



Celebration Baptist Kinderschool 2016-17 Parent Handbook Policies and Procedures

A ministry of Celebration Baptist Church

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License of Certificate #C02LE0228

TABLE OF CONTENTS

Welcome

Welcome Letter from Senior Pastor	3
Welcome Letter from Director	4
Philosophy of CBK	5
Licensing	5
Professional Staff	5
Orientation	5

Payments and Fee Schedule

Registration	6
Supply Fee	6
Activity Fee	6
Tuition/Enrollment	6
Four Year Old Pre-K Program	7
Wraparound Fee	
Ministerial Discounts	7
Withdrawal from CBK	7

Programs

Before School Care	8
Stay & Play	8
Daily Drop In Care	9
After School Program	9

Operational Procedures

Parking Lot	9
Eye Brow (Drive Through)	9
Broom Tree Café	9
Drop-off and Pick-Up	10
Sign In/Sign Out	10
Attendance	10
Late Pick-Up Fees	11
Separation Anxiety	11
Discipline	11
Biting Policy	12
Suspensions and/or Termination	12

Health and Safety

Certificate of Immunization / Student Health Form	13
Child Abuse and Reporting	13
Injury	13
Illness Policy	14
Allergy and Other Concerns Policy	16
Medications	16
Emergency Contact	17
Persons Permitted To Pick Up	17

Emergency Preparedness

Emergency Drill Procedures	17
Building/Fire Emergency	17
Shelter-in-Place	17
Threats of Violence (Lock Down)	17
Severe Weather	18

General Information

Program	18
Curriculum	19
Chapel Time	19
Special Area	20
Assessment	20
Lunch	21
Pizza Fridays	21
Snacks/Birthdays	21
Sharing	22
Clothing	22
Toilet Training	22
Photos/Social Media	23
Field Trips	23
School Productions	23

Communication

The School's Role	23
Church Community Builder	24
Director's Newsletter	24
Teacher's Newsletter	24
Administrative Office Communication	24
Office Staff Emails & Phone Numbers	24
The Parent's Role	25
Grievance Procedures	25
Parent Conferences	26
Parent Engagement/Involvement	26
Program Evaluation	27

Other

Important Numbers (Tax ID #, and Licensing #)	27
USDA Nutritional Guidelines	28
Nutritional Snack List	29
School Calendar	30



August 17, 2016

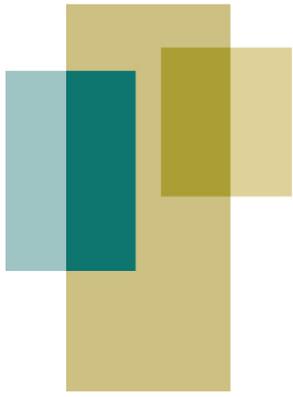
Dear Parent,

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

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

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

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



celebration

CONNECT WITH GOD & OTHERS

August 17, 2016

Dear Parents,

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

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

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

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

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

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

If you do not already have a church home, I hope you will consider worshipping with us on Sunday mornings. We have three services at 9:00, 10:15 and 11:30. There is childcare provided during all three services.

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

Joyfully Serving,
Pam Lueck, CBK Director

WELCOME

***Philosophy of Celebration Baptist Kinderschool**

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

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

Our staff consists of Godly women who are professing New Testament believers in Christ. They love our Lord and have a “heart for His children.”

***Licensing**

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

***Professional Staff**

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

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

***Orientation**

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

PAYMENTS AND FEE SCHEDULE

***Registration**

Registration begins in late January before the up-coming school year. The **NON-REFUNDABLE** registration fee is \$125.00 per child for Preschool and for Kindergarten.

***Supply Fee**

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

***Activity Fee**

Ages one to three ~ \$40 this is a *mandatory* annual fee. It covers expenses for seasonal class parties, Thanksgiving t-shirts and feast, on campus field trips and special events.

Four year olds ~ \$70 this is an *optional* fee for our four-year old program only; however, it is greatly encouraged. This fee covers on campus Field Trips, Thanksgiving Feast & t-shirt, seasonal class parties, special events and the Graduation Ceremony.

Kindergarten ~ \$85 this is a *mandatory* annual fee. This fee covers Field Trips, Thanksgiving Feast & a school t-shirt, many seasonal class parties, special events and the graduation ceremony.

***Tuition/Enrollment**

Enrollment is open to children ages one year old through kindergarten age, inclusive. Acceptance is determined by number of places available in each class.

Attendance Changes ~ all attendance changes must be authorized through the Front Office.

Tuition Due ~ Tuition is due on the **1st of the month and late after the 10th of the month.**

Payments ~ please note that our tuition fees are divided into equal payments and the payment amount remains the same each month. (September through May) Kindergarten has an additional prorated August tuition. All tuition payments are to be paid at the front office.

Please do not leave payments with teachers or in your child's bag. Please bring to front office only.

Checks Payable ~ to CBK (Celebration Baptist Kinderschool), **include child's name on the memo line.**

Bill Pay ~ is also available for making your payments. Please contact your financial institution to set up this service. Then you will need to contact Barbara Sessions at bsessions@icelebration.org and let her know that you have set up **Bill Pay**. To ensure your payment is routed correctly; **please indicate CBK and child's name on the memo line.**

Late Payments ~ \$25 for **all late tuition, when it is received after the 10th of the month.** An account will be considered delinquent if it is thirty (30) days past due. If account becomes delinquent your account must be made current, including late charges or we must terminate your child’s enrollment.

