

**THE
CHILDREN OF WOODBINE
PRESCHOOL**

5200 Woodbine Road
Pace, FL 32571
(850) 995-0202

**STUDENT AND PARENT
HANDBOOK
2023-2024**



Woodbine Church
Pace, FL



Dear Parents,

*We welcome you and your child to *The Children of Woodbine Preschool*. This handbook is designed to help you get your child ready for Preschool. We suggest that you keep it in a convenient place for easy referral throughout the school year.*

To insure that your child has a successful preschool year, we ask that you read this handbook carefully. Clear communication is one of the keys to a successful preschool year. This handbook contains a great deal of important information and your understanding of its content will help us all have a good year.

*We are very pleased that you have chosen *The Children of Woodbine Preschool* for your child's educational foundation. We are confident that you and your child will have fun and we consider it a privilege to work closely with you throughout the coming preschool year.*

If you have any questions, concerns, or comments about the content of this handbook, please feel free to speak with me or your child's teacher.

May God bless you and your family,

Michele Marcantonio

*Michele Marcantonio, Director
The Children of Woodbine Preschool*

THE CHILDREN OF WOODBINE PRESCHOOL PHILOSOPHY AND GOALS

The preschool program at Woodbine strives to incorporate the best we know about the needs of children, the ways they learn and develop. The preschool also provides a variety of experiences which will help them grow and develop.

We believe that each child is special to God, and therefore worthy of love, acceptance and support. We provide many experiences to help build a good self-image.

We believe that we are made in the image of God and given the capacity to create. Our program encourages creativity through art, music, drama, and play which expands the child's imagination and develops confidence in his or her own abilities.

Purpose

Our purpose is to introduce each child to experiences important for orientation to his/her expanding world. We also strive to help each child develop socially, emotionally, intellectually, physically, and spiritually in a safe Christian environment.

Discipline

Discipline is based on a developmentally appropriate approach and is based on "best practices". We use positive steps to discipline such as: prevention strategies, re-direction, and teaching appropriate responses to situations. Occasionally, a situation may warrant a time out, trip to the director's office or a call to parent/guardian. Our preschool reserves the right to dismiss a child for repeated disruptive or dangerous behavior. Corporal punishment and humiliation are not allowed.

Abuse and Neglect

By law all **suspected** cases of abuse and neglect must be reported to the Abuse Registry. We do not take this lightly. The safety of each child is of utmost importance to us.

WEE LEARN CURRICULUM

We use the Wee (**Weekday Early Education**) Learn Curriculum put out by Life Way Christian Resources.

WEE Learn is committed to:

helping preschoolers grow and develop just as Jesus did in “wisdom and stature and in favor with God and man” (Luke 2:52).

helping each unique child reach his/her maximum potential at his/her own pace.

teaching preschoolers in a setting designed for multiple learning styles, personality types, and individual differences.

providing opportunities to develop thinking and reasoning.

helping develop skills, using creativity, and learning to get along with others.

WEE Learn provides:

Resources that are child centered and age appropriate.

Curriculum developed around themes which are designed to lay a foundation for understanding God, Jesus, the Bible, the church, self, others, and the natural world around us.

Hands-on learning activities in a learning center environment: books, art, music, blocks, home living, nature, puzzles, and manipulatives.

Appropriate Bible thoughts and stories, used throughout the day to support each teaching unit.

LANGUAGE ARTS & MATH CURRICULUMS

Our Language arts and math curriculums teach sequential reading and math readiness skills.

MUSIC AND CREATIVE MOVEMENT

Each Thursday/Friday the children from all classes attend a music and creative movement class led by the director or one of the teachers. Your child will learn new songs, finger plays, and to play rhythm instruments. We also dance and exercise.

CHAPEL

On Tuesday/Wednesday, all classes meet in the sanctuary for chapel. During this time, we learn about the love that Jesus has for all of us, and the wonderful world God has made. Lessons include short Bible stories, prayers, songs, and finger plays. This class is led by the Pastor or other designated person.

CONSENT FORMS

Included in the registration packet is a consent form which includes the following: church grounds outside the fenced playground area, consent to take pictures of your child, and consent to help children with toileting when needed.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences for three and four year old students will be held starting in October between 8:30 - 9:00 A.M. and 12:00-12:30 P.M. You will receive a sign-up sheet in your child's folder to select a time that is best for you. These are not mandatory conferences. Additional conferences can be scheduled by the parent, teacher, or director. To schedule a conference, please speak with the teacher or director.

