# Barlow Little Palms Preschool

Making a Mark on Our Future



Parent Handbook

2020-21

***Table of Contents***

Goals and Philosophy…………..……………………3

Enrollment…………………..…………………………..4

Tuition and Fees……………………………………….4

Arrival and Departures……………………………….5

Car Line………………………………………………....7

Before Care…………………………………………….8

Lunch Bunch…………………………………………....8

Snack…………………………………………………….8

Food and Nutrition Policy……………………………8

Extended Care…………………………………………9

Attendance………………………………..……………10 Health Policy………………………………………….…10

Clothing………………………………………………….12

Records…………………………………………….…….13

Storm Procedure and Warning………………………13

Discipline Policy…………………………………………14

Car Line Policy…………………………………………..16

Acceptance…………………………………………….21

2020-21 Calendar………………………………….……22

# Goals and Philosophy

The goal of Barlow Little Palms Preschool is to assist your child in his or her educational, emotional, physical, social and spiritual growth. Through a creative, loving and nurturing environment, we help your child develop the self-confidence and self-esteem necessary to make their learning experiences positive, successful and fun! We encourage each child’s natural creativity and love of learning.

Children learn through play, therefore, we offer a wide range of developmentally appropriate activities each day for children from ages 2-5 years old. Their activities include art, crafts, science and nature exploration, music, emergent literacy and math, problem solving skills, social, emotional and spiritual growth skills. These activities are presented throughout the day through free play in centers and outside, in small groups, during circle time and on an individual basis. All activities take into account the different rates at which children mature and children will be allowed to engage in activities at their own level of development at a particular time. When children demonstrate readiness, they will be encouraged to move to a higher level of functioning by questioning, suggesting and providing additional materials.

We believe that parents and guardians play an important role in children’s educational success and have an open door policy for parents or family members to observe their child’s class at any time. This policy, however, should be discussed with the teacher as to not interfere or interrupt the classroom environment.

# Enrollment

Barlow Little Palms Preschool accepts children from 2-5 years old. In addition, during the summer we accept school aged children. Children entering the 2 year old program must be 2 years old. The 2 year old program offers a two day (Tuesday and Thursday), three day (Monday, Wednesday and Friday) or five day option. The school hours are from 9am until noon.

Children entering the 3 year old program must be 3 by September 1st of that school year. The 3 year old program offers a two day

(Tuesday and Thursday), three day (Monday, Wednesday and

Friday) or five day option. The school hours are from 9am until noon.

Children entering the VPK program must be 4 by September 1st of that school year and will attend school Monday through Friday from 8:45am until 11:45am. VPK is now allowing delayed enrollment. If a child is eligible for VPK but not developmentally ready they may delay enrollment for one year.

# Tuition and Fees

Tuition is paid on a monthly basis. It is due on the 1st of the month and no later than the 5th day of the month. If your child’s regular first day of attendance in the calendar month falls later than the 5th the tuition should be paid before the 1st. If tuition has not been received by the 8th of the month there will be a $30 late fee charged. If the tuition is not paid by the 19th of the month dismissal will be at the director’s discretion. If a situation arises that makes payment of tuition impossible, please talk to the director for possible solutions.

Tuition is **not** prorated for absence, illness, holidays, or vacations.

Tuition will not be increased, or additional fees increased for the rest of the school year. The registration fee will be prorated for families that come after the start of the school year.

Tuition may be paid by check, in cash or online. Our online payment program is called Brightwheel. The director will send an email invitation and invoices will be sent by email and may be paid by debit card. There is a $1.25 processing fee which will be billed each month. Credit card fees are 2.7% of payment.

The registration fee is an annual, non-refundable fee. Registration for the next school year will begin in February. Tuition or the registration fee for the next school year may be increased.

There is a 10% discount offered to families with multiple children enrolled in a class other than VPK. The discount applies to the consecutive child(ren)’s tuition. There is a 10% discount offered to Lutheran Church of the Palms members. There is a 10% active military discount. There is a 10% alumni discount for children of former students.

There will be a $40 activity fee for the school year. This will provide a fund for the teachers to use to help pay for extra or unusual craft supplies, photo developing, special snacks or science supplies. We will not be requesting participation in catalog fundraisers as we have in the past. A free tshirt or lunch bunch credit will be given when the payment is made. Students wear their tshirts on pizza day to receive free pizza lunch.