Returned Checks ~ \$25 fee for returned checks.

Monthly tuition is as follows:

Age	Days	Rate	Sibling Discount
Ones	2 days – T/Th	\$245	\$225
	3 days – M/W/F	\$295	\$275
	5 days – M-F	\$395	\$375
Twos	2 days – T/Th	\$245	\$225
	3 days – M/W/F	\$295	\$275
	5 days – M-F	\$395	\$375
Threes	2 days – T/Th	\$245	\$225
	3 days – M/W/F	\$285	\$265
	5 days – M-F	\$385	\$365
Fours	5 days – M-F	See below.	No discounts
Kindergarten	5 days – M-F	\$415	\$395

***Four-Year Old Pre-K Program and Wraparound Fee**

Our school contracts annually with the Early Learning Coalition (ELC) to provide the Voluntary Preschool Program (VPK). This program allows eligible children to receive a maximum of 540 hours of educational instruction. Our program provides 656 hours of educational instruction. The additional 116 hours of instruction allows us to provide an “enhanced” Four Year Old Pre-k program. This additional instruction that our program provides is paid by the parent through a wraparound fee. The annual fee of \$825 is divided into payments. At registration, \$375 of the fee is required. The remaining balance of \$450 has been broken down into monthly installments of \$50, due on the first of the month, September through May. A late fee of \$25 is assessed for payment received after the 10th of the month. The entire fee can be paid in full at the beginning of the school year.

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

***Ministerial Discounts**

If either parent of the enrolled child is a full time minister at a New Testament Church, there is a 25% discount on your children’s tuition. Please bring a note on church letterhead from your Pastor to verify employment. A ministerial discount **does not** exempt you from full Registration Fee, Supply Fee, Four-year old Wraparound Fee or Activity Fee.

***Withdrawal from CBK**

We understand that life’s events happen unexpectedly; however, unless we receive a thirty (30) day notification of withdrawal at the front office, tuition will be due.

PROGRAMS

***Before School Care**

We offer Before School Care (BSC) to those families who need to drop off before 9:00 a.m. BSC begins at 8:00 a.m. Our teachers and assistants staff this program. Enrollment in Before School Care must be the same days as your child's attendance.

The Before School Care monthly fees are as follows:

Days	Rate	Sibling Discount
5 days - Monday - Friday	\$100	n/a
3 days - Monday/Wednesday/Friday	\$60	n/a
2 days - Tuesday/Thursday	\$40	n/a
*DROP IN (not available)	n/a	n/a

The monthly fees are due with the monthly tuition and can be on the same check. All fees are **NON-REFUNDABLE**. To enroll in the program, you must come to the front desk to complete enrollment. All enrollment and/or attendance changes must be authorized by the front office staff or the Before School Care Coordinator. ***PLEASE NOTE: DROP-INS ARE NOT AVAILABLE FOR BSC.**

***Stay & Play**

We offer an extended day program from 1:00-2:30 called Stay & Play! It is available for **ALL** ages! If you are interested in having your child attend Stay & Play (S&P), you must enroll in the program. To enroll in the program, please come to the front desk and we will assist you. The days your child attends Stay & Play does NOT need to match enrollment. You will have to notify the front office if you need to modify.

Stay & Play Drop Ins ~ Parents who need to use this service must notify the front office as soon as possible either in person or by phone. The Front Office Staff will then speak with the Stay & Play Coordinator to make sure we have an available space.

The Stay & Play monthly fees are as follows:

Days	1 st Child	Sibling Discount
5 days - Monday - Friday	\$125 _{mo.}	\$115 _{mo.}
3 days - Monday/Wednesday/Friday	\$85	\$75
2 days - Tuesday/Thursday	\$65	\$55
1 day - ANY	\$40	\$30
*DROP IN (based on availability)	\$15/day	N/A

***Payment is due the day Stay & Play Drop-In care is provided.**

The monthly fees are due with the monthly tuition and can be on the same check. All fees are **NON-REFUNDABLE**. Pick up for Stay & Play will be at the Preschool Entrance Drive Through. A staff member will bring your child to the car. The program will follow the same monthly schedule as the school.

Celebration Baptist After-School Program will continue to serve VPK and/or Kindergarten students who need care between the hours of 1:00-6:00pm. Please see After School Program listed below for contact information.

***Daily Drop-in Care** *(for 9:00-1:00)*

Approval ~ this type of care is provided for currently enrolled children on a space available basis and must be approved in advance by the **Kinderschool front office staff**.

Drop-in Slip ~ after approval, on the day of Drop-in Care you must stop by the front desk and pick up a Drop in Slip to give to your child's teacher. Please do this before signing into your child's classroom.

Daily Drop-in Fee ~ \$35 per day. **Payment is due the day care is provided.** There are no sibling discounts for this type of care.

***After School Program** *(from 1:00-6:00)*

Children enrolled in a four year old class or kindergarten class are eligible for the CBC After School Program.

Contact ~ Holly Mills Director After School Ministry. Her contact information is (850)328-0040 (w), or (850)559-0109 (c), and her email is hmills@icelebration.org.

OPERATIONAL PROCEDURES

***Parking Lot**

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

***Eye Brow - AKA Drive Through**

We would like the drive through to be primarily used by grandparents, new mothers with infants or parents with multiple children, those with physical challenges.

