



# **Maitland Presbyterian Preschool**

2020-2021  
Handbook

341 North Orlando Avenue  
Maitland, FL 32751  
(407) 628-1966

# Letter from the Director

Dear Parents,

Welcome to the Maitland Presbyterian Preschool. Our staff and administration have worked hard to ensure that your children will have a positive and caring environment in which to grow and learn. We feel that school should be a place where children are accepted and loved; a place where laughter and play are cherished; a place where children's voices are heard and given a warm response.

It is our hope that your time with us will be a cherished memory of your child's early childhood educational experience. We have a highly trained and professional staff which is the strength of our program. The love and care that they give to your children is the cornerstone on which our program has been developed.

Thank you for choosing our early childhood program and allowing us the privilege of caring for your children. Please know that the door to my office is always open for you to discuss any problems or concerns you might have.

Sincerely,

*Susie Stull*

Susie Stull

Director

Maitland Presbyterian Preschool

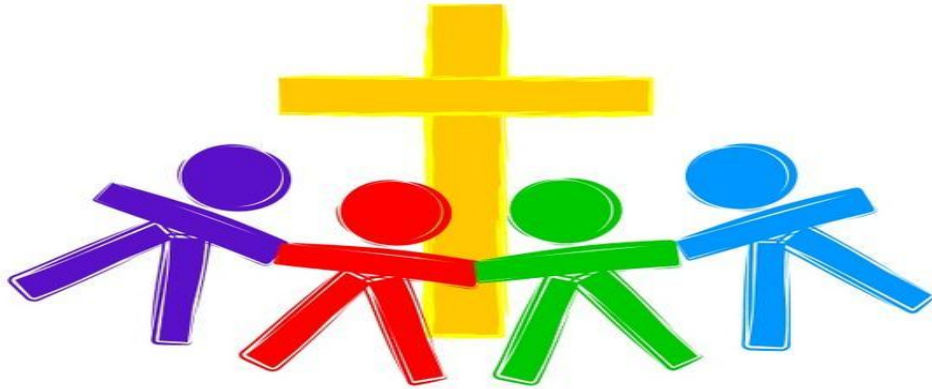


# STAFF NAMES AND EMAIL ADDRESSES

Lead Teacher-VPK	<b>Lisa Brown</b>	<a href="mailto:lisambrown123@gmail.com">lisambrown123@gmail.com</a>
Lead Teacher-VPK	<b>Gina Rickard</b>	<a href="mailto:ginacrickard@gmail.com">ginacrickard@gmail.com</a>
Lead Teacher-3s class	<b>Morgan Dixon</b>	<a href="mailto:mdixon15@live.com">mdixon15@live.com</a>
Lead Teacher-3s class	<b>Jackie Wilson</b>	<a href="mailto:wilsonjackie0420@yahoo.com">wilsonjackie0420@yahoo.com</a>
Lead Teacher-2s class	<b>Vanessa Hollingsworth</b>	<a href="mailto:mommyhollingsworth@gmail.com">mommyhollingsworth@gmail.com</a>
Lead Teacher-Toddler class	<b>Gayle Hill</b>	<a href="mailto:ghill456@yahoo.com">ghill456@yahoo.com</a>
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Director	<b>Susie Stull</b>	<a href="mailto:mpp@maitlandpres.org">mpp@maitlandpres.org</a>
Associate Director	<b>Kristi Snelson</b>	<a href="mailto:mpp@maitlandpres.org">mpp@maitlandpres.org</a>

**School Office**  
(407) 628-1966  
[mpp@maitlandpres.org](mailto:mpp@maitlandpres.org)  
341 N. Orlando Ave  
Maitland, FL 32751





## **Mission Statement**

The Maitland Presbyterian Preschool (MPP) is a Christian ministry and service to members of the church and community. Our programs are designed to provide an environment in which children are loved, respected and encouraged to learn through experiences which are developmentally appropriate for each child's age. This will help to ensure self-esteem and self-worth throughout their early childhood years.

It is the commitment of our staff, MPP board and church to encourage, love and provide a foundation on which each child will grow physically, emotionally, socially and spiritually. Each child entering our school is recognized as a "child of God". We are proud that we are able to combine a positive, hands on early learning experience with the Christian values we treasure.

**"Jesus said, 'Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'"**

**Matthew 19:13-16**

# GENERAL INFORMATION

## REGISTRATION PROCEDURES

Enrollments are accepted until the class limit is reached. Names will then be placed on a waiting list to be notified if there is a cancellation. The priority for accepting registrations is:

1. Children of members of the Maitland Presbyterian Church
2. Siblings of currently enrolled students
3. Children on waiting list
4. Children in the community

**Class sizes will be no more than: 10 for Toddlers; 14 for Two Year Olds; 18 for Three Year Olds; 22 for Four Year Olds in accordance with our Gold Seal Accreditation, however, we typically limit class sizes even further to facilitate smaller teacher-child ratios.**

## TUITION PAYMENTS

Tuition fees are detailed on the following page. Please make all checks payable to Maitland Presbyterian Preschool (MPP). **Tuition is due on the first day of each month. A late fee of \$25.00 will be assessed on tuition paid after the 10th of the month.** Tuition and other payments can also be made from our website at [www.maitlandprespreschool.org](http://www.maitlandprespreschool.org). Click on the **"Make a Payment"** button and follow the instructions to make a payment through our payment portal. You must indicate what the payment is for (ie: tuition, early/aftercare, specials, etc.)

