

FIRST PRESBYTERIAN EUSTIS PRESCHOOL

DISCIPLINE POLICY

The children who come to preschool at First Presbyterian Eustis Preschool are received in love. We encourage them to love and respect each other.

Every child must show respect for each other's work, space and person.

Every child is expected to be polite, kind and obedient.

Manifestations of anger, insolence, and violence are not tolerated in this setting.

Discipline measures include, in order of importance, the following:

- "Talking it over", with and/or between children, often eliciting an apology
- Verbal reprimand
- Temporarily placement in the "Thinking Area"
- Asking child's parents to monitor and assist with recurring behavior problems
- After 3 parent conferences and behavior problems are not resolved, First Presbyterian Eustis Preschool reserves the right to ask child to leave the preschool
- **No child will be denied active play, food or toileting or rest as a punishment for misbehavior**

****Parents Please Note:** Here at First Presbyterian Eustis Preschool we strive to have a loving, family environment between the children, parents and staff. We expect our parents to adhere to all of the preschool's rules and policies. Please remember, that not adhering to the rules and policies ***will affect your child***, as you may be asked to seek enrollment at another preschool.

"The Biblical imperatives for our discipline procedures are threefold"

Matthew 18:21 - "How many times must I forgive my brother?"

Proverbs 13:24 - "He who loves his child is careful to discipline him."

And, Jesus tells us in Revelation 3:19 - "To whom I love, I rebuke all discipline."

We serve Him, in serving your child.

I have read and fully understand these policies

Child's Name _____

Parent/Guardian Signature _____

Date _____

FIRST PRESBYTERIAN EUSTIS PRESCHOOL

EXPULSION POLICY

Unfortunately, there are reasons we have to ask that a child be removed from our program either on short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM:

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriate age activities and supervision
- Staff will always use positive methods and language when disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Child will be given time to regain control
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parents/guardian will be notified verbally
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion
- The director, classroom staff and parent/guardian will have conference(s) to discuss how to promote positive behaviors

SCHEDULE OF EXPULSION:

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the preschool
- The parent/guardian will be informed regarding the length of the expulsion
- The parent/guardian will be informed of the expected behavioral changes required in order for the child or parent to return to the preschool

PARENTAL ACTIONS FOR CHILD EXPULSION:

- Failure to pay/habitual lateness in payment
- Failure to complete required forms, including the child's immunization records
- Verbal abuse to staff
- Parent threatens physical or intimidating actions towards staff members

CHILD'S ACTIONS FOR EXPULSION:

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical abuse to staff or other children

Name of Child _____

Parent/Guardian
Signature _____ **Date** _____

FIRST PRESBYTERIAN EUSTIS PRESCHOOL AND CHURCH
WEB - FACEBOOK - SOCIAL MEDIA - PHOTOGRAPHS AND WRITTEN
AUTOBIOGRAPHICAL

RELEASE AND AUTHORIZATION FORM

I hereby grant First Presbyterian Eustis Preschool and Church, located at 117 S. Center Street, Eustis, Florida 32726, the revocable right and permission to use and publish on the First Presbyterian Preschool and Church website and private Facebook Group Page without compensation to me, the written autobiographical material and photograph(s) of my minor child named below, in whole or in part, modified or altered, either by themselves or in conjunction with other written material or photographs, as well as, my child's name in connection therewith, if the Preschool or Church so desires.

I hereby forever release and discharge the Preschool and Church from all claims, actions, and demands arising out of us about the use of said autobiographical materials and photographs, including, without limitation, all claims for invasion of privacy and libel. This release shall insure the benefit of the assigns, licensees, employees and representatives of the Preschool and Church.

I certify that I am over the age of eighteen years, I am the parent or legal guardian of the child named below, and I have read the foregoing and fully and completely understand the contents.

Child's Printed Full Name _____

Parent/Guardian Information:

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Street Address _____

City _____

Date _____

FIRST PRESBYTERIAN EUSTIS PRESCHOOL
SCHEDULE RELEASE FORM

School Year: _____ Date: _____

Child's Name: _____

Parent/Guardian Name: _____

Please indicate your schedule preference for the current preschool year. Approval of your schedule request is based on enrollment capacity for the specified time slot. If a permanent schedule change needs to be made during the preschool year, you may submit a new request that will be approved based on availability. A waiting list will be maintained if your preferred schedule cannot be accommodated. Schedule requests will be approved on a first come, first serve basis.

Schedule Option A:

Fixed Schedule (Monday - Friday)

Preschool Morning Program

_____ 8:30 a.m. - 12:00 p.m.

Schedule Option B:

Fixed Schedule (Monday - Friday)

Preschool After Care Program

_____ 12:00 p.m. - 3:30 p.m. (will need a lunch packed from home)

_____ 12:00 p.m. - 5:30 p.m. (will need a lunch packed from home)

Schedule Option C:

Three (3) Set Scheduled Days: Mon. Tues. Wed. Thurs. Fri. (please circle the 3 days needed)

Preschool After Care Program

_____ 12:00 p.m. - 3:30 p.m. (will need a lunch packed from home)

_____ 12:00 p.m. - 5:30 p.m. (will need a lunch packed from home)

_____ Schedule Approved

_____ Schedule Not Available

***PLEASE NOTE: AFTER CARE MAY BE OFFERED, BUT IS CONTINGENT ON ENROLLMENT**

FIRST PRESBYTERIAN EUSTIS PRESCHOOL
MONTHLY TUITION CALCULATION WORKSHEET

School Year: _____ Date: _____

Child's Name: _____

Parent/Guardian Name: _____

Monday - Friday Preschool Program:

8:30 a.m. - 12:00 p.m. \$300.00 per month

Enter Amount: \$ _____

12:00 p.m. - 3:30 p.m. After Care Program:

Three (3) Set Scheduled Days \$115.00 per month

Monday - Friday \$175.00 per month

Enter Amount: \$ _____

12:00 p.m. - 5:30 p.m. After Care Program:

Three (3) Set Scheduled Days \$170.00 per month

Monday - Friday \$260.00 per month

Enter Amount: \$ _____

Total Amount of Monthly Tuition: _____ Enter Amount: \$ _____

***TUITION IS DUE ON THE FIRST OF EACH MONTH (August - May) AND PAYABLE BY THE TENTH OF EACH MONTH (August - May) TO AVOID A \$25.00 LATE FEE**

***PLEASE NOTE: AFTER CARE MAY BE OFFERED, BUT IS CONTINGENT ON ENROLLMENT**

FIRST PRESBYTERIAN EUSTIS PRESCHOOL

FOOD AND NUTRITION POLICY

PEANUT, PEANUT BUTTER, TREE NUT ALLERGIES:

Due to many children having severe peanut or tree nut allergies, we will not serve anything containing peanuts or peanut butter to our classes.

If your child stays in our After-Care Program, which requires them to bring a lunch packed from home, you may send PB&J or anything else containing nuts or peanut butter. For any children with severe peanut or tree nut allergies, we will offer them a "Peanut/Peanut Butter Free Table to eat at."

WHEAT, GLUTEN, OTHER FOOD ALLERGIES:

If your child suffers from any food allergies, please let us know at the time of enrollment and document the allergies on your child's Enrollment Forms. In an effort to avoid exposure to foods that may cause an adverse reaction to your child, you may be asked to provide a daily morning and afternoon snack (if applicable) for your child.

AFTER CARE LUNCH:

Your child's lunch should contain a good selection of healthy foods. If you need suggestions as to what you should be packing in your child's lunch box or serving them at any meals, please visit the "myplate" web site for suggestions and tips.

Your child's lunch box is not stored in a refrigerated area, so all lunch boxes **must** contain at least one ice pack to keep food and juice chilled. The ice packs will prevent any lunch meat, cheese, salad dressings or yogurts from possible spoilage that could make your child ill.

DAILY SNACKS:

The staff at First Presbyterian strives to serve an array of healthy snacks and juice for our morning and afternoon snack times. A copy of our planned monthly morning and afternoon snacks can be found posted in our kitchen area and on the "Parent Communication Board."

SPECIAL OCCASION SNACKS:

On occasion we celebrate birthdays, holidays or special events. We strive to keep the special occasion/event snack a healthy one, but mini cupcakes, cookies, brownies and chips are often served.

_____ I give permission for my child to participate in food-related activities, such as special occasions, and learning activities, which include food consumption.

_____ I **DO NOT** give permission for my child to participate on food-related activities, such as special occasions and learning activities, which include food consumption.

Child's Name: _____

Parent/Guardian

Signature: _____ Date: _____

FIRST PRESBYTERIAN EUSTIS PRESCHOOL
PARENT REGISTRATION AGREEMENT

Please read the following information and sign as indicated below.

1. I will pay the full tuition as indicated per the current schedule. Tuition is not subject to adjust due to illness or absence.

2. I agree that, if I should decide to withdraw my child from the Preschool prior to the end of the preschool year, I will provide a written notice 30 days in advance or assume responsibility for one month's tuition beyond un-notified withdrawal.

3. I will notify the preschool of any changes in address, phone numbers, emergency information, authorized persons picking up, or changes in family situations.

4. I must sign my child in and out each day on the sheet provided on the Parent Check In/Out Counter.

5. If an unauthorized person is to pick up my child, I will notify the preschool office. Person must present photo identification and know family ID number when arriving to pick up child.

6. I agree to call, text or email the Preschool Director with an explanation, as to why my child will be absent from preschool by 9:00 a.m.

7. Parents who pick their child up after our 12:00, 3:30 or 5:30 pick up/closing time will be charged a late pick-up fee. The fee is \$5.00 for the first fifteen (15) minutes and \$10.00 for each additional fifteen-minute (15) time period. If you know that you cannot make it on time, please make every effort to notify the staff. At fifteen (15) minutes past closing time, the staff will attempt to make contact using the names and numbers listed on the child's emergency contact form.

8. My child should be kept home if: they have a fever of 100.0 degrees or higher, diarrhea or vomiting in the previous twenty-four (24) hours or too sick to participate in our full program, including outside play due to a constant cough, wheezing, sneezing, and/or nasal discharge, or symptomatic of a communicable disease.

9. Section 65C-22.006(2), F.A.C., requires a current physical examination (Form 3040) and immunization records (Form 680 or 681) within 30 days of enrollment. I am responsible for keeping my child's health records, on file with the preschool, up to date.

10. The Director of the preschool has the right to request the withdrawal of a child at any time if it is deemed to be in the best interest of the preschool. In this event compensation will be made for prepaid tuition.

11. I agree to attend parent meetings and conferences. The preschool can best assist a child's development when communicating effectively with the child's teacher/Director.

In signing this agreement, the parent/guardian has read, has asked any needed questions, understands and has agreed to all rules, policies, and procedures stated above and in the Parent Compendium.

Child's Name _____

Parent/Guardian Signature _____

Date _____