***Broom Tree Café**

The Broom Tree Café is intended for adult-type events. CBK uses this space as a waiting room area before the school entrance is open. Please be sure to supervise your children in the Broom Tree Café. We have had several accidents near the stage area. We ask that you do not allow your child to run freely in

this area. We also request that when you are entering and exiting the preschool to please walk with your child. You may need to hold their hand or they may need to hold onto you. Please do not allow your child to run ahead of you. We understand that while it may be fun to playfully run with your child in the building; in order to ensure safety for everyone, we ask that everyone walk.

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

The Kinderschool hours are 9:00 a.m. - 1:00 p.m. In the morning, the Broom Tree Café doors will be unlocked at 8:30 a.m. Unless enrolled in the Before School Care program, children are not allowed in the classrooms prior to 9:00 a.m. as there is no staff supervision at this time. The Broom Tree Café remains unlocked during regular school hours (9:00 -1:00). **The back door is for exiting only.** For security reasons, the Preschool entrance may be locked during school hours. Front Office Personnel will be able to assist you with entrance into the classrooms.

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

All VPK and Kindergarten students arriving late must stop by the front desk for a Tardy Slip.

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

***Sign In/Sign Out**

Please be sure to Sign In and Sign Out your child DAILY including the arrival and departure times. This procedure is a licensing requirement by the State of Florida.

Minors cannot sign CBK students in or out. The Sign In/Sign Out book will be provided by your child's teacher.

PLEASE NOTE: The parent or guardian is responsible for guarding the child during arrival and departure. When school is over, please feel free to utilize the swings out in the field. Our staff hours are extended until 2:30 and we have teachers who are responsible for caring for our Stay & Play children. We want to encourage you to stay and fellowship with one another, however; we kindly ask that you not use the playgrounds while our Stay & Play children are utilizing them. Thank you!

***Attendance**

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

Four Year Old Program ~ there is a separate Attendance Policy for our Enhanced Four-year old program that parents of children enrolled in this age group will receive and agree to follow. This attendance policy is explained to the parents during parent orientation. The key to any age program, but particularly the VPK program being successful, especially for your child, is **REGULAR ATTENDANCE** and **ARRIVING ON TIME**. Attendance is also required in order for CBK to receive the full payment for your child from the State of Florida. When your child is absent more days than allowed, a percentage of the amount the preschool should receive will be deducted. It is important for the school to receive the full payment so that we may continue to provide a quality program that fulfills our mission which prepares the children for their educational journey.

***Late pick-up Fees**

Kinderschool day ~ if children are not picked up by **1:00 p.m.**, the late fee is \$10.00 per 10 minutes after 1:05p.m. (Example: 1:05 – 1:15 is \$10 and 1:16 – 1:26 is \$20)

Stay & Play ~ if children are not picked up by **2:30p.m.**, the late fee will be \$10.00 **AND** \$1.00 per minute after 2:35 p.m. (Example: 2:31 -2:35 will \$10, 2:36 will be \$11, 2:37 will be \$12, etc.)

Our workers have personal schedules which they must keep, so please help us by being prompt. After three excessive late penalties, a consultation with the director will be required.

***Separation Anxiety**

Separation anxiety is common and your child may resist being left here in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walking your child to class, simply give your child a hug and assure them that you will return that afternoon to pick them up – then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call or email Administration any time during the day to see how their child is adjusting.

***Discipline**

We will help the children learn composure, encouragement, assertiveness, choices, positive intent, empathy, consequences, etc. Children are taught that they are personally responsible for their behavior and help keep the classroom a safe place for everyone.

Discipline should be a learning experience. The Celebration Baptist Kinderschool staff desire to help the children learn to respect others and to learn self-control. We teach them of Jesus' love and use a positive approach to their behavior. Methods of discipline used are verbal reminders and redirecting. There is absolutely no punishment associated with toileting, eating or napping. CBK will not use humiliation, anger, scolding, hitting or fear to control a child's behavior. These policies were developed to insure a healthy, loving and educational environment for all children and workers. Every effort will be made to develop creative strategies for solving problem behavior. There may be situations that a child will need to be redirected in the classroom or out of the classroom. Occasionally, we will use *time-out* as a means to help the child calm themselves down, gain their composure and join their class activities again.

If a child purposely or intentionally hits, kicks, spits or willfully disobeys their teacher, the parents will be called and the child will be sent home from school for the rest of the day. For repeat offenses the Director/Staff will consult with parents regarding appropriate additional discipline. This policy is to help parents and children understand these behaviors are unacceptable at CBK and to keep everyone safe!

***Biting Policy**

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

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

Our policy for handling a biting incident is the following:

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

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

***Suspension and/or Termination Policy**

The policies outlined in this handbook are strictly enforced to provide fairness to all parties that render and receive services. It is therefore important that each parent/guardian carefully review the conditions listed below:

1. Failure to pay for services rendered (fees) or failure to pay on time
2. If receiving tuition assistance or VPK voucher, failure to maintain eligibility requirements and/or Re-determination responsibilities
3. Failure to provide updated Health and Immunization Records for each child as required
4. Failure to abide by CBK rules and regulations

HEALTH AND SAFETY

***Certificate of Immunization / Student Health Form**

Your child will not be allowed to attend school until the forms are received in the time requested.

Forms ~ Department of Children and Families (DCF), our licensing agency, requires all children in a preschool facility to present a current,

- 1.) Florida Certificate of Immunization
- 2.) Florida Student Health Form

DUE ~ at Registration. Must be kept current by parents at all times. Please turn in to the front office staff.