Registration and materials fees are used to cover registration and supplies. The cost of tuition covers teacher's salaries, teaching materials and classroom equipment. Registration fees are NON-REFUNDABLE.

## LATE PICKUP FEES

If you are late picking your child up from the regular school day we will take your child to aftercare and you will be responsible for the aftercare fee. If you are late picking up from VPK Only or from aftercare a late fee of \$10.00 for the first 10 minutes and \$1.00 per minute after that will be charged. If you are 10 minutes late picking up from aftercare 3 times you will not be able to participate in aftercare.

## PROGRAM LICENSING

The Maitland Presbyterian Preschool is licensed by Florida Department of Children and Families (license #C090R0274) and is renewed annually. The inspection covers teacher credentials, Health and Immunization records of the children, Health and Fire Department inspections of the building and First Aid Certification for teachers.

## ABSENCES

Absences for whatever reason are nonrefundable. We reserve the right to withdraw your child from the program if there is excessive absenteeism below 80% attendance of scheduled classes (this applies only to VPK program per our contract with The Office of Early Learning). Holidays have already been factored into the tuition costs. Maitland Presbyterian Preschool is a self-supporting, non-profit program. The tuition is based on actual operating costs per child. Your full tuition is due regardless of days attended. ***There will be no change in tuition for school holidays, extended absences, vacations, or Acts of God.***

## INVOLUNTARY WITHDRAWAL

We hope to provide a Christian atmosphere for all children at MPP. If a child is found to disrupt such an atmosphere, a conference between the parents and teacher will be called. If a child continues to be a disturbance to other children, we will ask that child's parent to withdraw the child from the program. Further, if a parent or guardian or other family member is found to disrupt the program in any way we have the right to ask the parents to withdraw their child from the program due to their misconduct. Excessive biting can be a problem for non-verbal children. There are many methods of helping a child cope with this behavior and ways to redirect frustrations in a way that the behavior lessens and stops. If, after working with your child, we find that the excessive biting is becoming a problem for other families and the child is not responding to the methods we try, we will ask you to withdraw your child until they become more verbal and the behavior has stopped. Further, if a child bites or breaks the skin of another child, they will be sent home.

***Removal of children or families from the program is at the discretion of the Director.***

# TUITION INFORMATION

## REGISTRATION/MATERIALS FEE - \$275 Non-refundable MONTHLY TUITION (FEES DIVIDED INTO 10 EQUAL PAYMENTS, AUG-MAY)

**Toddler program (Child must be 12 months old by 9/01/2020)**

**2 year old program (Child must be 2 years old by 9/01/2020)**

**3 year old program (Child must be 3 years old by 9/01/2020)**

**4 year old program (Child must be 4 years old by 9/01/2020)**

<b>2 DAYS .....</b>	<b>\$255.00</b>
<b>3 DAYS .....</b>	<b>\$320.00</b>
<b>4 DAYS .....</b>	<b>\$380.00</b>
<b>5 DAYS .....</b>	<b>\$425.00</b>

**VPK Only M-F 9:00am - 12:00pm ..... \$ 0.00**

**VPK Plus M-F 9:00am - 1:00pm ..... \$180.00**

**VPK Lunch Hour (per day cost if not doing VPK Plus) ..... \$ 15.00**

**Drop in Day (per day cost) ..... \$ 30.00**

### REGISTRATION FEES / TUITION DISCOUNTS

The registration/materials fee must be paid in full for each child at the time of registration in order to guarantee a spot in the program. VPK Only is the only option that does not require a registration fee (spots are limited and require Director approval prior to registration). A tuition discount of \$10.00 per month is offered for your family's second child and a discount of \$15 per month is offered for your family's third child enrolled in our program. **There is no tuition discount offered for VPK students.** If you would prefer to pay your tuition in one lump payment MPP will offer a 5% discount on the total amount of tuition owed. If you would prefer two separate payments (Aug-Dec and Jan-May) MPP will offer a 3% discount on the total amount of tuition owed. Please stop by the office to make arrangements for either of these methods of payment. If you refer a friend to the program and they sign their child up we will issue you a \$25 credit on your next month's tuition cost. This is for current families only (please see the office for details).