TUITION

Tuition is divided into 9 installments. The first installment is due August 1st.

Tuition is due the 1st of each month. A \$10.00 late fee will be charged, unless prior arrangements have been made with the Director.

Please make your check payable to: Children of Woodbine or COW. **Cash will be accepted but only if the exact amount.** A pre-printed tuition envelope will go home in your child's folder prior to the beginning of each month. **You may mail in your payment to this address or send it in your child's weekly folder or backpack.**

*The Children of Woodbine Preschool
Woodbine Church
5200 Woodbine Road*

Pace, FL 32571

Returned Check Fee

If we receive a returned check from your financial institute you will be charged a \$25.00 fee for the first offense. For a second offense you will be charged \$25.00 fee and we will only accept payment in the form of a Money Order or Cashier Check for the remainder of that school year.

Vacation and Holiday Credits

Tuition is based on the actual number of school days so no credit is given for scheduled holidays and vacations. No credit is given for absences due to illness or other reasons.

Registration Fees

A non-refundable registration fee of \$65.00 per child is payable when you enroll your child each year for Preschool.

Withdrawal from the program

Each child is enrolled for the entire school year or the remainder of the year if started after the school year begins. If it is necessary to withdraw your child from the program two weeks written notice is requested. If tuition is prepaid, reimbursement will be made for the remaining days. After April 1, no refund of tuition will be made. Children who are absent for two consecutive weeks without paid tuition may be un-enrolled and the position offered to the next child on the waiting list.

HOURS OF OPERATION

Preschool opens at 8:30 A.M. **Arrival time is between 8:30 and 8:45 A.M.** We ask that you not enter the building before 8:30 A.M. Please sign your child in before entering the classroom. There will be a sign-in sheet by each classroom door. Instruction begins at 9:00. If you are late have your child quietly enter the classroom and join the other children.

Pick up time is from 12:20 to 12:30 P.M. Please sign your child/children out including the time. After 12:30 P.M. you are considered late in picking up your child and are subject to a late fee of \$5.00 for the first 15 minutes and \$1.00 for each additional minute after 12:45 P.M. Please call if you are running late or if there is an emergency situation.

The After School Program begins at 12:30. If your child is already at school their teacher or designated person will take them to the after school room. If your child is not already at the school, a parent or guardian will need to bring the child to the after school room and sign them in.

IF YOU ARRIVE AFTER 12:30 P.M. YOU ARE LATE AND YOUR CHILD WILL BE IN THE DIRECTOR'S OFFICE.

1. A late fee will be payable upon receipt of a late notice.
2. A mandatory conference with the Director is required after two late pick ups.
3. Consistently late pick ups may result in the child being withdrawn from the preschool.

What If Someone Else Needs to Pick Up My Child?

Let us know on the daily sign-in sheet who will be picking your child up. This person must be listed on your application. We will ask to see photo identification of any person picking up your child.

If your plans change during the day, you **must** call the office and tell us who will pick your child up. If you need to add names to those who may pick up your child, please come by the office and make the necessary revisions to your application.

BRINGING ITEMS FROM HOME

Please ask your child to leave all toys at home. Exceptions will be made for show and tell and comforting reasons. It is distracting to your child and others when they bring toys from home.

CLOTHING

Please dress your child for active play. The teachers may do art projects that might get a little messy. Each child needs to bring in an extra set of clothing (top, shorts, socks, undergarments, etc.). These items will be stored in individual resealable bags labeled with your child's name. Remember that when the weather changes, you need to exchange the shorts for long pants, etc. Please also remember to dress your child with easy to pull down pants for toileting purposes. We will be stressing self help skills.

LABELING ITEMS FROM HOME

Please put your child's name on everything that comes to school from home. This includes lunch items, clothes, pull-ups, wipes, coats, back packs, etc.

TOILET TRAINING

We will be happy to work with you on toilet training your child in the two year old class. The two year old class is scheduled for frequent potty breaks. Communication with the teacher on toileting at home (successes or frustrations) will be a great help for both you and the teacher as you work together on toileting skills.

If your child is having accidents, we ask that the child wear pull-ups for sanitary reasons. Please dress your child with easy to pull down pants when toilet training. Break away pull-ups (easy tear sides) will help the teachers when accidents occur. Please remember that your child must be fully potty trained to enter the Three-year old program. If your three or four year old has accidents at school please be aware that you may be asked to come pick up your child from school.