***Child Abuse and Reporting**

All child care personnel are mandated by law to report their suspicions of child abuse, neglect or abandonment to the Florida Abuse Hotline in accordance with section 39.201(F.S.) of the Florida State statutes.

***Injury**

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

Many staff is trained in First Aid/CPR. In the event that a child becomes ill or injured anywhere in the facility, the supervising staff member will make an immediate decision as to whether the incident is a non-emergency or an emergency situation.

In the case of a Non-Emergency:

1. Child is coherent and composed immediately after injury or illness.
2. Child has a small cut or scrape with little bleeding.
3. Child has little or no swelling
4. Child is able to move injured area, or does not experience pain when touched

The teacher will apply first aid measures such as stopping the bleeding, wash injury with soap and water, and apply a band aid. If the injury starts to swell, the teacher will call the parents, notifying them of the situation. Parents will be called for all questionable head/neck/back injuries so they can give guidance on what care to provide. If the injury continues to get worse, the parents will be asked to pick up the child and take him/her to the doctor/hospital. If we are unable to contact the parent/guardian, the emergency contacts listed will be called.

In an Emergency situation:

1. Severe injury to head/neck/back, broken bone, large lacerations
2. Lack of coherence, seizure or convulsion
3. Breathing disturbances
4. Signs of severe allergic reaction
5. Life threatening circumstances

911 will be called first. Parents will then be contacted.

For all accidents/incidents resulting in injury the teacher will fill out an Accident/Incident report for the parent/guardian to read and sign. A copy will be provided for the parent and the original will be placed in the child's file.

The Kinderschool will not assume any financial, medical, and/or legal responsibility for decisions made in the inability to locate a parent or secondary authority for a decision(s).

***Illness Policy**

We are partners in your child's education, health and well-being. Therefore, we have made it a primary concern for CBK staff and administration to ensure we maintain a safe and healthy environment for all. We highly value each child and we will do our best to enforce this strict policy for illness. In order to be successful, we need you to please adhere to the policy so that we will be able to control the spread of typical childhood illnesses.

We have an isolation area at the front desk for your child in the event he or she becomes ill while at school. In an attempt to decrease the spread of communicable diseases, we are asking all parents to adhere to the following guidelines. Children are not allowed to attend school and parents will be required to pick up their child when the child exhibits any of the following symptoms:

- Children with fever of 100 degrees or higher

Children must be fever free for a minimum of 24 hours and have had no anti-fever medications for 24 hours such as Tylenol or Advil. Please keep your child home for 24 HOURS AFTER the fever has subsided.

- Has vomiting and/or diarrhea within the previous twenty-four hours; Any vomiting is an indication of a stomach or intestinal virus and the child must remain at home, as this type of illness can be extremely contagious.
- Has urine that is very dark or brown.
- Has any sign of jaundice.
- Have any open lesions.
- Has any bloody or white, chalky stool.

- Has a persistent cough or runny nose with any colored discharge; keep your child at home until the discharge or cough has stopped completely
- Has sign of conjunctivitis or pink eye; Pink eye is **highly** contagious.
- Has any unexplained rash; see your doctor and do not bring the child to school until the cause and remedy are determined. Many highly contagious illnesses are accompanied by a rash. Undetermined Rash – any topical condition on the skin that is not normal for that child; may return with a note from the physician that states that the child is not contagious.
- **Strep Throat / Strep Infections** – must be on antibiotics for **48 hours** before returning to school
- Has any sign of head lice; observing the lice on the scalp or itching of the head, neck or back of the ears; must be nit free and treated with an anti-lice shampoo. Do not bring your child to school until the treatment is complete.
- If your child has a fungal infection (including ringworm), worms or any other parasite, do not bring your child to school until the treatment is complete.
- Has any sign of serious or contagious illness.

Young children may exhibit indications of illnesses that are associated with erupting teeth and the staff will help you determine this, since this is clearly not contagious.

For any other illnesses and the ones listed above, we may request, but not necessarily require a doctor's note for clearance to return to school.

Keeping a sick child at home will reduce the spread of illnesses in the classroom. It is a very long day for a child who is sent to school not feeling well.

Please do not put our staff in the difficult situation of having to send your child back home if you come back before the 24 hour period of being fever free and illness free.

If your child is too sick or cannot play outdoors because of a recent illness, please keep him/her at home. (The decision of wellness may be decided upon daily arrival by the teacher/director).

If your child becomes sick while at school, you will be notified immediately. If the parent cannot be contacted, the person(s) listed as an Emergency Contact on your child's registration form will be contacted. Only if the Emergency Contact is also listed as a Pick-up Contact will the child be released to them.

Your child will wait in the front office, please pick up promptly.

Your cooperation is deeply appreciated. We understand that your child may have lower attendance during cold and flu season. If all parents or guardians adhere to the policy, we will be able to control the spread of typical childhood illnesses. Children practice washing their hands thoroughly while at Kinderschool and the toys are sanitized daily by the staff.

Should the center experience any unusual level or type of communicable disease, after notifying the proper authorities, we will inform you verbally or in writing if your child may have been exposed. We will do our best to equip you with information including signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that have been implemented at the center and/or measures that should be implemented at home.

Please note that absences, regardless of the cause, will not entitle the parent to a refund or discount on the regular rate.

If you have any future questions after reading the policy, please contact the director.

***Allergy /and Other Concerns Policy**

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

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

Animals ~ Classrooms that have children who are allergic to animals will not expose the child to that type of animal, or have them as classroom pets.

