



## Parent Handbook

### Welcome

Dear Parents,

We are excited you have chosen to join us at Largo Christian Preschool! As a ministry, we view our role in educating and nurturing your child(ren) as a gift from God. Therefore, we never take it lightly. Our teachers and staff look forward to partnering with you in the early education and development of your child(ren).

Our goal is to provide learning opportunities that will help your child grow mentally, physically, socially, emotionally, and spiritually.

If you have any additional questions, please feel free to contact the office at 727.517.2153. Thank you for the opportunity to share this year of preschool with your child.

Sincerely,

Largo Christian Preschool

### Philosophy

Largo Christian Preschool exists to support the biblical training received by its students in the home and in the church. This includes working to achieve a redemptive goal. Children are sinners who need to be redeemed and then submit to the authority of God in all areas of life. Parents and the Christian community, including the church and the Christian school, are God's instruments to bring this about. Therefore, working cooperatively with the home and church, Largo Christian's goal for each child is that he or she will acquire, believe, and apply the knowledge, understanding, skills, wisdom, and virtues to take dominion over creation for the glory of God and the good of others.

### Mission Statement

Our mission is to provide high quality education based on a Biblical worldview in a Christian environment. Responding to the biblical command that families raise their children in the knowledge and admonition of the Lord, Largo Christian School provides a Christ-centered, Biblical worldview education that instills and reinforces Christian thought, belief, and practice in all areas of life.

### Statement of Faith

1. The Triune God. We believe in one eternally existent, infinite God, Sovereign of the universe; that He only is God, creative and administrative, holy in nature, attributes and purpose; that as God is Triune in essential being, revealed as Father, Son, and Holy Spirit.
2. Jesus Christ. We believe in Jesus Christ, the second person of the Triune God; that He was eternally one with the Father; that He became incarnate by the Holy Spirit and was born of the Virgin Mary; died for our sins and

arose from the dead, ascending into heaven where He makes intercession for us. His death on the cross made full atonement for all human sin and in Jesus alone is the only ground of salvation sufficient for every person.

3. Holy Spirit. We believe in the Holy Spirit, the third person of the Triune God that is ever present and active in the Church of Jesus Christ, convincing the world, sanctifying believers and guiding them into all truth as is in Jesus.
4. Holy Bible. We believe in the inspiration of the Holy Bible, by which we understand the 66 books of the Old and New Testaments are given by divine inspiration, inerrantly revealing the will of God concerning us in all things necessary to our salvation, so that whatever is not contained therein is not to be enjoined as an article of faith.
5. The Church. We believe in the church, the community and confess Jesus Christ as Lord, the covenant people of God made new in Jesus Christ, called together by the Holy Spirit through the Word. The mission of the church in the world is to continue the redemptive work of Jesus Christ in the power of the Holy Spirit by holy living, evangelism, discipleship and service.
6. Second Coming of Jesus. We believe that the Lord Jesus Christ will come again; that we who are alive at His coming and abiding with Him shall be caught up with the risen saints to meet the Lord in the air so that we shall ever be with Him.

Every Largo Christian School administrator, teacher and staff member must be: an active, regularly attending member of a Bible teaching local church whose beliefs are in harmony with our statement of faith; capable and willing to lead a student or parent to Jesus as his/her personal Savior; involved in Bible study and personal devotions; and demonstrating a positive testimony in lifestyle, relationships and work ethic.

## Registration / Enrollment / Tuition & Fees

Largo Christian Preschool have partnered with FACTs to handle our student billing. This will offer families full online access and different payment options. Every family will have an account.

### Responsibility for Debts

All families are expected to meet all financial responsibilities to Largo Christian Preschool promptly.

- Registration Fee and Student Fees – New students are required to pay the registration and student fees to complete the registration process. A re-enrollment fee is paid annually for each current student during the re-enrollment process in early February.
- Tuition payment – Tuition payment may be made by one of the following plans:
  1. By the year in advance (2% discount will apply if paid prior to August 1<sup>st</sup>)
  2. By the semester in advance – July and January
  3. Ten equal payments: August through May
- Payment Expectations – Tuition payments are due on the 5<sup>th</sup> or 20<sup>th</sup> of each month, depending on your account with FACTs. A late fee will be added to accounts after the due dates.
- Withdraws – Families who find it necessary to withdraw their preschool child(ren) from the school for reasons other than an unpaid balance should contact the Financial Office at Largo Christian School. Parents are responsible for the entire month's tuition even if their child(ren) only attend part of the month.

