



**ISLE OF FAITH  
CHILD DEVELOPMENT CENTER**

**PARENT HANDBOOK**

**2018 - 2019**

**BETSY PORTER, DIRECTOR  
MAGGIE DEESE, ASSISTANT DIRECTOR**





**Dear Parents, Grandparents, and Extended Family,**

**It is our pleasure to welcome you to the 2018-2019 school year. We are confident that this will be a blessed and rewarding experience for you and your little ones, as well as our Isle of Faith Child Development Center (CDC) family. We have a long history of meeting the needs of families in our community.**

**As the pastor of Isle of Faith United Methodist Church, I want you to know that we love your family and are dedicated to providing the educational, social and loving environment your children deserve.**

**We know families are the most important people in the life of a child and we feel privileged to work alongside you to help prepare your child for further education. Our desire is to help each beloved child discover his or her strengths and special gifts through structured activities, free play and in the powerful light of God's love.**

**We welcome you and look forward to greeting you personally. Our doors are always open and you are invited to attend worship any Sunday morning or Wednesday evening to experience the family atmosphere with which God has graced this congregation. We offer adult small groups, young adult, and student activities as well as children ministry programs in order to walk alongside you and your family as we grow together in Faith.**

**We appreciate the opportunity to be part of your child's year and your journey as the parent of a growing, independent preschooler. It's our responsibility and desire to support you during this exciting time of development and change. Please don't hesitate to contact me to share any thoughts, questions, or concerns you may have.**

**God loves you and so do I,**

A handwritten signature in black ink that reads "Will Clark". The signature is written in a cursive, flowing style.

**Pastor Will Clark**



Will Clark, Pastor

Isle of Faith United Methodist Church  
Child Development Center Parent Prayer Request

PLEASE PRAY FOR MY FAMILY OR PERSONAL NEEDS AS FOLLOWS:

- |                                            |                                                                        |
|--------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Salvation         | <input type="checkbox"/> Children                                      |
| <input type="checkbox"/> Church Membership | <input type="checkbox"/> Employment Concerns                           |
| <input type="checkbox"/> Illness           | <input type="checkbox"/> Personal Problems                             |
| <input type="checkbox"/> Death             | <input type="checkbox"/> Military family, separated by duty assignment |
| <input type="checkbox"/> Family Problems   | <input type="checkbox"/> Other                                         |
| <input type="checkbox"/> Unspoken          |                                                                        |

Comments: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Hospital Room #, if applicable \_\_\_\_\_

Will Clark, Pastor

Isle of Faith United Methodist Church  
Child Development Center Parent Prayer Request

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Comments: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Hospital Room #, if applicable \_\_\_\_\_





Dear Parents,

Welcome to the Isle of Faith Child Development Center. We offer both full and half-day pre-school programs and school age programs for extended day, holidays, and summer camps. Our goal is to provide a nurturing Christian environment where your child is safe to create, learn, rest, play, laugh and explore. We do this by providing large classrooms, experienced and caring teachers, and ample resources and supplies. Our curriculum, Wee Learn, introduces children to God and provides Bible stories and pictures to reinforce creative arts, math concepts, language arts, health and safety, music, social studies, science and discovery, and indoor and outdoor play.

Our hope is for you to know that your child is getting the best possible care, the best quality pre-school education, and is in a learning environment that rejoices in individuality, curiosity, laughter and imagination.

Thank you for entrusting your child to our care. Please let us know if there is anything we can do for you, your child, or your family. Your child's well-being is our priority.

Sincerely,

Betsy Porter, Director

Maggie Deese, Assistant Director







## ISLE OF FAITH PRESCHOOL Philosophy

At the Isle of Faith Child Development Center, we recognize each child as a unique gift from God, and do not discriminate based on race, color or religion. Our primary objective is to provide a safe, loving environment that enables children to explore and develop their abilities at their own pace. Through our nurturing environment, we hope to foster confidence and an enthusiasm for learning about the world around us, and the Lord who made it all that will last a lifetime.