Allergy/and Other Concerns list ~ the list is maintained by our registrar for all children who are enrolled. It is posted in every classroom, in the staff workroom, front office and in the class attendance folders. It is revised as often is necessary. All parents must update their child's medical and/or medication information immediately upon any change in child's health.

***Medications**

Safety ~ please do not put any prescribed or non-prescribed medication in your child's diaper bag or backpack.

Prescription/Over the counter Medication ~ Ongoing prescriptions and over the counter medications need to be dispensed outside school hours while the child is in your care.

School not allowed to ~ According to state regulations, we are not permitted to apply sunscreen, bug spray, itch creams and the like. Parent's responsibility to apply these prior to coming to school.

Diapering medications ~ According to state regulation, the staff is not permitted to apply these directly to child's skin. However, necessary creams/ointments may be applied inside a clean diaper, and this will be used for diaper change that day. Please let staff know.

Emergency Medication ~ the front office will lockup and dispense emergency medications such as Epi-pens, inhalers, insulin and Benadryl. If your child needs this type of medical support, please see school administration for forms and information.

***Emergency Contact**

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

***Persons Permitted to Pick up**

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

EMERGENCY PREPAREDNESS

***Emergency Drill Procedures**

Emergency drills are required by the Department of Children and Families. Fire drills must be conducted monthly. Other emergency drills such as shelter-in-place, lock down and severe weather are also conducted throughout the year. We practice these procedures in the event of a true emergency. Safety of your children is our first priority!

***Building/Fire Emergency**

In the event of a fire, after evacuating the building staff members are instructed to line the children up and conduct a name-to-face attendance. Evacuation location will be chosen based on area deemed to be the safest depending upon the type of emergency. We take the children to the Family Activity Building FAB (gym) located next to the preschool or to the worship center. Once we have reached our destination safely, we will conduct a name to face attendance to ensure that we have all the children. Parents will then be called to pick-up their child if necessary.

***Shelter-in-Place**

Due to emergencies that require the children and staff to stay indoors, teachers will calmly gather their children and sit in the preschool building hallway in front of the walls, not the doors. We also have four classrooms that are very safe because there are no exterior windows. Once we have reached our destination safely, we will conduct a name to face attendance to ensure that we have all the children.

***Threats of Violence (Lock Down)**

In the event of a bomb threat or person with intent to harm, the children and staff will either remain in their classroom with door locked or move immediately to location with locking door. Emergency Evacuation location assignments include preschool building, the Family Activity Building (gym) or

worship center. Once we have reached our destination safely, we will conduct a name to face attendance to ensure that we have all the children.

If an emergency requires parents to pick up their student(s), staff will have your contact information with them as part of the evacuation process. We will also send out a mass text message. Please make sure your "Cell Carrier Information" is kept current.

***Severe Weather**

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

In the event of severe weather conditions such as tornadoes, lightning or thunderstorms, or severe winds that occur before school begins, then parents should use their judgment. If severe weather occurs while the children are attending school, the teachers will take the children out of the classroom and walk them into the main hallway or to a designated safe area without exterior windows. This area has been approved by the fire department as a safe place for the children to be during severe weather conditions. Once the threat has passed, the children will then be returned to their classroom.

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

GENERAL INFORMATION

***Program**

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

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

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

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

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

***Curriculum**

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

In addition, we will be incorporating a supplemental curriculum titled ABC-Jesus loves me www.abcjesuslovesme.com. Please feel free to visit their website and blog at www.ouroutofsynclife.com

In addition to the “WEE Learn” curriculum, four year olds also receive Weekly Readers and a hands-on approach to Math, Science (Mud Pies to Magnets), Social Studies and Writing. The curriculum for the Kindergarten program is multi-faceted. The [A Beka Book curriculum](#) is used to teach Reading, Phonics, Social Studies, and Science. The handwriting curriculum is Handwriting without Tears and the math curriculum used is Saxon Math. Also we have a computer lab with age appropriate computer software to enhance our curriculum.

***Chapel Time**

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

***Special Area**

The Special Area time is designed for children ages three, four and five.

- Music/Worship - Music is a great teaching tool for children. The children will have additional music time with our special area teacher. This is also a special time to use instruments, CD's and other fun ways to appreciate music. They will also practice songs for preschool programs such as the Thanksgiving Feast, Christmas program, Spring Play and Graduation.
- Manners/Motor Skills – Activities and games to help children improve their social skills with others. They will learn how to share and take turns as well as how to win or lose graciously. These skills will help them to become more successful in and out of their classroom setting. They will learn what attitudes and behaviors are appropriate when dealing with difficult circumstances with peers. Fine motor skills such as lacing, snapping, buttoning, etc. will be introduced, practiced and strengthened.
- Library/Science – On library days, the children will be exposed to various authors and illustrators. They will listen to books on tape followed up with age appropriate activities. Library activities will also enhance their listening skills.
The science curriculum is from 'Answers in Genesis' (Creation Science Foundation) by Ken Ham. Children need to know that the history in the bible is real and explains today's world. Creation, sin, dinosaurs, the flood, fossils and most other questions by children are answered in this uniquely written series.
- Bible - Bible stories along with some scripture memorization. Sometimes praise & worship songs will be incorporated. Celebration Baptist Church purchases Sunday school curriculum that is also utilized in our Special Area.
- Physical Education - Various games and activities to strengthen gross motor skills such as skipping, leaping, jumping and crawling.