### EXTENDED DAY

Extended hours are available to our families and are offered on a first come first served basis. Earlycare hours are from 8:00am-9:00am at a cost of \$5 per day. Aftercare hours are from 1:00pm-3:00pm at a cost of \$10 per day. **Payment for earlycare and aftercare is required in advance.** Please contact the office for additional details and to setup your account.

### DROP IN DAY/VPK LUNCH

If you need to drop your child at school on a day they are not normally scheduled there will be a \$30 drop-in fee for this service. If your child is registered for VPK Only and you would like them to stay for lunch on a certain day there will be a \$15 fee for this service. These services are provided as a courtesy and are at the discretion of the Directors. The classroom must remain in ration per DCF in order for us to approve a drop in day. All drop in days need to be scheduled with the office (not the individual teacher).

# REQUIRED FORMS

There are several forms which must be kept on file in the office under state licensing and internal requirements. Files are periodically inspected by the Department of Children and Families.

## APPLICATION

A registration form and application must be on file for each child. Providing these forms serves as permission for the MPP staff to have access to those records. The application must include the child's and parents' information as well as physician information in case of emergency. The application must also include the names of any person that is authorized to pick your child up from school along with contact information for those persons. We will not release your child to anyone that has not been authorized by you in advance. All individuals with permission to pick your child up must provide I.D. when they pick up your child. Please notify the office immediately if there are any changes to information on your application. Additional forms that must be on file with your application include a Request for Allergy Information Form, Flu Vaccine Form, and Distracted Adult Form in addition to what is listed below.

## MEDICAL RECORDS

At the time of enrollment or within 14 days of the first day of attendance we must have a current Florida Certification of Immunization and School Entry Health Exam Form on file for each child. These forms are available through your physician's office or the Orange or Seminole County Health Department.

This will certify that:

- a) The child is in good health (or lists any known irregular condition under treatment).
- b) Immunizations appropriate to child's age are up to date. It should also indicate a date for future vaccinations if necessary.

## EXEMPTION FROM IMMUNIZATION

Due to the large increase in preventable childhood illnesses occurring in the country and our state, starting in 2019 the MPP will only allow medical exemptions for admission to our program. A doctor's signature will be required on the exemption certificate.

## EMERGENCY MEDICAL CARE AND TREATMENT RELEASE FORM

This form must be completed before a child can receive emergency medical treatment and includes persons to contact in the event we cannot reach you.

## PRESCHOOL PROGRAM-DISCIPLINE STATEMENT

Florida Department of Children and Families requires that we give you a statement explaining the school's disciplinary policy. This statement is included in your application and must be signed.

## KNOW YOUR CHILD'S DAY CARE CENTER

You will be provided with the Florida Department of Children and Families pamphlet when you register your child at MPP. As part of your application you must sign the Childcare Facility Brochure Statement verifying that you have received and read the pamphlet.

## CHILD CUSTODY AGREEMENT

A copy of divorced parent's Child Custody Agreement, along with a court order signed by a judge must be on file before your child starts if one of the child's parents is not permitted to pick up the child.

# SCHOOL POLICIES AND PROCEDURES

## SCHOOL HOURS

MPP school hours are from 9:00 a.m. to 1:00 p.m.. Teachers will open their doors to students no earlier than 8:55 a.m. as they need the time in the morning to prepare for the day. We ask that you be on time dropping your child off in the morning to avoid disrupting the classroom once the teachers have started their day. Dismissal is promptly at 1:00 p.m.. If you are late picking your child up we will take them to aftercare and you will be charged accordingly.

## EARLYCARE AND AFTERCARE PROGRAMS

Earlycare is available from 8:00 a.m. to 9:00 a.m. and aftercare is available from 1:00 p.m. to 3:00 p.m. unless otherwise noted on the monthly calendar. These programs are an extension of our regular school hours and are offered at an additional cost. Please refer to page 6 for additional information on pricing.

## NOTICE ON DISCONTINUING

All student withdrawal requests must be in writing and emailed to us at [mpp@maitlandpres.org](mailto:mpp@maitlandpres.org). Please note that if a withdrawal request is received after the 10th of the month, tuition for that month is still due in full. No refunds on tuition will be given for mid month withdrawals.

## MONTHLY CALENDAR

Please READ, POST and REFER to the calendar that is sent home at the beginning of each month by your child's teacher. It is a valuable communication between school and home. It provides detail about daily activities, special requests, notes your child's snack day, field trip plans, birthdays, etc. If necessary, it will also include changes in class enrollment. Please note these changes on your individual Handbook to keep lists current.

## HOLIDAY SCHEDULE

In general, we follow the Orange County Public School calendar; however, on occasion our schedule will vary. Please refer to the school calendar in this handbook, the weekly reminder emails from the office, and your monthly calendars for any changes or variations to the OCPS calendar.