BIRTHDAYS

Birthdays are wonderful events in a child's life. We love to be a part of these special days. Teachers will be happy to work with parents on providing appropriate ways to celebrate birthdays at school. We do ask that you NOT bring balloons, gum, soda, candy, or send party invitations that exclude some children. Due to state health guidelines, we ask that only store bought food be brought in. Speak with your child's teacher about arranging a special birthday celebration in conjunction with your child's day for bringing in snack.

SPECIAL SNACK DAYS

On Wednesdays and Thursdays, each child on a rotating basis will get to be the Classroom Snack Helper. On that day he/she will be asked to bring a snack to be shared by their class at snack time. According to state health guidelines, all food items must be store purchased. Your teacher will help by suggesting some snack ideas. Please let your child's teacher or the director know if this causes you undue hardship. Due to increasing food allergies, no peanut or nut products should be brought in for snack.

LUNCH/SNACKS

Parents need to provide their child with a lunch. Please use your best judgment when packing a lunch for your child. Remember to include a straw, napkins, spoons, etc. Please label plastic ware etc.

Please do not send any food that requires refrigeration or heating.

Items that would not be recommended would be chocolate or juices with red or purple coloring.

Chocolate will be allowed for some very special pre-planned school events only.

ILLNESS

Your child's health is very important to us. If your child has had a fever within the previous 24 hours, is on medication for a fever, has diarrhea, or is vomiting, please do not bring your child to school. If they are brought to school sick, they will be miserable and can infect the other healthy children. You will be called to come in and take your child home.

MEDICAL AND EMERGENCY PROCEDURES

A current Immunization record signed by a physician must be on file for each child. The Medical Emergency Permission statement on the preschool registration form must be filled out and signed.

COMMUNICABLE OR INFECTIOUS DISEASES

The following pages list the most common communicable diseases, infestations, incubation lesions are dry. Children may return to school after six days. The requirements for returning to school are for the eruptions to cease and may require a statement from the physician.

Chicken Pox (2 to 3 weeks) Fifth Disease

Child may return to school when non contagious according to a physician's written statement.

Impetigo

Child may return to school when healed or when child is noninfectious according to a physician's written statement.

Infectious Hepatitis (15-20 days)

Notify the school as soon as a physician confirms diagnosis. Child may return to school when physician confirms in writing that the child is no longer contagious.

Measles (10 -14 days)

Child may return to school five days after appearance of rash and/or physician confirms in writing that the child is no longer contagious.

Pink Eye

Child may return to school when recovered or is noninfectious according to a physician's written statement.

Strep Infection

Child may return to school when noninfectious according to a physician's written statement.

Lice

Child may return to school when a visual inspection shows that no live organisms or nits (eggs) are present on hair or scalp and that treatment has been given. Remember that bedding, toys, car seats, etc. need to be treated to prevent future infestations.

RSV (Respiratory Syncytial Virus)

Child may return to school when noninfectious according to a physician's written statement.

Scabies

Child may return to school when a physician's written statement certifies that the child has been properly treated and is non contagious to other children.

Ringworm

Child may return to school when under adequate treatment and all sores are covered. A written notice from your child's physician is required for the child to return to school.

MEDICATION

Medication

Parents need to inform the teacher of any medications that their child is taking. Medications should be given to the child before they come to school. We will administer medications only under extreme emergency conditions. Emergency medications must be kept in the Director's office where it can be kept in a locked cabinet. Medications must be in the original container with the child's name and directions for administering the proper dosage.

Please inform the teacher of any medications your child is currently taking.

Calendar Year

Aug-18	Open House Times TBD (Will be in the morning)
Aug-21	First day of school MWF & 5 Day
Aug-22	First day of school T/Th
Sep-4	Labor Day/No School
Oct-6	Teacher planning/No School
Nov-10	Veteran's Day/No School
Nov 20-24	Fall Break/No School
Dec-15	Beginning of Christmas Break
Dec 18-Jan 1	Christmas Break/No School
Jan-2	Teacher Planning Day/No School
Jan-15	MLK Day/No School
Feb-19	President's Day/No School
Mar-11	Teacher Planning/No School
Mar 25 - Apr 1	Spring Break/No School
May-9	Last days T/TH Early Release 10:20
May-9	Graduation for Four Year old classes 6:30pm
May-10	Last day 3&5 day and MOD Early Release 10:20