***Assessment**

- **One to three years of age:**
We implement two assessments each year for all ages. For one-year olds to three-year olds, we implement an age appropriate Progress Report in the fall and in the spring. The teachers assess the progress in Social & Emotional, Fine Motor Skills, Gross Motor Skills, Work Habits, Listening Skills, Speaking Skills, Self-Reliance Skills, Music Skills and Art Skills. The evaluation key is G = Good Progress, W = Working on Skill and NA = Not Applicable. We offer to all our parents an opportunity to have a Parent/Teacher Conference at least once a year.
- **Four year olds (VPK):**
We implement two different assessments for our VPK children. Since we must meet Florida state standards, we use the Florida Voluntary Prekindergarten (VPK) Assessment in the fall and in the spring. The assessment was prepared by the Florida Department of Education in collaboration with the Florida Center for Reading Research. Implementation of this assessment is being coordinated by the Office of Early Learning and the Florida Center for Reading Research. We are required to submit all scores for all children in four different areas – Print Knowledge, Phonological Awareness, Mathematics and Oral Language/Vocabulary. At the end of the year we print off their individual scores and incorporate in the parent conferences.

Another assessment we utilize, though at this current time it is not required, is Teaching Strategies Gold (TSG). Last year it was mandatory at the end of the year; however, due to lack state funding, it will not be mandatory this school year. Because of the high probability that we will be required to implement again in the future, our VPK staff will continue this year to practice the assessment tool. Video-taping and photographing with a school purchased iPad is encouraged to make assessing more streamlined.

- **Kindergarten:**

Our kindergarten students are assessed at the beginning of the school year with FLKRS ~ Florida Kindergarten Readiness Screener ~ The purpose of the Florida Kindergarten Readiness Screener (FLKRS) is to gather information about a child's overall development and address each student's readiness for kindergarten based on the Florida Early Learning and Developmental Standards for Four-Year-Olds. The FLKRS is also used to calculate VPK Provider Kindergarten Readiness Rate, which measures how well a VPK provider prepares 4-year-olds to be ready for kindergarten based on the standards. Section 1002.69, Florida Statutes, describes Department of Education responsibilities for statewide kindergarten screening and calculating VPK Provider Kindergarten Readiness Rates. The law requires statewide kindergarten screening be administered within the first 30 days of kindergarten. There are also opportunities for children who participated in VPK and attend kindergarten in a non-public school to participate in the screening. At the end of the year, the children are assessed using the Terra Nova Test. Terra Nova is a series of standardized achievement tests used in the United States designed to assess K-12 student achievement in reading, language arts, mathematics, science, social studies, vocabulary, spelling, and other areas. The test results are communicated to parents during the parent conferences.

***Lunch**

Children are required to bring their lunch each day. Please label all lunchboxes and cups with the child's name. The state of Florida requires that all personal cups brought from home must have clearly labeled **FIRST AND LAST NAME**. {F.A.C. 65C-22.005(2) (a)} Please pack lunches that are age-appropriate and will meet the child's daily nutritional needs for healthy growth and development. We are not able to heat or refrigerate lunches so please plan accordingly.

***Pizza Fridays**

Parents are able to buy a pizza lunch for their child on designated Fridays. The lunch includes pizza (from Uncle Maddio's Pizza Joint), a drink and a cookie. The price is \$2.50 per lunch and sign up forms and due dates are made available through your child's classroom teacher. Payment is required when the pizza form is submitted. If you do not receive the information, please contact the front office. In the event that your child is absent on a Pizza Friday, there are no refunds, credits or transfers for the days you signed up for pizza.

***Snacks/Birthdays**

Snacks ~ healthy snacks can help boost a child's mental and physical skills. For this reason, we have snack time every morning. We encourage parents to send their child to school with a small, healthy snack each day. Please label your child's snack with **FIRST AND LAST NAME** and place it in the snack basket or designated location determined by the teacher. Our snack time is supposed to last no longer than 15 minutes, so snacks should be small enough to eat in that time period.

A list of appropriate nutritional snacks is in the back of this handbook. Some parents may want to bring an appropriate snack for a specific unit of study. Please see your classroom teacher to sign-up.

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

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

***Sharing**

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

***Clothing**

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

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

***Toilet Training**

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

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

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

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

***Photos**

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

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

***Social Media**

We will not post any pictures of your children on any social media! The two options for teachers who want to share pictures with their classroom families may set up a secured account with Snapfish or Shutterfly.

***Field Trips**

Off-campus field trips will be taken by the Kindergarten class only. Permission slips will be distributed and require parent signature for child to participate. Florida Statutes mandate all children under 6 years old must use a car seat/booster seat. Children 6 years old and above will be required to wear a seat belt. Parents may be invited to drive and chaperone. Parents who chaperone are not allowed to bring siblings on field trips so their full attention can be devoted to the children in their care. For the preschool children, our "field trips" will come to us on campus. Parents are welcome to enjoy the on-campus field trips with us.

***School Productions**

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

COMMUNICATION

***The School's Role**

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

***Church Community Builder (CCB)**

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

Please keep the front office informed of any changes in your email addresses or cell phone.