# Arrivals and Departures

Barlow Little Palms Preschool is open from 8:00am until 5:00pm.

Arrivals: If your student will be late or absent you **must** notify the school in advance by email or phone. If contact has not been made the Director or Teacher will make every attempt possible to contact you by phone or email. If you do not notify Barlow of absence 24 hours in advance or at least the morning of the absence you will be charged for your regularly scheduled before care, lunch bunch or extended care.

Due to COVID 19 there will be a screening process upon arrival. The students temperature will be taken and recorded. We will ask if the student has had any symptoms (Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea).

We will also ask if you have had contact with a positive COVID 19 case or traveled to a hotspot. If the answer is yes to any of these questions we will ask that you self-quarantine or get a doctor’s note clearing your student for school.

If you arrive prior to 8:40am please accompany your student to the door for screening. If you arrive between 8:35am and 8:40 am; 8:50 and 8:55am we are not able to answer the door as we are transitioning students from the classroom activities to the playground.

Departures: If you will be late for pickup, beyond your regularly scheduled time you **must** notify the school. We understand unexpected traffic or unforeseen circumstances may cause you to be late. Excessive occurrences of lateness or not notifying Barlow of lateness will result in you being charged $1.00 for every minute past your child’s pickup time.

Authorized adults: Only adults authorized by you, in writing, in advance, will be allowed to remove your child from school grounds. A note sent with your child in the morning or an email sent prior to pick up time will authorize a person to pick up your child. Please inform the person picking up that they will be asked for photo identification prior to the school releasing the child to them. We will compare their actual identification to what we have on file. We will need a copy of the driver’s license or state issued identification of any person who may arrive to pick up your child on file in advance. If we do not have an advance copy of the driver’s license or state issued identification, we will make one at the time of pick up.

Due to COVID 19 we will watch the car line and bring children out to their parents.

If you are picking your student up outside of scheduled car line times, please ring bell at school door entrance (except between 2pm and 3:30pm). Children are sleeping between 2pm and 3:30 pm so we ask that you call 784-9700. Due to COVID 19 staff must stay with their students so there may be a delay as we bring students to another classroom to their “holding” area before we answer the door.

# Car line

Arrival and dismissal will be through car line. There will be a car line at 8:40am for VPK students and at 8:55am for 2 and 3 year olds. The car line dismissal will be at 11:40am for VPK students and 11:55am for 2 and 3 year olds. The lunch bunch car line will be at 2pm. Any dropoffs before 8:40am or pickups after 2pm will be at the door. Please refer to the attachment for details on car line rules. Please use the west driveway to enter the car line. This will be a one way entrance. Pull completely up to the orange cone. Due to COVID 19 please exit car with child for screening. Please do **NOT** pass any cars in front of you. At dismissal you will approach the car line in the same manner. A staff member will help your child to your car. Please secure your child into your vehicle’s car seat before exiting through the east driveway.

There is NO smoking or vaping on the church campus during school hours.

# Before Care

Before care will be offered from 8:00am until 8:45am (VPK) or 9am (2’s and 3’s) every morning. It is offered on an as needed basis. The cost is $5.00 per use and must be paid in advance. When you drop your child off for before care please park in the car line lane and ring the bell located by the door of the school. If you purchase an extended care package, before care is included.

# Lunch Bunch

Lunch Bunch is available Monday – Friday from 11:45am until 2pm for VPK and noon until 2pm for 2’s and 3’s. Lunch bunch is $10 per day. Lunch bunch fees must be paid in advance of use. Families provide the child’s lunch and drink, labeled with the child’s name. We cannot refrigerate lunches, so please include an ice pack in your child’s lunch box.

# Snacks

Due to COVID 19 parents will provide individually packaged snack for morning and afternoon snack. These may be prepackaged or in a Ziploc bag. An example would be crackers or goldfish. Barlow will provide juice or applesauce.

***Food and Nutrition Policy***

Students should eat a healthy breakfast before arriving at school. We work best when fueled with fresh, not sugary foods.

Morning and Afternoon Snacks are provided by parents. Barlow provides juice or applesauce. An example of a provided snack is gold fish or crackrs. This will not be served for every snack as a varied meal plan includes new and different foods on occasion.