Woodbine Church Worship and Sunday School

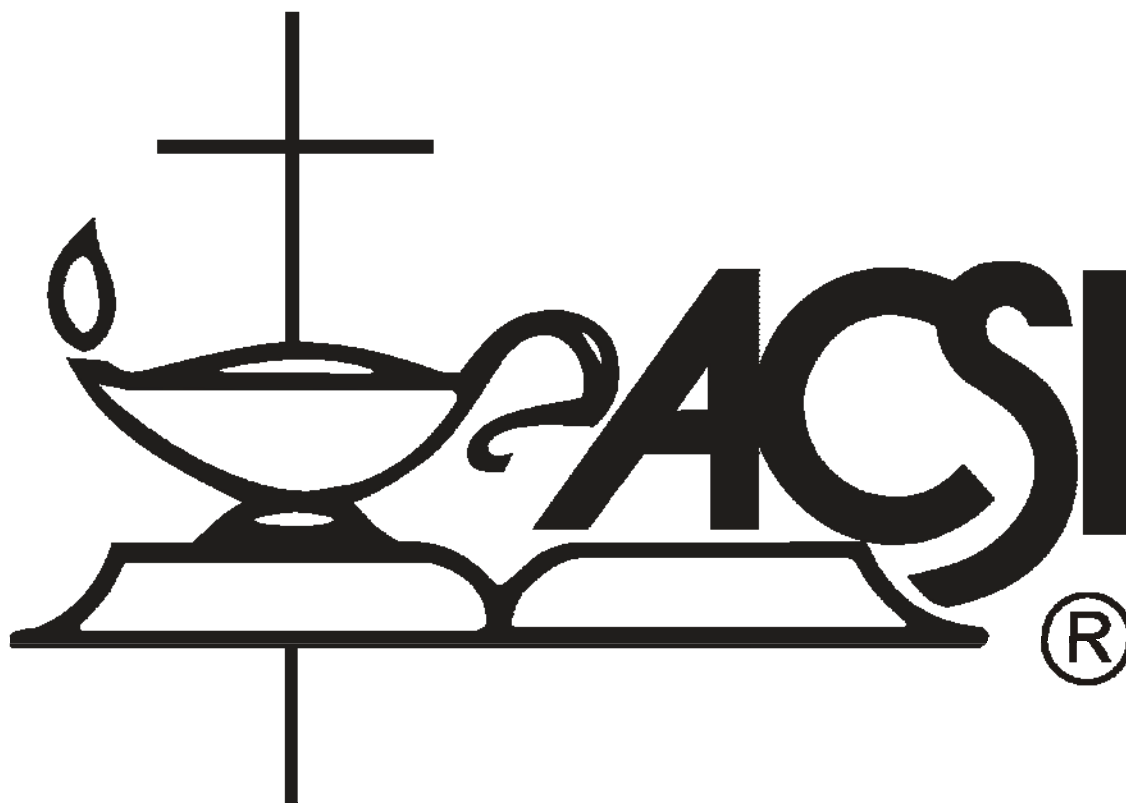
We invite all our preschool families to join us for Sunday morning worship. We offer two services (9am and 10:45). Sunday school is provided during both services. Sunday mornings are a time for parents and children to grow spiritually. Positive interactions with other children and adults are important components of our class-rooms. From infancy, children are encouraged to share, show love to others, and give thanks.

We also invite parents to join an adult Sunday School class. You will find great support from other parents in these classes. By attending Sunday School yourself, you model the importance of being a life long learner of God. You can find more information on our adult weekly activities and classes by calling the church office at 995-0007, Monday through Thursday- 9:00 AM- 4:00 PM or visit our website at www.woodbinechurch.org Throughout the year you will receive the Church newsletter to help you keep up with the upcoming events at Woodbine Church.

Weekly Ministries

We offer many choices for our members and visitors during the week. Some of these activities include:

Adult Bible Study Groups (Men's & Women's)
Adult Choir and Band Practice
Children, Youth, Women's, Men's and Senior Ministries
Discipleship Training Classes
Girl/Boy Scouting
MOPS - Moms Of Preschoolers
Promise Keepers
Wednesday night Bible Classes (all ages)
Emmaus
Seakids—Wed Nights



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