***Director's Newsletter**

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

***Teacher's Newsletter**

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

***Administrative Office Communication**

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

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

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

***Office Staff Emails and Phone Numbers**

Director – Pam Lueck, plueck@icelebration.org, (850)328-0039 or (850) 339-3650 cell

Registrar – Melanie Stowers, mstowers@icelebration.org, (850)328-0036

Finances – Barbara Sessions, bsessions@icelebration.org, (850)328-0029

Administrative Assistant – Laurie Arnaldo, larnaldo@icelebration.org, (850)893-2229

***The Parent's Role**

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

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

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

Texting Teachers ~ PLEASE REFRAIN FROM TEXTING YOUR CHILD'S TEACHER DURING SCHOOL HOURS. Teachers should not be receiving or sending any text messages during school hours. This is a distraction for the teacher and takes her attention off of her students. It is each teacher's discretion to give out her cell phone number. Parents are welcome to text the teacher at other times of the day if the teacher has given out her cell number. If you need to communicate something to the teacher between 9:00 a.m. and 1:00 p.m., please contact the preschool Office at (850)893-2229.

***Grievance Procedures**

If parents have any questions or have concerns, we ask that these procedures be followed.

Matthew 18~

15 "If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. 16 But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' 17 If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. 18 "I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. 19 "Again, I tell you that

if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. 20 For where two or three come together in my name, there am I with them."

21 Then Peter came to Jesus and asked, "Lord, how many times shall I forgive my brother when he sins against me? Up to seven times?" 22 Jesus answered, "I tell you, not seven times, but seventy-seven times. 23 "Therefore, the kingdom of heaven is like a king who wanted to settle accounts with his servants. 24 As he began the settlement, a man who owed him ten thousand talents was brought to him. 25 Since he was not able to pay, the master ordered that he and his wife and his children and all that he had be sold to repay the debt. 26 "The servant fell on his knees before him. 'Be patient with me,' he begged, 'and I will pay back everything.' 27 The servant's master took pity on him, canceled the debt and let him go. 28 "But when that servant went out, he found one of his fellow servants who owed him a hundred denarii. He grabbed him and began to choke him. 'Pay back what you owe me!' he demanded. 29 "His fellow servant fell to his knees and begged him, 'Be patient with me, and I will pay you back.' 30 "But he refused. Instead, he went off and had the man thrown into prison until he could pay the debt. 31 When the other servants saw what had happened, they were greatly distressed and went and told their master everything that had happened. 32 "Then the master called the servant in. 'You wicked servant,' he said, 'I canceled all that debt of yours because you begged me to. 33 Shouldn't you have had mercy on your fellow servant just as I had on you?' 34 In anger his master turned him over to the jailers to be tortured, until he should pay back all he owed. 35 "This is how my heavenly Father will treat each of you unless you forgive your brother from your heart."

- 1.) Please, go directly to the person with whom you have a difference (the teacher, another parent or other staff member) Address the issue in a non-accusatory manner and attempt to reach a resolution. It is not acceptable to discuss an issue with any persons not directly involved. If the parent feels that the issue was not properly addressed, or it was dismissed:
- 2.) Then, if the conversation with the person does not bring resolution, the concern should be addressed with the director. The director will then work with the parents in an attempt to resolve the problem. If the issue needs further resolution, the Director will bring the issue to our Children's Pastor Tommy Hendricks.

Remember:

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

***Parent Conferences**

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

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

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

Parents are invited to speak with classroom teachers or a director at any time concerning center matters or your child's development. It is best to talk directly to your child's teacher if you have concerns regarding your child or your child's classroom and to a director if you have concerns about a staff member, center policy or procedure.

We strongly encourage ALL parents to sign up for a conference at the designated time which usually is in the spring. A parent conference MUST be held whenever a parent, teacher, or director feels it is

necessary. Failure to meet with center staff regarding your child's well-being could be grounds for dismissal.

***Parent Engagement/Involvement**

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

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

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

***Program Evaluation**

Periodically, we may distribute a program evaluation as needed. This concerns an evaluation of all aspects of our program. Your feedback is vital for us to continue meeting the needs of our CBK family. We value your opinions and concerns and make every effort to incorporate changes where are needed.