## CONFERENCES AND COMMUNICATION

MPP strongly encourages parent-school cooperation and support. We rely on the following ways of communication between parents and staff:

1. Monthly calendars and newsletters, weekly emails (from the Directors and teachers), and written notices.
2. Parent/teacher conferences: scheduled conferences are held in October and April to review the child's progress. Parents or teachers may also request additional meetings as needed throughout the year.
3. The Directors are always available to listen to parents' concerns, questions, and suggestions.

## OPEN DOOR POLICY

The MPP has an open door policy for parent classroom visitation. We understand that the transition to preschool is sometimes not only difficult for the child but also the parent. You are welcome to observe your child through the classroom door window at any time throughout the preschool session. Please try to remain unobtrusive and unobserved to the students so there is no disruption. If your child is having a particularly tough day, you are more than welcome to call the office and the Director will quickly check on your child.



## ***(School Policies and Procedures, Continued)***

### **ARRIVAL PROCEDURES**

Children should be walked to their classroom by the parent (or authorized adult) upon arrival in the morning. The child must be signed in on the attendance sheet provided in the classroom. You will need to indicate whether your child is staying for lunch (VPK Only) and specials or aftercare each day. In addition, you will need to write the phone number you want us to call in case of emergency for that day. The classrooms will be opened no earlier than 8:55 a.m.. Earlycare is offered at an additional cost to the regular school day if you need to drop off earlier than this. Please do your best to be on time in the morning as to not disrupt the classroom once the day has started. If you do need to drop your child off late for any reason, please follow the same procedures. If your child's class is already on the playground please walk your child to the gate and sign your child in with the teacher so she knows you have arrived.

### **DISMISSAL PROCEDURES**

#### **Two year olds, three year olds, and VPK Plus**

At the end of our regular school day (1:00 p.m.) you will pick your child up in carline and will sign them out at this time. The carpool line begins in the parking lot across from the preschool off of George Street (near the railroad tracks). Parents are asked to remain in their cars and the teachers will put your child in the car for you. Parents will then circle around and park to strap them in. This will help keep our carline moving quickly. For the safety of the children and staff, we ask that you do not walk up to carline to pickup your child, but stay in your car and use the carline as stated above. Also, there will be NO dismissal from the classroom once the students have started walking to carline. If you need to pick your child up early, please arrive no later than 12:45 p.m. Please note that your child will only be dismissed to a parent or other persons authorized in writing by the parent on the enrollment form. If someone other than those listed on the form will be picking up your child, please notify the Directors in advance and make sure they are on the authorized pickup list and bring their I.D.

#### **VPK Only**

VPK Only children will be picked up from the playground at 12:00 p.m. Parents will need to park and meet their child's teacher at the gate to sign them out. If your child's class is not on the playground you will pick them up from their classroom.

Please note: your child will only be dismissed to a parent or other persons authorized in writing by the parent on the enrollment form. If someone other than those listed on the form will be picking up your child, please notify the Directors in advance and make sure they are on the authorized pickup list and bring their I.D.

#### **Toddlers**

At the end of the regular school day (1:00 p.m.) you will need to pick your child up from the classroom and will sign them out at this time.

Please note: your child will only be dismissed to a parent or other persons authorized in writing by the parent on the enrollment form. If someone other than those listed on the form will be picking up your child, please notify the Directors in advance and make sure they are on the authorized pickup list and bring their I.D.

## *(School Policies and Procedures, Continued)*

### **WHAT TO WEAR**

Please dress your child in socks and sneakers and sturdy, comfortable, washable clothes, suitable for the weather. For your child's safety we do not allow flip-flops, sandals, or Crocs of any kind. Closed toed shoes and socks are recommended. Encourage your child to become responsible for dressing and toileting on their own as this helps them learn independence.

### **LABELING**

It is very important to label **everything** that comes to school with your child. This includes their school bag, clothes, lunchboxes, water bottles, sippy cups, pacifiers and blankets (toddlers), jackets, sweaters and coats, etc. Show your child where his/her name is written and explain its purpose. If your child loses something at school please stop by the office to check our lost and found...it grows every year!

### **TOTE BAGS**

Tote bags will be furnished for each child and will be used daily to transfer communication and projects from school to home as well as to transfer messages from home to school. We ask that you check your child's bag each day for these important communications. School tote bags can be laundered and will follow your child through each age group. Please help your child keep their bag in good condition.

### **WHAT TO BRING**

1. Complete change of clothes (to be left at school)
2. Tote bag (see above)
3. Lunch box
4. Water bottle (sippy cup for toddlers) (must be labeled with child's first AND last name)
5. Package of wipes and diapers (if applicable)
6. Pacifier, blanket or lovey (toddlers)

### **WHAT NOT TO BRING**

Discourage your child from wearing jewelry or bringing small toys or other personal items from home. These items are tempting to other children and may be misplaced or broken. Discuss this with your child and assure them that these items will be waiting for them when they get home at the end of the school day. Books and educational items are always welcome but we ask that you let your teacher know in advance when you plan to bring these items to the classroom.