## Hours of Operation

Largo Christian Preschool office hours are from 7:45am – 3:30pm

Before Care:	7:00am – 8:15am
Instruction:	8:15am – 11:30am
Supervision	11:30am – 3:00pm
After Care:	3:00pm – 6:00pm

\*\*Before Care and After Care are an additional fee. They are **NOT** included in tuition. After Care charges begin at 3:15pm. After Care closes at 6:00pm. A late fee will be charge after 6:00pm. Please refer to your financial agreement.

### Attendance

It is important that your child arrives at school on time and attends regularly. **If your child is sick or on vacation, please notify your child's teacher ASAP.**

## Health Regulations

Immunizations, Health Forms, Allergies, Injury/Illness & Nutrition

### Health Policy

1. Largo Christian Preschool follows the guidelines listed below regarding children who are ill or become ill while in attendance. We are not permitted to accept children with any of the following symptoms:
  - Elevated temperature within the last 24 hours (101 and above)
  - Upset stomach within the last 24 hours (includes diarrhea, vomiting)
  - Sore throat, pink eye, stiff neck, difficult/rapid breathing, severe coughing
  - Any other unusual sign or symptom of illness
2. A **"Preschool Child Illness Report"** will be signed by a parent/guardian who is picking up an ill child from school.
3. All children must have a current **Florida Student Physical Exam Form** completed and signed by a physician or County Health Department and a current **Florida Immunization Record** on file BEFORE the first day of school. Parents should bring new forms in to the office as they are updated when the child receives a physical or immunizations during the school year.
4. If the child should become ill while in attendance at school, he or she will be isolated from the other children, and the parent or designated contact person will be notified and required to pick up the child ASAP. **Parents are to provide current emergency numbers.**
5. If the child should become injured while at school, only minor first aid treatment will be given. Parents will be notified of all significant accidents and injuries.
6. Normally, medication will not be given at school. (If your child requires prescription medication that needs to be administered during school hours, please check with the main office to obtain a **Medical Card** to be filled out. Medication must be in the ORIGINAL, LABELED CONTAINER.
7. For re-admittance to class, a student who has been diagnosed with a contagious illness such as CHICKEN POX, PINK EYE, SCABIES, STREP THROAT, etc., must have a doctor's note to return to school.

### Health Documents

A preschool medical release form must be completed for each student during the registration process. It may be notarized in the main office.

A flu guide for parents will be provided in brochure form by Largo Christian School at the beginning of the school year. Parents must verify receipt of that brochure by signing the back page and returning it to the school to be included in the student record.

### Health Related Update:

The Florida Department of Health in Pinellas County is granted the authority to exclude unvaccinated students under Section 1003.22, S., which states:

(9) the presence of any of the communicable diseases for which immunization is required by the Department of Health in a Florida public or private school shall permit the county health department director or administrator or the State Health Officer to declare a communicable disease emergency. The declaration of such emergency shall mandate that all students in attendance in the school who are not in compliance with the provisions of this section be identified by the district school board or by the governing authority of the private school; and the school health and immunization records of such children shall be made available to the county health department director or administrator. Those children identified as not bring immunized against the disease for which the emergency has been declared shall be temporarily excluded from school by the district school board, or the governing authority of the private school, until such time as is specified by the county health department director or administrator.

### Nutrition

***Please make sure any food allergies are reported to your child's teacher.***

***The first and last name must be on all items in a child's lunch (bowls, containers, and cups)***

\*\*[www.inchbug.com](http://www.inchbug.com) is a great place to purchase personalized labels for cups

Snacks – It is the responsibility of the parent to pack, two snacks each day. Also, a spill proof thermos style cup shall be provided for all-day water access

Lunch – Parents **MUST** provide a lunch and drink **EVERYDAY**, Largo Christian Preschool **DOES NOT** offer school lunches.

