of the emergency numbers listed on the school form. It is required that each child have in their records a signed and notarized Emergency Release Form. **Please be sure to keep us updated with address or phone number changes.**

Disaster Preparedness

In the event of a severe storm (tornado), we will shelter in place at school, away from windows.



We will have use of cell phones in event of an emergency and will contact the parents as soon as possible, if we must evacuate the building after. If you need any further information regarding this policy, please do not hesitate to speak with the director.

Prince of Peace Preschool follows the guidance of the Pinellas County School Board (PCSB) in regard to closures for inclement weather. If PCSB closes their facilities, we will be closed as well.

Remember, if a storm develops during the day, it might be safer for your child to remain at school rather than you trying to go into the storm to pick your child up. We will contact you if there is the need for an early dismissal.

Prince of Peace Preschool conducts monthly fire, inclement weather, emergency, and evacuation drills in compliance with the Pinellas County Licensing Board Rules and Regulations. During a fire/emergency situation, parents may not sign their child into or out of the care of our staff. Parents must wait until the drill is complete and children have returned to the building to sign their child in or out.

Videotaping and Pictures

Because of privacy concerns, parents are unable to video record or take pictures inside the classrooms. If we are at a school event, pictures/videos taken that have other children in them may not be posted to your personal social media, as we do have students who are unable to have their image shared.

Please make sure you sign and return the Publicity Release Form in your enrollment packet to detail which option you would like to have for your child (full publicity release for use on our social media pages, in the church, etc., classroom only pictures, or no images/videos taken at all).

Conferences

Conferences are important between the teacher and parent. We can schedule a conference at any time of the year but most particularly at the end of the school year. Your concerns are important to us; however, please keep in mind that drop-off and pick-up times are not good times to join in an in-depth discussion regarding your child. These times are great for quick updates about your child's evening at home or a brief update about your child's day at school.

If you wish to talk to your child's teacher or your child's teacher needs to have a more in-depth conversation with you, we will schedule a time that works best for you and your child's teacher to sit down and have an uninterrupted conversation!

Curriculum

While it may appear that children are just playing, they are actually learning within a well-structured, well-planned environment. Children learn through their play and play, therefore, becomes their work. Different areas of play teach the child on different levels. Life skills, among other skills, are learned through play. It is our goal to provide children with a variety of learning materials to enhance and activate the learning process. Remember: P.L.A.Y. - Purposeful Learning All Year!

Christian teachings and values are taught to even our youngest children. It is never too early to begin to share the teachings of Jesus. Chapel, prayers throughout the day, and Bible stories are all appropriate methods of the beginnings of a Christian Education.

Two-Year-Old Classrooms: We will help the parent toilet train the child, with the expectation that the parents will be working with their child to accomplish this task. Parents are to supply all diapers and wipes for their child. In this classroom, we are beginning to learn about ourselves, others, and our surroundings. Our focus is on the children learning to coexist with their peers, express themselves with words, and begin to follow directions!

Three-Year-Old Classroom: Children are expected to be toilet trained; however, accidents do happen, especially at the beginning of the school year. If you feel more comfortable at the beginning of the year with pull-ups, that is fine, but the child must be able to go to the bathroom independently. We would prefer, however, that the child be in regular underwear soon after school begins. In this classroom, we are really beginning to dive into social and emotional needs. Three-year-olds can be very emotional, and we want to give them the tools they need to express themselves safely!

Four-Year-Old Classroom/VPK: This class is designed for children who have reached the age of four prior to September 1st. We offer a VPK class for your child in order to prepare your child for Kindergarten next fall. We are still very much learning through play, but the children are becoming more and more independent. We are working with larger numbers and learning letter sounds. We are practicing writing by using the art area and increasing our language skills. Being able to put on your own jacket is just as important as learning your ABC's, as is being friends with each other and listening to the teacher.

In all of the classes, we look at the developmental levels of each child while working with the class as a whole. We want to challenge each child, but not frustrate them, so we attempt to give each child what he/she individually needs, and to also provide group activities to encourage all of the children. Above all, we want school to be fun so that their first experience is a good one!

Please remember: Every day your child will come home with love in their heart, knowledge in their head, but not necessarily a paper in their hand!

Birthday Parties

If you are going to invite the entire class to a birthday party, you may hand out invitations in the classroom. However, if you are only going to invite a select few, please mail the invitations. The same policy goes for thank you notes.

You are welcome to share a special snack (purchased from the store) on your child's birthday! You may, but it is not necessary, supply special plates, napkins and cups. However, no balloons or party favors. Please save those for your party at home.

Snacks you chose to send in for your child's birthday celebration **must be peanut free and store bought!** No homemade snacks will be served! We suggest mini-cupcakes or cookies, as these are the easiest for little hands!

School Parties

Halloween/Harvest Party- Children may dress in country western/Fall themed attire. Parent help welcomed!

Christmas - We celebrate by hosting a small program for the parents. We also plan a day of celebration for the children where we have a special movie, games and crafts.