### **LUNCH**

Lunch should consist of easy to eat foods such as sandwiches, fruit, crackers, chips, cheese, yogurt, etc as well as a drink. The teachers do not have the ability to refrigerate lunches, so please include an ice pack in your child's lunchbox if any perishable items are included. Any foods that might present a choking hazard **must** be cut into manageable pieces (ie: grapes, hot dogs, etc). PLEASE DO NOT SEND GUM, CANDY, POPCORN, OR NUTS.

## ***(School Policies and Procedures, Continued)***

### **SNACK**

Each classroom participates in the Share-A-Snack program as a way to introduce new foods to the children as well as teach them healthy food habits. Each classroom implements this in a different way, so please get with your child's individual teacher for details on how they do snack in their classroom. Below are a few suggested snack items. Feel free to talk to your child's teacher about other acceptable snacks.

- Fruit cups or fresh cut fruit
- Carrots/celery with dip
- Cheerios
- Crackers with peanut butter \*\*\*
- Pretzel sticks, graham crackers, goldfish crackers, etc
- Mini bagels with cream cheese
- Crackers with cheese
- Ants on a log (celery with peanut butter and raisins) \*\*\*
- Banana/zucchini bread
- Jello/pudding
- Mini muffins
- Cheese sticks

\*\*\* (these items are NOT permitted if your classroom has a peanut/nut allergy)\*\*\*

### **BIRTHDAYS**

Birthdays are special for the children and parents are welcome to send in treats for the class. We request that arrangements be made with your child's teacher in advance if you plan to send in treats or wish to decorate the room, etc. If you would like to invite your child's class to a party after school hours, please contact the office or your child's teacher for a list of class names. Please do not send written invitations to school unless the whole class is invited.

### **ALLERGIES**

If your child has an allergy, please indicate this on the Allergy Request Form provided in the registration packet. A medical history may also be required and will need to include a doctor's statement of the child's sensitivity to insect bites, medications, foods, etc with appropriate action to take if a reaction occurs. This information will be kept on file in the office and will also be provided to the teachers. If your child has a severe allergy or an allergy to food and requires an epipen, please provide one that can be kept in the classroom. Please note that we may require a classroom to be a nut free zone if a child has a peanut/nut allergy. All parents will be notified in advance if their child's classroom becomes a nut free zone.

### **DISCIPLINE**

Our teachers use positive techniques of guidance, including redirection, anticipating and eliminating potential problems and encouragement. They DO NOT spank, deny food, or use name-calling. The children are encouraged to work out their differences and the teacher will act as a facilitator in this process. Sometimes a child's behavior requires that the home and the school work together for the child's sake. In this case the teacher or director will contact the parents and a plan for dealing with the situation/behavior will be agreed upon.

## ***(School Policies and Procedures, Continued)***

### **FIELD TRIPS**

Each child attending a field trip must be accompanied by a parent or guardian. If you are unable to attend the field trip you can designate someone other than yourself to attend the field trip (this can be another family member, friend, relative, or other parent from the class). This person must be listed on the field trip form and signed by the parent. If your child has a field trip there is no school that day for their class unless otherwise noted. If nobody can go with your child on the field trip you will have to make other arrangements for them for that day as they will not be allowed to go to their siblings' classroom or any other classroom that day. Please note that transportation to and from a field trip is the responsibility of the parent/guardian. Teachers CANNOT transport any child for a field trip. Note: a teacher may only transport a child from school for a "play date" with a signed permission slip on file and does not apply to field trips.

Florida law requires children age 5 and under to be secured properly in a crash-tested, federally approved child restraint device. Children ages 0 to 3 must be in child restraint devices of a separate carrier or a vehicle manufacturer's integrated child seat. Children age 4 and 5 must be in a separate carrier, integrated child seat or booster seat.

### **HEALTH POLICY**

For the protection of all children and staff, a child should remain at home if he/she exhibits any of the following symptoms:

1. Profuse nasal discharge
2. Temperature over 99° (see below)
3. Undiagnosed rash
4. Sore or discharging eyes
5. Sore throat or constant cough
6. Nausea, vomiting, or diarrhea during the previous day/night
7. Earache
8. Is fussy, cranky, tired, or generally not his/herself
9. If your child has been diagnosed with the flu there will be a 7 day minimum time at home before your child can return to school.

\*\*\*Your child must be fever free for at least 24 hours before returning to school\*\*\*

The school has no provision for the care of children who are ill and our staff is not authorized to administer medications. If your child becomes ill at school he/she will be isolated and you will be notified so you can make arrangements to have your child picked up as soon as possible. If your child becomes ill at home with a contagious disease, such as the flu, please notify the school as soon as possible. This information will help us in keeping our classrooms germ free and prevent others from becoming ill as well.