1. Creating a healthy, appetizing lunch or snack for a child can be a daily challenge. You want the meal you send to be nutritious, but most of all you want your child to eat it. New and different foods can be fun and offering a variety of items can encourage appetites.
2. Sandwiches, the old brown bag standby, can be spruced up with a little imagination in bread types. Pita bread, rolls, muffins, rice cakes, bagels and nut breads offer a new outlook on an otherwise ordinary sandwich. Dips or spreads with crackers offer another option.
3. Sandwiches need not always be the staple. Quiche, soups, salads, and spreads provide some different choices. Alternating hot and cold meals add a variety. A wide mouth thermos can be used to keep hot foods hot and cold foods cold.
4. Instead of cookies, cakes or chips, try including a few natural sweets such as: fresh or dried fruits, fruit juices, and fruit cut into bite size pieces. Healthy snacks such as: carrot and celery sticks, broccoli and cauliflower buds combined with dips or peanut butter add interest to routine lunches. Cheese cubes and hard boiled eggs are a few more examples of healthy alternatives to high sugar or high sodium foods.
5. Create interest in the lunch by having your child help shop for and prepare lunch items.
6. Offer foods with various shapes, colors and textures.
7. Avoid foods high in sugar, fat and sodium. (Read the label.) – **CANDIES AND SODAS ARE NOT PERMITTED**
8. Set a good example. Food preferences and eating habits of parents are often imitated by their children.
9. Pack one of your child's favorite foods to encourage interest in lunch.

\*Remember, summer weather (which we have most of the year in Florida) takes its toll on portable lunches. Be sure foods will be kept at the correct temperature by using ice packs in the lunchbox to avoid bacterial growth and ensure the freshest possible meal for your child.

## Dress Regulations

Please dress your child in play clothes with simple fasteners, which will encourage independence in caring for personal needs. Please follow these guidelines:

- Shorts or pants with elastic waistbands only. NO belts, buttons, snaps, shoulder straps, or suspenders.
- Closed-toed shoes and socks are required of all students. Velcro fasteners are preferred. No boots or clogs please.
- Long pants are best in cooler weather.
- All students are required to be fully potty trained and able to attend to toileting needs.
- A change of clothes, both summer and winter, including socks and underwear, should be sent to school in a zip-lock bag on or before the first day of school. Please label each item.

In PK3-PK4, we are not equipped to take on the task of potty-training. It is also a distraction from learning for students. Children must be wearing underwear with little to no accidents in order to be considered potty trained. Please note that wearing pull ups isn't considered potty trained and is not acceptable for PK3-PK4 at Largo Christian Preschool.

## School Programs / Special Events & Parties

Birthdays - If you wish to have a birthday party for your child, make arrangements with your child's teacher ahead of time. Please have that conversation well in advance so that teachers can maintain their classroom routines. **Birthday party invitations may not be sent home with children unless the entire class is invited!**

Thanksgiving - Students in PK3 – PK4 perform in a Thanksgiving program. The PK3's – PK4's preschool classes celebrate a Thanksgiving meal in their classrooms. (Please see the November calendar for these dates.)

Christmas – Students in PK3 – PK4 will celebrate Christmas with a “Happy Birthday, Jesus” party in their classrooms. Our teachers will work with Homeroom mothers to arrange a fun time celebrating our Savior's birth.

Valentine's Day - Each class in PK3 – PK4 celebrates Valentine's Day in their classrooms. Children bring in Valentines for each of their classmates. The Homeroom mothers are responsible for arranging a party with the teacher's guidance.

Grandparent's Day - Students in PK3 – PK4 perform in a program on a date specified on the school calendar.

End-of-Year - A party is held in all preschool classrooms. The Homeroom mothers are responsible for arranging a party with the teacher's guidance. Parents are welcome.

\*All treat must be purchased – not home-made

## Nap Time

A nap is scheduled each day for our full day preschoolers in PK3 – PK4.

A blanket, toddler sized fitted sheet, and a small pillow may be brought to school for nap time. Each Friday, the nap time linen will be sent home for laundering and returned on Monday for the new week for students in PK3 – PK4. Consult with the child's teacher for scheduled nap times.

We understand that children “outgrow” naps at differing stages. While a percentage of children have given up naps by the end of preschool, the majority still need rest mid-day. For the purposes of our program, all children in attendance during nap time will be required to sit and remain quiet during the designated nap time for the sake of the majority that need to sleep.

Largo Christian Preschool teachers will make minor accommodations for children that struggle with naptime. However, we cannot plan activities or monitor activities for individual students during nap time. If a child continues to disrupt nap time for other children, parents may be asked to make other arrangements for their child during the scheduled nap.

## Discipline Policy

At Largo Christian Preschool, we believe that good discipline is carried out consistently in love. We teach that disobedience is against God. We partner with parents to direct the child's path according to God's standards. We use positive reinforcement and praise to encourage appropriate behavior. We endeavor to guide them in making good choices and learning how to use their words to express their feelings to one another.