Valentine's Day- We have classroom Valentine themed parties and exchange Valentine's cards

Easter - Prince of Peace has a large celebration which is open to all of the children at PoP Preschool. We will have a special party for Easter. Parent help welcomed!

Picture Day

We offer two days during the year when the children have their picture taken by a professional. You are under no obligation to purchase pictures. Your child will have their picture taken if they are here.

Volunteers

Parents, legal guardians and other family members are invited to join us in the classroom to volunteer! We love guest readers, craft helpers, lunch helpers, and even just someone to come and play on the floor with our students! If you are unable to volunteer in the classroom but would like to help your child's teacher, please let them know! Teachers frequently have projects that could be sent home to be cut out, glued, etc.

Volunteers working over 10 hours per month in a classroom are required to have a level 2 background screening completed and on file with Prince of Peace Preschool. Volunteers will never be left alone with children and must sign a volunteer affidavit of good moral character prior to their first day of volunteering!

Snacks and Lunches

All students (including part-time VPK morning only students) are welcome to stay for lunch! As educators, we are preparing students for the academic careers they have beyond our doors. This includes teaching children how to sit together as a group, socialize with each other, and eat all at the same time. Our VPK students are nearing their Kindergarten year, and we want to make sure they are able to be successful in the cafeteria where help can be limited!

Prince of Peace Preschool provides a morning snack, and we ask that parents provide an afternoon snack if your child stays past 12:30 pm. We encourage each child to say, "yes, please" or "no, thank you" when we provide them a snack. If they request the snack, we encourage them to try at least a few bites before they decide they do not like it. Usually, they like what we offer, however, tastes vary from child to child.

Prince of Peace Preschool does **not** heat up lunches! If your child would like a warm lunch, we suggest preparing their meal in the morning (chicken nuggets in the microwave, spaghetti-o's,

etc.) and placing them in a thermos! When packing your child's lunch, ask them what they want to eat, as children often get bored if they are given the same thing each day!

We encourage the child to eat, but we cannot force them to eat. We also encourage the child to eat the "good stuff" before the "fun stuff." It would help us greatly to limit the "fun stuff" in their lunches. **Prince of Peace Preschool staff is unable to cut food items! Please send items in pre-cut for your child!**

Please send in disposable spoons/forks for your child's lunches and afternoon snacks!

Pizza Friday is available every Friday unless otherwise posted/announced! If parents wish for their child to participate, they may send in \$5.00 by Wednesday for their child to enjoy pizza, fruit, and dessert for lunch on Friday!

Nutritional Policy

Prince of Peace Preschool does not provide meals. We will provide a morning snack only. All snacks will include two food groups. If and when drinks are provided, it will be either 2% milk or 100% juice. We encourage the children to drink water throughout the day. Parents provide a daily water container for their child. Your child's first and last name must be written on the container.

In the event that a child's parent fails to provide a nutritious lunch for their child, Prince of Peace staff/teachers will provide supplemental food items to complete the child's meal, and parents will be charged a fee.

Please research the following website for a better understanding of the nutritional needs of preschool aged children.

<http://www.choosemyplate.gov>

Personal Belongings

Toys: Teachers will advise parents when there are days a child may bring an item to share, however for safety reasons children are not allowed to bring toys from home on a day to day basis.

Jewelry: Please do not allow your child to wear any jewelry, plastic or real. **We are not responsible for lost jewelry.** Rings, bracelets and necklaces can pose a choking hazard. We will remove jewelry from children when they come to school. The exception is stud earrings; we will allow these earrings but will not be responsible if they are lost.

Nap Time: If your child is staying for a nap, you may supply your child with a **(SMALL)** Pillow. The pillow must fit into the child's take-home bag. We will provide each child with a cot, blanket and cot sheet. Your child may also bring a **small** soft stuffed animal to help with rest time. Your child does not have to sleep, but does need to rest. Please do not send in dolls that are made out of hard plastic or items



that make sounds. Your child's blanket and animal will remain at school during the week and will be sent home on Fridays to be cleaned.

PoP Bag: All children will receive a PoP bag in which to take items back and forth to school. Please be sure that all items that children bring back and forth to school can fit into this bag. Replacement bags are **\$5.00**. Occasionally we will send home these clothes in order for you to change them out to reflect the season.

Ruth's Promise

Ruth's Promise is a ministry which assists families coping with an elderly member who needs care while their caregiver spends time doing errands or just taking a break. This ministry will be held on Tuesdays and Wednesdays. Prince of Peace Preschool will be participating in this ministry. We hope to do art projects, perhaps have snacks and generally spend some time with these dear people. We believe this will be a creative enrichment experience for the children.

Parent Rules of Conduct

Parents of Prince of Peace Preschool agree to abide by the following rules of conduct while their child is enrolled in our school:



Smoking: Prince of Peace Preschool and its entire campus are a **smoke free zone**, as required by the Pinellas County License Board for Children's Centers and Family Day Care Homes licensing regulations. This includes cigarettes, cigars, and vaping!