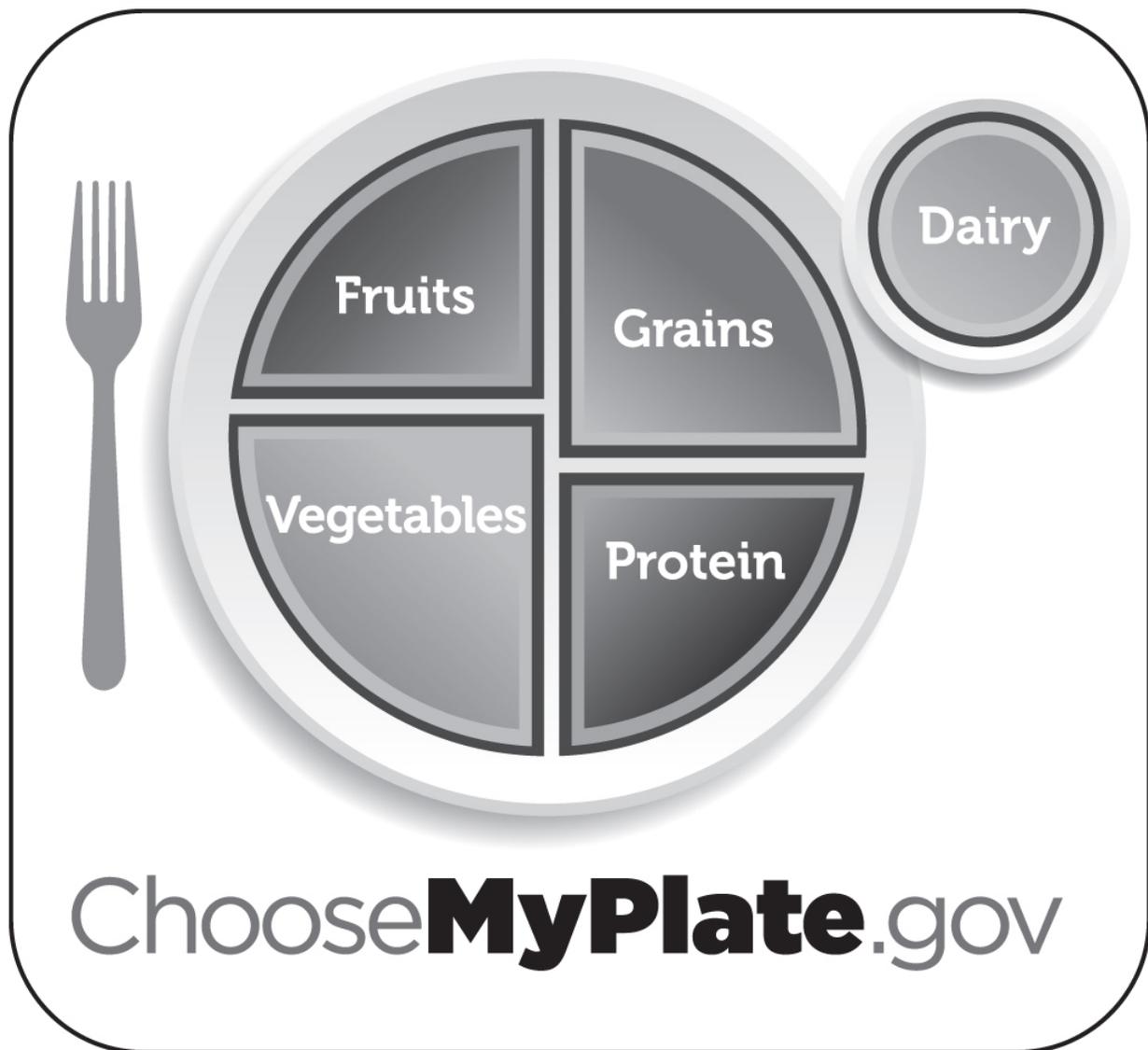
OTHER

***Important numbers**

Our Tax Identification number is 59-2127519.

Our Child Care Facility Licensing number is C02LE0228.

The United States Department of Agriculture has revamped the nutritional guidelines. Please visit www.choosemyplate.gov for great information and tips about eating healthy!



Revised 8/15/12

NUTRITIOUS SNACKS

Choose one food from each group to make a healthy snack

GROUP I

Thirst Quenchers

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

Crunchies

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

Fruit Goodies

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

Body Builders

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

GROUP II

Munchies

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

Nibblers

Fruit Cookies
Muffins
Toasted Cheese Biscuits
Banana Bread
Bread Squares

Sweet Treats

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



Celebration Baptist Kinderschool
2016-17
Calendar of Events

August 15	First Day of School for Kindergarten 9-1pm, BSC and Stay & Play available
August 15	Kindergarten "Boo-Hoo" Breakfast for Kindergarten Families; 9-10 Broom Tree Café
August 21	2-4pm - *Parent Orientation with director and staff in Worship Center, *Parent Orientation with teachers in student's classroom
August 22	Ones to Fours Student Orientation; 10-11am
August 23	First Day of School for Ones to Fours 9-1pm, BSC and Stay & Play available
September 5	No School ~ Labor Day
September 7 & 8	Class Picture & Individual Student Pictures by Nicole Myhre
September 9	Grandparent Appreciation Day 9:00-10:00 Broom Tree Café
October 12	No School ~ Leon County School Fall Holiday
October 21	No school ~ Leon County Schools Teacher In-service
October 31	Kinderschool Fall Parade
November 11	No school ~ Veteran's Day
November 18	Thanksgiving Feast; 12pm
November 23-25	Thanksgiving Holidays ~ No School
December 2	CBK Christmas Program; 12pm
December 14-31	No School ~ Christmas Holidays
December 24	* CBC event, please join us! ~ Christmas Eve Program (Times TBA)
December 25	* CBC event, please join us! ~ Christmas Morning Services (Times TBA)
January 1-2	No School ~ Christmas Holidays
January 3	No School ~ Leon County School Teacher In-Service
January 4	Students return to school
January 5, 10, 12, 17, 19	Kindergarten Open House for 2017-18; 12:35-12:55pm
January 16	No school ~ M.L. King Holiday
January 23-26	Registration for 2017-18 9am-1pm Broom Tree Café
February 3	Snow Day (Weather Permitting)
February 10	* CBC event, please join us! ~ Parent Night In (Times TBA)
March 3	CBK Spring Play 12pm
March 8-9	Black and White Pictures by Nicole Myhre
March 13-17	No school ~ Spring Break
March 20	No school ~ Leon County Schools Teacher In-Service
April 11	Cap / Gown Pictures (for VPK and Kindergarten), by Nicole Myhre
April 14	No School ~ Good Friday
April 14	* CBC event, please join us! ~ Good Friday "Worship in the Round" (Times TBA)
April 16	* CBC event, please join us! ~ Easter Sunday Worship (Times TBA)
April 28	Parent Appreciation 8:30am Broom Tree Café
May 12	CBK Graduation ~ VPK and Kindergarten 12pm
May 19	Last Day of Kinderschool
*CBC – Celebration Baptist Church	