Below is a list of opportunities we provide all children in our care. Many of the experiences are similar for all age groups, with the children being able to take on more responsibility and use their materials in varying, more complicated ways as they mature.

The children will have the opportunity to:

### *Spiritual*

- Become familiar with worship and praise in the Church Sanctuary.
- Hear and discuss Bible stories.
- Rejoice in the love of God by praying to, praising in song, and talking about God.
- Celebrate Christian holidays.

### *Social*

- Build relationships with peers and adults.
- Resolve conflicts using words rather than physical contact.
- Encounter the joys and difficulties involved in group play. Sharing is HARD!
- Observe caregivers using and practice using courtesy and kindness to others through actions such as saying "please", "thank you" or comforting someone who is sad.
- Become aware that life is made up of many rules that change according to the situation.  
Example - loud voices are for outside.

### *Emotional*

- Have hugs, cuddles and a warm lap to sit on whenever needed.
- Express their own emotions and witness others express emotions.
- Develop self-help skills by being encouraged to help keep the room organized, dispose of trash appropriately, wash hands, clear away own snack items when finished, and put on/take off necessary outside clothing.
- Say "I did it" and hear praise for their accomplishments.
- Make their own choices for daily activities from a number of centers. This values their ideas, strengthens decision-making skills, allows independence, and develops time management and a sense of time. (Example - a child chooses to spend all of his/her time building with blocks, but is upset when the paints are put away and he/she has no picture to take home. The next day he/she may use their time differently).

### *Physical*

- Identify various body parts and experiment with the movement of each using song, dance, music and fingerplays.
- Practice gross motor skills (running, climbing, jumping, etc.) through outdoor play.
- Strengthen fine motor and eye/hand coordination skills through numerous activities such as catching bubbles, coloring, stringing items, puzzles, stacking, cutting, weaving and playing with small manipulatives.
- Explore various materials using all the senses – sight, sound, taste, smell, and touch.

### *Intellectual*

- Play! We realize that an abundance of play at this stage provides a crucial foundation for academic skills needed later. Through play, children develop an understanding of the world around them, build relationships and explore (ultimately mastering) skills at their own pace.
- Explore language by speaking own ideas, listening to others, singing, reading stories and observing words in a print-rich environment.
- Express their creativity by making their own artwork. We provide a large amount of different art materials for the children to use to express themselves.
- Become familiar with numbers through counting items as a group, singing songs involving adding or subtracting items, estimating, viewing items grouped in different amounts and changing those groupings.
- Compare, contrast, sort, match and classify everything.
- Explore the natural world around us and then bring items inside for further study.
- Identify shapes, colors, and objects using items in our environment.
- Develop a sense of time by experiencing and discussing lengths of time such as a minute, hour, day, week, month, and year.
- Build and tear down using many materials such as wooden blocks, *legos*, pegs, and foam shapes. Building requires imagination, balance, the understanding of basic physics and a sense of spatial relationships.
- Have ooey, gooey fun. Sensory experience such as sand, water, play dough, silly putty, cornstarch, clay, birdseed, macaroni and shaving cream brings out the scientist in all of us.

## OUR PROGRAMS

We offer a variety of programs designed to meet the varying needs in our community:

- Full Day Pre-school: children from six weeks until kindergarten (5 days) Monday - Friday
- In the Full Day Pre-school program we provide two snacks and lunch each day. Breakfast is not provided. You may bring a nutritious breakfast for your child. Breakfast time is over in the classroom by 8:30a.m.
- Half-Day Pre-school: children aged three (3 days) Tuesday - Thursday
- Half-Day Pre-school: children aged four (5 days) Monday - Friday
- In the Half-Day Pre-school we provide one snack each day.
- Summer Camp: children in kindergarten through rising fifth graders
- Before and After School Care/Holidays, Teacher Planning Days: children in kindergarten through fifth grade.