### **CHILDREN IN CLASSROOM**

Only children who are enrolled at the preschool are permitted to be in the classroom during school hours. Siblings are not permitted to be "dropped off" for any part of the school day. Siblings not enrolled are only permitted in the classroom if accompanied by the parent (ie: class parties, reading a story to the class, etc). Please see the Director (not the teacher) if there are any questions or concerns related to this policy. Pre-screened, trained, and approved active church youth are permitted to volunteer in MPP classrooms. Questions or concerns regarding youth volunteers should be directed to the MPP Director.

## *(School Policies and Procedures, Continued)*

### **PLAYGROUND**

The playground gate will only be kept open during arrival each morning and dismissal for our toddler class in the afternoon. When the gate is closed all visitors must enter and exit through the church in order to take children to the classrooms. Please do not attempt to unlock the gate and/or drop your child over the fence to unlock the gate before, during, or after school hours. If there are children and teachers on the playground during school hours all visitors must enter and exit through the church as well. Teachers are not permitted to open the gate to anyone while children are present unless they are dismissing their children from the playground. Use of the playground during non-school hours is prohibited without prior approval from the MPP office. The preschool has a strict liability policy that we must adhere to for the safety of the children and staff and we appreciate your understanding of this policy.

### **TV AND VIDEO VIEWING**

It is the policy of the preschool to use a hands-on approach to learning. Television and video watching is limited to a short period of time and of an educational nature (reinforcing a theme or activity) and is used very sparingly throughout the year. The VPK classrooms are equipped with laptop computers and are used for educational games and activities during center time with teacher supervision at all times. No internet is available to the children while in our care.

### **NON-DISCRIMINATION POLICY**

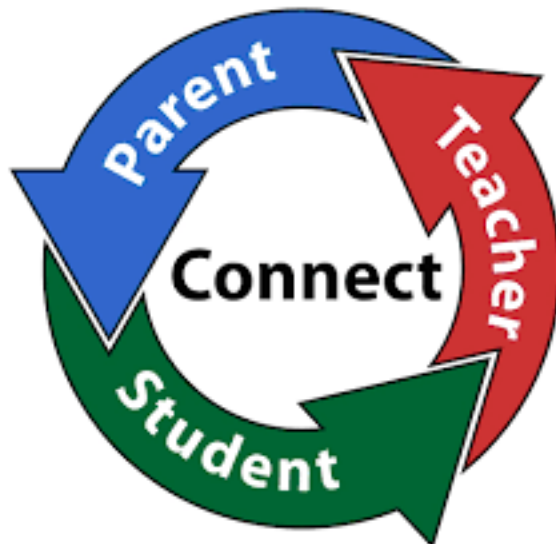
Maitland Presbyterian Preschool does not discriminate against anyone (adult or child/staff or parent) on the basis of race, color, religion, gender, age, national origin, physical or mental disability, marital status, or military status. Further, MPP is inclusive of children with special needs and makes accommodations as required by the Americans with Disabilities Act.

## PARENTAL INVOLVEMENT

MPP has many opportunities for parent involvement throughout the school year. Class parent, Book Fair volunteers, Fall Festival volunteers, Silent Auction committee volunteers, Bunny Bash volunteers, and Graduation committee volunteers are all ways that parents can contribute to the school. If you are interested in any of these opportunities please get with your child's teacher and/or look for sign-up sheets in their classrooms prior to the events. We encourage you to become a part of your child's day with us.

Parents are welcome to read to their child's class or come for special occasions (ie: birthdays). We request that if you plan to visit the classroom to please notify your child's teacher in advance and check in at the office upon arrival.

MPP sets aside two days during the school year to hold parent/teacher conferences in October and April. These conferences are an opportunity for you to discuss your child's progress with the teacher. Outside of these scheduled conferences, the teachers and Directors are available via email or phone and can setup additional conferences throughout the year if necessary.



# Maitland Presbyterian Preschool

## Child Abuse Policy

Maitland Presbyterian Preschool (MPP) will protect children from abuse and neglect while in the program's care and custody. MPP will develop and follow written procedures for reporting any suspected incidents of child abuse and neglect.

- All staff members are mandated reporters of any suspected incidents of child abuse or neglect.
- All staff members will document objectively any suspicions of abuse or neglect.
- Staff are required to report concerns of neglect or abuse to the Director immediately.
- The Director reports to the pastor of Maitland Presbyterian Church (MPC).
- The Pastor, Director, and reporting staff will objectively discuss concerns relating to observable criteria.
- If deemed necessary, the Director will place a call to the Department of Children and Families (DCF) and report findings. DCF will follow up with a written report.
- MPP will cooperate in all investigations of abuse and neglect.
- If it is alleged that a staff member is abusive or neglectful, said teacher will be removed from working with children. Pending the outcome of the Department of Children and Families investigation, and any such further time determined by DCF, the Director and Pastor will determine whether to reinstate, suspend with or without pay or terminate the staff member.