Cell phones: Prince of Peace Preschool is a **no phone zone!** When dropping off or picking up your child, you may not be using your cellphone. Please finish your cell phone calls before you come to the door to drop off or pick up. Your child may be feeling anxious about leaving you for the day or is excited to see you after being away from you, and they deserve your complete attention!



Separation Anxiety/Saying Goodbye: We know it is difficult for both you and your child to say "see you later" for the day but a quick kiss, a hug and the assurance that you will be back helps for the smoothest transition! Prolonging your delay may make it more difficult for your child to leave your care and enter ours. We are happy to give them all of the hugs they need and dry any tears they may have! **Remember: "Quick Like A Band-Aid"** meaning give your child the love they need and pull the band-off quickly to keep them from being sad any longer than they have to be!



Speeding: Please slow down as you are entering and exiting the Prince of Peace Preschool parking lot. While the children who are in our care are not out of our secured building and playground, parents/guardians/authorized individuals are entering and leaving at the same time as you! We want to ensure our students are safe both in and out of our care. You can help us do that by going slow in our parking lot and being aware of your surroundings!



Yelling/Threatening: Yelling or threatening any staff member, child, or other parent/legal guardian/authorized individual of Prince of Peace Preschool is strictly prohibited. Any threat made against any of the above-mentioned parties will be reported to the appropriate authorities and will result in immediate termination of the child's enrollment.



Profanity: Parents and adults on the Prince of Peace Preschool campus or while communicating via phone, email, text, may not use any inappropriate language. Any use of inappropriate language towards Prince of Peace Preschool staff, children, or other parents/legal guardians/authorized individuals will be documented and could cause your access to our property to be revoked.

Prince of Peace Lutheran Church

Please know that the church is here for you! If you are having any challenges in your life and would like to speak to a Pastor, or another staff member, please let the Director know, or simply call the Church Office! You do not need to be a member of our church to reach out for help.

727-585-9969

Prince of Peace Preschool 2022-23 School Calendar

Monday, August 8, 2022 – Teacher In-Service Day– CLOSED

Tuesday, August 9, 2022 – Teacher In-Service Day– CLOSED

Wednesday, August 10, 2022 – First Day of School!

Monday, September 5, 2022 – Labor Day – CLOSED

Friday, November 11, 2022 – Veteran's Day – CLOSED

Monday, November 21, 2022 – Friday, November 25 – Thanksgiving Break – CLOSED

Friday, December 23, 2022 – The Christmas Story Play at 9:30 AM – 1/2 DAY –
Open 7:30AM – 12:00PM

Monday, December 26, 2022 – Friday, January 6, 2023 – Christmas/Winter Break – CLOSED

Monday, January 16, 2023 – Martin Luther King, Jr. Day – CLOSED

Monday, February 20, 2023 – President's Day – CLOSED

Monday, March 13 – Friday, March 17, 2023 – Spring Break – CLOSED

Monday, March 20, 2023 – Teacher In-Service Day – CLOSED

Possible Hurricane Make-up Day

Friday, April 7, 2023 – Good Friday – CLOSED

Monday, April 10, 2023 – Easter Monday – CLOSED

Thursday, May 25, 2023 – Last Day of School & VPK Graduation

Friday, May 26, 2023 – Wednesday, May 31, 2023 – Teacher In-Service Days
& Memorial Day – CLOSED

Thursday, June 1, 2023 – 1st day of Summer Camp!

Reminder: If Pinellas County Schools close for inclement weather, Prince of Peace Preschool also closes!

PRINCE OF PEACE PRESCHOOL

LICENSE #C060920

I, _____, the parent/legal guardian of _____,
(Parent/Legal Guardian's Name) (Child's Name)

acknowledge that I have received **and** read a copy of the Prince of Peace Preschool Parent Handbook.

I have been given, read, and understand the "Know Your Children's Center" brochure and the "Discipline," "Expulsion," "Student Illness," and "Food and Nutrition" policies used by Prince of Peace Preschool.

I understand that I am financially responsible for my child's care. Parents of full-time students may pay their fees weekly on the **Thursday** before each week of care, semimonthly (**half** on the first school day of the month and **half** on the **15th or closest school day to the 15th**), or **in full** at the beginning of the month for **every** week of care in the month. Parents of part-time students are required to pay their fees either in full on the **first** school day of each month for **every** week of care in the month or weekly on the **Thursday** before the child's next week of care.

I understand that all balances must be paid by the start of the last week of the month and that I must pay my child's tuition even if they are absent from care.

I understand that prior to holiday breaks, all balances are to be paid before the start of the break or a late fee of **\$10.00** will be applied to my account.

Prince of Peace Preschool retains the right to change policies with proper notification to parents.

I understand that upon my signature of this document, I am agreeing to abide by the policies and financial responsibilities set forth in the Parent Handbook by Prince of Peace Preschool.

Parent Signature

Date

Print Name

*Please return this page to the Prince of Peace Preschool Director