## CURRICULUM

All curriculum used in our school is consistent with the educational philosophy of the United Methodist Church. The units of study come from a Wee Learn Curriculum Guide for each age group. Wee Learn is a product of CDEA Resources and helps pre-schoolers grow and develop just as Jesus did in "wisdom and stature" and in "favor with God and man" (Luke 2:52). Children participate in activities that encourage growth in the following areas: Spiritual Development, Creative Arts, Math Concepts, Language Arts, Health and Safety, Music, Social Studies, Science and Discovery, Indoor and Outdoor Play. Wee Learn is committed to helping each child reach his or her maximum potential at his/her own pace; teaching pre-schoolers in a setting designed for multiple learning styles, personality types, and individual differences; and providing opportunities to develop thinking and reasoning skills, use creativity, and learn to get along with others. Wee Learn also provides appropriate Bible thoughts and stories to support each teaching unit.

## REGISTRATION, FEES AND TUITION

### **Registration:**

To maintain a spot in our full-time program, you must register annually. You will be sent one (1) registration reminder each year. If you fail to register for the upcoming school year, you may risk losing your spot in our school. If you choose to pull your child out for the summer, be aware that if you do not continue to pay tuition, we may be forced to fill your child's spot which may risk your spot in the fall, even if you are registered. If this occurs, you will be notified of the risk and given the opportunity to continue your tuition payments. The registration fee is not refundable.

### **Fees:**

An annual non-refundable registration and supply fee is required to enroll in any of our programs. The full-time program requires a refundable one week deposit equal to one-week's tuition due at the start of school. The successful operation of our program is dependent upon the prompt collection of tuition and fees.

### **Payments:**

We can accept cash, a debit or credit card, or you can authorize us to run a secure auto-debit on Mondays. If the bank returns a check or debit, your account will be charged \$50 and all future payments must be in certified funds. If your account is late more than two times, we reserve the right

to re-evaluate your child's attendance at the center. Please deposit all payments in the designated mailbox.

Tuition for children enrolled in the **full day pre-school program** and before and after school program is paid weekly. Tuition is due on Monday when your child enters school. A \$20 late fee is charged at 6 p.m. that day. If the tuition plus the late fee is not received by Tuesday morning, your child may not attend the center.

Tuition for the **half day pre-school** is paid monthly. Tuition is due the first Tuesday of the month when your child enters the school. A \$20 late fee is charged at 6 p.m. that day. If the tuition plus the late fee is not received by Wednesday morning, your child may not attend the center.

Tuition for **summer camp** is paid weekly. If we reach capacity and you do not attend a camp for which you have enrolled, you will be responsible for the tuition for the week(s) you did not attend. This is because we have assumed the camp was full and have turned other applicants away. Tuition is due on Monday when your child enters school. A \$20 late fee is charged at 6 p.m. that day. If the tuition plus the late fee is not received by Tuesday morning, your child may not attend the center.

If your child is going to be absent and you are not using a vacation credit, please pay your tuition in advance, so your account will not be in arrears when you return.

#### HOURS OF OPERATION

Our hours are 6:30 a.m. to 5:55 p.m. with a five-minute grace period until 6:00 p.m.

#### DROPPING-OFF AND PICKING UP YOUR CHILD

Children may be dropped off anytime **except** between 10:30 a.m. and 2:30 p.m. You may pick-up at any time. Drop-offs between these hours disrupt lunch and naptime. An adult must accompany each child to their class, whether on the playground or in the classroom, and the teacher will sign the child in and out. If we have staffed the classroom with a substitute teacher, you may be asked to show your ID. This is for your child's safety and it does not matter if your child says it's OK. Especially during the holidays, when our teachers are requesting time off with their families, you or your designated pick-up alternate will probably be asked for ID. If you don't have your ID handy, you can always ask another teacher or one of the directors to identify you. Your child's welfare outweighs any inconvenience this may cause.