**MAITLAND PRESBYTERIAN PRESCHOOL**  
**POLICY ON INTOXICATED OR IMPAIRED PICK-UP OF CHILDREN**

If a parent or other caregiver arrives to pick up a child from MPP and appears to be intoxicated or otherwise impaired we will request that they let us call someone else from the emergency contact list to pick up their child. If they choose to take their child from the premises we will inform them that we will call **911** and report suspected alcohol or drug use in the transport of a child and make available all personal information in their child's file to the police

**MAITLAND PRESBYTERIAN PRESCHOOL**  
**HEAD LICE POLICY**

Head lice outbreaks have become common in schools and sometimes cannot be avoided. Head lice spreads easily among school children and can be transferred from head to head or from clothes or personal items such as combs, brushes, hats, toys, etc. Maitland Presbyterian Preschool practices a "no nit policy" to help control the spread of head lice. If head lice are identified on a child at school the parents will be notified and the child will be sent home. The child will not be permitted to come back to school until all lice/nits are removed. A doctor's note may also be required and is at the discretion of the Director. Upon return to school the child will be checked by the parent and the Director before the child can return to the classroom.

If nits or lice are found, the student will again be sent home.



# EMERGENCY PROCEDURES

## **FIRE DRILL POLICY**

Fire drills are conducted on a monthly basis at a date and time designated by the Director and will include all staff and children in the preschool. The dates and times of each fire drill will be posted in the office as required by the Department of Children and Families.

During a fire drill the alarm is activated by the MPP Director and will continue to sound until all staff and children are seen exiting their classrooms. The teachers will lead their children in an orderly manner from their classrooms (or other area of the school) to the designated safe area previously determined by the Director. Attendance is taken to assure that all children are safely removed from the building. The Director will dismiss the teachers to take their students back to the classrooms. Once a year we will conduct a "Lock Down and Hide" drill and an "Inclement Weather" drill for the entire school in place of a standard fire drill.

## **INCLEMENT WEATHER**

In the event a hurricane or tornado warning has been issued by the National Weather Service, MPP will ensure the safety of all children and staff by moving them to the main church building away from all doors and windows. The staff will keep all children seated in the hallway until the warning has been lifted. When the danger has passed the teachers and children will return to their classrooms. Note: MPP will not be in session if Orange County Public Schools are closed because of severe weather conditions. MPP does not prorate or reduce tuition due to events out of our control (ex: hurricane).

## **STRANGER ON CAMPUS**

Any person on or around the church/school campus that seems suspicious will be observed by the staff and reported to the police by calling 911. A complete description as well as the location of the person will be given to them when the call is made. There should be no contact by the staff toward the suspicious person. The Maitland Police Department will dispatch a patrol car to the location to question the suspect.

## **STUDENT EMERGENCY**

In case of an accident or health related emergency the parent of the child will be contacted immediately by the Director unless it is necessary to contact 911 first, in which case the Director will contact 911 followed by the parent. All staff members are certified in First Aid and CPR in the event it is necessary to perform these emergency procedures.

# COVID-19 POLICIES AND PROCEDURES

The Covid-19 policies and procedures listed below will override the standard MPP policies and procedures in the Handbook where applicable and will be in effect until further notice. These policies may reflect the same information as our standard policies and procedures and are subject to change based on the needs of the preschool.

## PREVENTION

- MPP will have and maintain adequate supplies for hand hygiene at all times and will conduct routine cleaning, sanitizing, and disinfecting of objects and surfaces in every room of the facility on a daily basis.
- Hand washing will be conducted several times a day for all staff and children.
- Teachers and directors will wear masks at all times (including playground time).
- Each classroom will have a "to be sanitized" bin for toys and objects that children have put in their mouths.
- Parents will not be permitted on campus or in the church building.

## HEALTH POLICY

- Staff and children will get temperature checked each morning at arrival. Anyone with a temperature of 100.4 or higher will not be permitted to stay at school that day and will need a note from their doctor in order to return.
- Children who get sick while at school will have their temperature taken and will be isolated from others. Parents will be called and asked to pick their child up. A note from the child's doctor will be required in order for the child to return.
- Staff who get sick while at school will have their temperature taken and will be required to go home for the day. A note from their doctor will be required in order for the staff member to return to work.
- If your child is not feeling well for any reason we ask that you keep them home from school. Please refer to our standard health policy on page 11 for additional information.