Lunches are provided by parents and must follow the guidelines of the USDA My Plate program. Lunches must include grains, vegetables, dairy and protein OR grains, vegetables and dairy, depending on what is consumed at other meals. Lunches with perishable items must contain an ice pack.

We will have string cheese, broccoli crisps, or snap pea crisps, apple sauce / juice and peanut butter crackers to supplement as needed. There will be a nominal fee for items supplied.

We call the healthy options “the good stuff” and the sugar / fats / oils “the fun stuff”. We encourage the children to eat “the good stuff” before “the fun stuff” but if they can open a container or package, they may eat whatever they choose. We will teach children to open containers and help as needed. We will encourage them to finish one thing before opening another. We will encourage them to eat their protein before opening their juice. Water is always available. We will never use food as a reward or punishment. We will NOT allow children to drink soda at school. Candy is to be consumed in limited amounts if at all.

We will talk about healthy food choices during lunch and snack times.

# Extended Care

Children who are staying later than 2pm will rest from 2pm until 3:30pm. We will provide a cot and cot sheet. Your child may bring a blanket, small pillow, or stuffed animal to rest with. An afternoon snack will be provided by parents. We will have free play and outside play. Please ring doorbell after 3:30pm and we will bring your student to you.

# Attendance

Please be at school on time. All classrooms start their mornings with circle time. Instructional time will be interrupted with late arrivals. Due to COVID 19 all students must stay with their teachers or in separate “holding areas” in another classroom. This will not only delay our response to the door it will also interrupt our learning time.

Promptness and consistency set an example and shows children the importance of school. If you sense that your child does not want to come to school, please talk to their teacher and/ or the director about your concerns. VPK students have an attendance policy regarding the State of Florida’s payments for your child’s education. This policy may or may not be changed due to COVID 19 emergency.

# Health Policy

Due to COVID 19 emergency we ask that any student exhibiting symptoms receive a doctor’s note permitting return to school or a negative PCR test for COVID 19. The symptoms of COVID 19 may be any one or combination of the following: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

It is our policy to maintain the health of all children and staff members by excluding anyone with a communicable illness. If your child exhibits any of the following signs, please do NOT bring them to school;

1. Severe coughing, causing a child to become red or blue in the face or to make a whooping sound;
2. Difficult or rapid breathing;
3. Stiff neck;
4. Diarrhea (more than one abnormally loose stool within a 24 hour period);
5. Temperature of 99 degrees (under the arm);
6. Pink eye;
7. Exposed, open skin lesions;
8. Unusually dark urine and / or gray stool;
9. Yellowish skin or eyes;
10. Any other unusual sign or symptom of illness, including but not limited to:
    1. vomiting;
    2. green, yellow, thick or excessive discharge;
    3. persistent cough;
    4. complaint of headache;
    5. behavior changes;
11. head lice

If vomiting, **DO NOT** send your child to school until they are able to keep solid food down for **24 hours** without medication.

Your child **must** be fever free for **24 hours** without medication before returning to school. If antibiotics have been prescribed must have taken **24 hours** of medication before returning to school.

Any child, childcare personnel or other person in the childcare facility suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed. Such person may not return without medical authorization or until the signs and symptoms of the disease are no longer present. A child’s condition shall be reported to the custodial parent or legal guardian.

A child identified as having head lice shall not be permitted to return until the following day and only provided that treatment has occurred and has been verified. Verification of treatment may include a product box, box tops, empty bottle, or signed statement by a custodial parent or legal guardian that treatment has occurred. The child’s hair must be nit free to return to school. The school must also treat areas, equipment, toys, and furnishings with which the child has been in contact.

All students must be immunized. There may at times be children who are behind on their immunizations. They must be on a plan to bring immunizations up to date. No exemptions are accepted.

# Clothing

Please send your child in comfortable, casual play clothes. For safety reasons we ask that your child not wear shoes with open backs or toes. It is safer and more comfortable to climb, run and play with sneaker type shoes **and** socks. For safety reasons no jewelry or scarves should be worn.

Children should wear clothing that is easy for them to pull up and down themselves. Belts, buttons, and snaps are often difficult for children, especially when they have to go “NOW!” Please send an extra set of clothing in a bag clearly labeled with your child’s name in case of spills or accidents. This bag should contain shirt, pants, underwear and socks. For children in the middle of toilet training, please send extra socks and shoes. For children in pull-ups, please use brands that have Velcro side closures.