"Our discipline policy prohibits children from being subjected to discipline, which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all childcare personnel." (Pinellas County License Board Guidelines)

Methods we use to encourage appropriate behavior are as follows:

- We endeavor to train the child in Godly character through Scriptural applications in all areas of our curriculum.
- We use positive communication techniques. We want the child to become calm, express his or her feelings, and take responsibility for his or her actions.
- We direct the child to another activity, direct them to sit or play near the teacher.
- We take the time to counsel the children. We want them to know that we are there to help them in every situation and to call on a staff person when needed.

Correction, forgiveness, and restoration are all important to the discipline process. If a child continues to display inappropriate behavior on a regular basis, the parents will be consulted for help and support.

**\*\*We reserve the right to dismiss a child when continued behavioral needs arise and disrupt the classroom learning environment. We also may choose to release a child whose learning needs are not able to be met in our environment.**

## Security

In order to provide a safe environment for our students, faculty and staff, Largo Christian School functions as a closed campus during normal hours of operation. Therefore, all parents, invited guests, and other visitors to the school must **sign in** at the front office and wear an identifying badge while on campus. Visitors must also sign out and return the badge before leaving campus. In addition, all visitors, including parents, are requested to stop by the office if they need to leave something for a student or pick a student up. No visitor or parent will be allowed on Largo Christian School campus during school hours without proper authorization from the Administration office.

### School Entrance

- A staff member will be able to open the door for parents and visitors during all operating school hours. There is a button to push for entry.
- All entrance doors will be locked and will not open without being let in by a staff member during operating school hours.

***\*Please note that after 3:30 PM, there will be no one out front to open a door or gate. Any one picking up children from After Care later than 3:30 will need to register for After Care pick-up.***

## Campus Life

### Care of Facilities

The buildings and grounds belong to the Lord. All of our school property has been provided through the sacrificial gifts and labors of many parents, staff, students, and friends. It is of utmost importance that we all work together to keep Largo Christian School facilities in good condition and looking clean and neat.

### Arrival Procedures

1. Morning traffic must enter on the North entrance and exit around the back of the school to South end.
2. Parking is available on the west side of the building.
3. Please use the designated crosswalks.
4. All Largo Christian Preschool students must be signed into their classroom by an adult daily.

### Departure Procedures

1. Afternoon traffic between the hours of 2:30 – 3:30 must enter via North entrance
2. Please use the designated crosswalks.
3. All Largo Christian Preschool students must be signed out of their classroom by an adult daily.

### Traffic Safety

All drivers must adhere to the 10 mile per hour speed limit while driving on campus and stop at all crosswalks. The safety of our students is a priority.

Do not leave your vehicle running and unattended at any time. Refrain from using your cell phone while driving on campus. And, please park in designated parking spaces only.

### Emergency Closing Procedures

Every effort will be made to keep school in session on normal school days. In the event of an emergency closing, the school will inform parents that children must be picked up early.

If weather conditions cause the Pinellas County schools to close, we will close as well.

### Pet Policy

Pets are not permitted out of vehicles. This policy includes the athletic fields and parking lots at any time. If you bring your pet(s), please keep them secured inside the vehicle while on campus.

### Fire Drills

Fire drills will be held monthly. The fire drill signal is the fire alarm. When the signal is given, all class activities must cease and everyone is to walk out of the building as quickly and quietly as possible. Teachers will give instructions for fire drills.

### Tornado Warning Drill

Tornado drills will be conducted during the tornado season. The tornado drill signal is the continuous ringing of the school bells. Teachers will give instructions for tornado drills.

### Bomb Threats

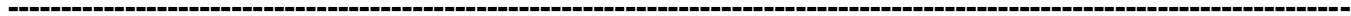
As soon as it is known that a bomb or lethal explosion device exists, or is reported to exist, in our building, a "CODE YELLOW" alert will be given by administration. The children will be evacuated from the buildings immediately and they will proceed to one of the designated safe areas and await further instruction. No one may re-enter the campus unless the all clear is given by administration.

### Lockdowns

As soon as a situation arises in which we feel our students' safety could be compromised due to an intruder on campus, Largo Christian School administration will initiate a "CODE RED" alert. Buildings and classrooms will be secured and students will not be allowed to leave their current classrooms until administration gives the appropriate "ALL CLEAR" message. Teachers and students will practice this drill in order to be prepared for its implementation should the situation arise.

Peace I leave with you, my peace I give you. I do not give to you as the world gives. Do not let your heart be troubled and do not be afraid. John 14:27

**Please return the bottom portion signed and dated!**



I, the parent of \_\_\_\_\_ have received and read the Largo Christian  
Preschool handbook and will agree and accept regulations explained in it.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date