**Contact the office immediately if your child or anyone in your household tests positive for Covid-19 or if you come into contact with a person who has tested positive for Covid-19. MPP will contact the Health Department and our Early Learning Coalition for further guidance as to what procedures we must take at that time. Be prepared that there may be possible short term closures if Orange County is forced to close again and/or if the ELC or Health Department require us to close due to Covid-19 cases. VPK will remain in session regardless of other age group closures unless otherwise notified.**

## SOCIAL DISTANCING

1. Class sizes will be maintained according to APPLE (our accrediting agency) which requires a smaller teacher to child ratio. We will further reduced class sizes to accommodate social distancing in the classroom when possible.
2. Each classroom will have the same students and teachers throughout the day and there will be no mixing of classrooms and/or age groups during the regular school day. The only exception to this rule is that earlycare and aftercare will be separated into toddlers/twos and threes/fours due to staffing.
3. Playground time will be staggered with one class on the playground at a time.
4. Chapel will be postponed until further notice. Teachers will incorporate the lessons into their week.
5. All activities and events outside of the regular school day that include the whole school will be postponed and/or canceled.

## **ARRIVAL PROCEDURES**

At the beginning of the regular school day (8:55 a.m.) parents of our two year olds, three year olds, and VPK students will drop their children off through carline and teachers will sign them in at that time. The arrival line will begin in the parking lot across from the preschool off of George Street (near the railroad tracks).

Parents are asked to remain in their cars and the teachers will get them out of the car for you. For the safety of the children and staff, we ask that you do not walk up to carline to drop your child off, but stay in your car and use the carline as stated above. Parents with toddlers will drop their child off at the playground gate with their teacher and the teacher will sign them in at that time. Please note that toddler parents are the only parents permitted to get out of their car during arrival. If you are late, and the arrival carline has ended, please call the office at 407-628-1966 and walk your child up to the playground gate where we will get your child and take them to their classroom for you.

At arrival the staff will check the temperature of every child and will perform a visual inspection of the child to check for any signs of illness. Children with a temperature of 100.4 degrees or higher will not be permitted to come to school that day and must provide a doctor's note in order to return.

## **DISMISSAL PROCEDURES**

### ***Two year olds, three year olds, and VPK Plus***

At the end of our regular school day (1:00 p.m.) you will pick your child up in carline and their teacher will sign them out at this time. The carline begins in the parking lot across from the preschool off of George Street (near the railroad tracks). Parents are asked to remain in their cars and the teachers will put your child in the car for you. Parents will then circle around and park to strap them in. This will help keep our carline moving quickly.

For the safety of the children and staff, we ask that you do not walk up to carline to pickup your child, but stay in your car and use the carline as stated above. If you need to pick your child up early please call the office and someone will bring your child out to you through the playground gate.

Please note that your child will only be dismissed to a parent or other persons authorized in writing by the parent on the enrollment form. If someone other than those listed on the form will be picking up your child, please notify the Directors in advance and make sure they are on the authorized pickup list and bring their I.D.

### ***Toddlers***

At the end of the regular school day you will need to pick your child up from the playground gate and the teacher will sign them out at that time. Please arrive at 12:55 p.m. in order to pick your child up before carline begins. Please note that your child will only be dismissed to a parent or other persons authorized in writing by the parent on the enrollment form. If someone other than those listed on the form will be picking up your child, please notify the Directors in advance and make sure they are on the authorized pickup list and bring their I.D.

### ***VPK Only***

VPK Only children will be picked up from the playground at 12:00 p.m. Parents will need to park and meet their child's teacher at the gate and the teachers will sign them out to you. If your child's class is not on the playground you will need to call the office at 407-628-1966 and someone will bring your child out to you and dismiss them from the playground gate.

Please note that your child will only be dismissed to a parent or other persons authorized in writing by the parent on the enrollment form. If someone other than those listed on the form will be picking up your child, please notify the Directors in advance and make sure they are on the authorized pickup list and bring their I.D.

### **RAINY DAY ARRIVAL/DISMISSAL**

If it is raining during arrival or dismissal and we need to relocate carline we will have someone in the parking lot to redirect you. If this happens carline will be held in the parking lot on the 7 Eleven side of the property near the Family Life Center. All other arrival and dismissal procedures listed above will remain the same in this location.

### **EARLYCARE PROCEDURES**

Earlycare is available from 8:00 a.m. to 9:00 a.m. Parents will drop their child off for earlycare at the playground gate and a teacher will sign them in at that time. If there is not a teacher at the gate to take your child, please call the office at 407-628-1966 and someone will come get your child from you and take them to the classroom. At arrival the staff will check the temperature of every child and will perform a visual inspection of the child to check for any signs of illness. Children with a temperature of 100.4 degrees or higher will not be permitted to come to school that day and must provide a doctor's note in order to return.

### **AFTERCARE PROCEDURES**

Aftercare is available from 1:00 p.m. to 3:00 p.m. Teachers will take the temperature of each child before aftercare to ensure that they have remained fever free throughout the day. Parents will pick their child up from aftercare no later than 3:00 p.m. in carline following the same dismissal procedures listed above. If you pick your child up early from aftercare please call the office at 407-628-1966 and a teacher will bring your child out to you and dismiss them from the playground gate.