# Records

The following records need to be current and in each child’s file:

1. Student Health Examination form DH 3040 (June 2002). It is valid for two years from the date the physical was performed.
2. Florida Certification of Immunization form Par A-1, B or C, DH 680 (July 2010) .
3. Emergency Release Form – signed and notarized.
4. Child Care Application for Enrollment – signed acknowledging families have received the following: The department child care facility brochure, CFPI 175-24, (October 2007) Know Your Child Care and Flu brochure.
5. PCLB Food Experience form.
6. Acknowledgment of receipt of handbook with nutrition policy, immunization policy and discipline policy
7. Acknowledgment of receipt of flu brochure in September and Distracted Adult flyer in September and April.
8. Copies driver’s licenses or state issued identification of adults authorized to pickup your student.

# Storm Procedure and Warnings

If Pinellas County Schools are closed due to severe weather, Barlow will be closed. If Pinellas County schools are not closed but we feel traveling may be hazardous you will be notified by the school no later than 8:30am that Barlow will be closed. Our building was built to withstand 120 mph winds. We are safer at school than on the roads.

If a storm or tornado warning arises during the day do not rush to Barlow to pick up your child. We have emergency plans in place and do not want to jeopardize your family’s safety trying to travel to and from school during severe weather. Email will be the quickest way to notify families. Email will be sent first, then phone calls.

# Discipline Policy

Problem Solving Policy at Barlow Little Palms Preschool:

(Discipline and Expulsion Policy)

At Barlow Little Palms Preschool, we have some basic rules for the health and safety of the children. Our classroom environments are arranged and managed to avoid conflicts and common behavior

issues and frustrations. Our teachers tailor their expectations to fit the developmental levels of the children to minimize frustrations and inappropriate behavior. When issues do arise, we intervene by modeling and coaching the children to teach them more acceptable ways to handle themselves.

We do not use corporal punishment or spanking. We never subject a child to cruel or severe punishment, humiliation, frightening language or verbal abuse. We never deny food or use force feeding as a form of punishment. We never punish a child for wetting, soiling or not using the toilet. Spanking or any other form of physical punishment is prohibited.

We encourage children to develop their own control, autonomy, management of feelings, problem solving, and to find their own rewards in cooperative social behavior. The underlying goal of all discipline at Barlow is to help children develop inner self-controls to replace adult maintained external controls. Whenever a conflict arises we support children in finding their own solutions, while also promoting the development of self-control and empathy within each child. Teachers set clear, consistent limits and strive to develop close, nurturing relationships with all children enrolled.

Guidance is an essential teaching part of the classroom and is not viewed as punishment. Guidance is used to help children learn self-control, to help develop their self-esteem and a regard for and acceptance of others in the classroom.

The following techniques, as outlined by the National Association for the Education of Young Children will be used:

1. Guide children by setting clean, consistent, fair limits for classroom behavior.
2. Value mistakes as learning opportunities.
3. Redirect children to more acceptable behavior or activity.
4. Listen when children talk about their feelings and frustrations.
5. Guide children to resolve conflicts and model skills that help children to solve their own problems.
6. Patiently remind children of the rules and their rationale.

Expulsion / Dismissal

We believe that parents and teachers must work together to deal with persistent behavioral issues such as biting and unusual or dangerous aggression. Anytime a child appears to be unusually stressed, anxious, or otherwise motivated to engage in negative behaviors we will have a conference with parents to discuss further options for working with your child. We will make every effort to provide a program that meets the needs of each child while maintaining the health and safety of all children.

If a problem arises with a child, the following steps will be taken:

1. Barlow will notify the parents:
   1. A written letter will be sent.
   2. A conference will be called where goals will be set by staff and parents.
2. Interventions will be sought involving staff and parents:
   1. Permission will be given by the parents for other professional observations and consultations.
   2. Behavior will be documented with incident reports.
   3. Resources will be identified.
3. A second conference will be called where previous goals will be evaluated, and new goals may be set.
4. Written notification of dismissal as a last resort will be sent:
   1. Dismissal may be immediate or there may be notice.
   2. A copy of the letter will be sent to parents, Barlow Little Palms Preschool Board and in the child’s file.

The Director may require a parent to take their child out of Barlow if the parent refuses to follow the policies as described in this handbook.

***Car Line Policy*** for Barlow Little Palms Preschool

Parent = any family member, friend, nanny or babysitter who is driving your student to school.

Thank you for following all of the rules. Our priority is the safety of the students and teachers.

DROP OFF:

We have a car line for student drop off at 8:45am (begins at 8:40am and ends at 8:50am) for VPK students and 9am (begins at 8:55am and ends at 9:05am) for 2’s and 3’s.

Teachers will gather the Before care students and go outside to the playground. A teacher will stay outside with the playing students. A teacher will stay inside to supervise the unpacking. A teacher will be outside at the car line performing the screening duties.

The parent **must** refrain from cell phone conversations while in the car line.

Parents will **wait** in their car until the previous family is finished with screening. The teacher will greet the student and parent, take the student’s temperature and record on the sign in sheet. The parent will answer the screening questions and sign the form. See the Health and Safety portion of the Parent Handbook for procedure if the answer to any of the screening questions are yes or maybe. Parents will sign with a clean pen and place in the “used” container when finished. The pens will be sanitized daily. The parent may have personal information or instructions to share with the teacher. This conversation must be brief. The teacher will walk with the student into the school.

The teacher on the playground will mark the student “in” on the attendance roster.

For safety and efficiency, the teacher will screen one car at a time.

A parent may **NOT** under any circumstances pass a car. Especially where a car door is open, and the teacher or parent is helping a student out of the car.

You must wait for the car in front of you to move. This is a two-way drive way and cars turn in the same driveway that you are trying to exit.

The entire car drop off and pick up procedure usually takes no more than five minutes to eight minutes. Sometimes longer with screening.

The car line is not the time for parent conferences; at the most the teacher will have time for a brief comment or instructions regarding pick-up.

Telephone calls or emails are the best way for communicating with teachers and director.

Rainy day drop off –

The parent will stop under the overhang. The children will be dry in the chapel entrance.

The teacher will help with screening questions at the chapel entrance.

This process may take a little longer but it will keep everyone dry.

PICK-UP:

We have 3 pick up lines, one at 11:45am, one at noon and one at 2pm.

At 11:45am and noon a teacher will walk out to the car with only the students who are leaving at that time.

The parent must **wait** in the car in line until the teacher and student approach the car.

The parent will buckle the student into their car seat. The parent will buckle their own seat belt and safely exit the parking lot.

The teacher will fill the cars in order.

The parent may **NOT** under any circumstances pass another car. This is a two way driveway and cars turn into the same driveway that you are trying to exit. The parent may **NOT** pass another car while another parent is buckling their student in their seat.

The parent must refrain from cell phone conversations at pick up time. If you need time to finish a conversation, pull over into a parking space and finish before picking up your student. Your student is excited to see you and is looking for a warm welcome.

The parent must make sure that the teacher is on the sidewalk before moving the vehicle.

This procedure usually takes no more than five to eight minutes. Due to COVID 19 it may take longer.

A teacher will walk student outside no sooner than 1:55pm as their cars arrive.

A teacher will walk with each student to their car. There is not time for conferences during the car line. The teacher may have a brief comment about the student’s day.

The teacher will fill the cars in order.

The parent must **wait** in their car until a teacher approaches the car with their student.

The parent may **NOT** under any circumstances pass another car. This is a two way driveway and cars may be entering the same driveway tat you are exiting. The parent may **NOT** pass another car **especially** while another parent is buckling their student in their seat.

The parent **must** refrain from cell phone conversations at pick up time. You may pull in a parking space and finish your conversation. Your student is excited to see you and is looking for a warm welcome.

The parent must make sure that the teacher is on the sidewalk before moving their vehicle.

This procedure usually takes no more than five to eight minutes. Due to COVID 19 it may take longer.

The more patient the parents are the more efficiently the line will move.

Rainy day pick up –

The parent will stop under the overhang. The children will be dry in the chapel entrance.

The teacher will help the student to the car.

The parent will buckle the student’s car seat. The parent will buckle their own seat belt. The parent will safely pull away.

This process may take a little longer but it will keep everyone dry.

Thank you for following all of the rules. Our priority is the safety of the students and teachers.