#### LATE PICKUP POLICY

##### **Part-Time Pre-school:**

If you pick your child up after 11:30 a.m. for the morning class, or after 3:15 p.m. for the afternoon class, a late fee of \$25 for the first five minutes is charged. After that an additional \$1.00 is charged for every minute. Late fees are due at the time of pickup or the next morning your child enters school. A \$20 late payment fee will be assessed if the late pickup fee is not received by 6 p.m. the next school day. If you arrive late, you may pick your child up in the CDC office.

**Full Day Pre-school:**

A late fee of \$25 for the first five minutes and \$1.00 for every additional minute your child is in the center will be assessed. The late fee is due at the time of pickup or the next morning your child enters the school. A \$20 late payment fee will be assessed if the late fee is not paid by 6 p.m. the next school day. If you arrive late, you may pick your child up in the CDC office.

If you are late picking up your child more than three times in a school year, we reserve the right to re-evaluate your child's enrollment in our center.

**Vacation**

Children enrolled in a year-round, full-day program are eligible for a one-week vacation credit. A minimum of eight weeks of enrollment is required to use the credit. Vacation credit may only be redeemed for five consecutive days, beginning on Monday and ending on Friday. Other than that, you are required to pay tuition whether or not your child attends school.

**Parents/Legal Guardians Custody Procedures**

We cannot accept notes from one parent telling us that the other parent may not see or take the child from the school. If one parent has custody of the child, and there is a potential problem, we must have an enforceable legal document for our files stating the requirements or restrictions for picking up the child.

**Parking Procedures**

Please park in a designated, marked space. Please drive **SLOWLY** through our lot. Being late to work or acquiring a late pick-up fee is not worth the risk of a potential accident. Do not leave children unattended in vehicles. Please do not leave valuables unattended in an unlocked vehicle. We are busy watching your children and not the security of your vehicle.

**Illness Policy and Safety Procedures**

We can only accept well children. If your child shows visible signs of illness, the child will not be allowed to attend school. In the event of an accident, we will follow these procedures: First Aid will be administered to minor injuries and an accident report will be written. If the accident is such that further treatment is indicated, we will: 1) call 911 if necessary; 2) call parent at home or work; 3) call emergency number as listed; 4) call child's physician. A more complete explanation of our health policies can be found separately in this handbook. If we have contacted you to pick up your sick child and you exceed the 30 minute wait guideline more than two times, we reserve the right to re-evaluate your child's attendance at our school.

We will not administer Ibuprofen or Acetaminophen (Advil or Tylenol-like products) for the purposes of reducing a fever.

## Child Abuse

All Florida childcare workers are required to read a pamphlet on child abuse and sign indicating that they are aware they are responsible for reporting any signs of suspected abuse. Our policy is to have signs of suspected abuse corroborated by the Director and/or another teacher. Employees are not allowed to spank or physically or verbally abuse children in any way.

## School Calendar and Holidays

Full-time programs and VPK: the first day of school is August 14<sup>th</sup>. Part-time 3 year old program: the first day of school is August 15<sup>th</sup>. We follow the Duval County Public School calendar regarding Labor Day, Thanksgiving Day and the day after, New Year's Day, Presidents' Day and Memorial Day. In addition to these holidays, Isle of Faith also observes December 22, 25 and 26, Martin Luther King Day, Good Friday and the Fourth of July. The VPK and the part-time program also observe the Duval County calendar for the winter and spring breaks. Tuition charges remain the same on holiday weeks.

## Non-discriminatory Policy as to Students

The Isle of Faith CDC admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## Video/photography

Be aware we photo/video your child at Isle of Faith.

## Contact Information

In the event of an emergency, or we must close for other unforeseen reasons, we will try and contact you either via your cell phone or email. **It is imperative we have a correct cell or email for you.** Additionally, you will receive your child's daily report, photos of activities throughout the day, and occasional school informational texts. If you do not or suddenly cease to get the daily reports, please stop by the office and we will correct the error.

## Weather-related Emergencies

In the event of a weather emergency, our guidelines are as follows:

1. If Duval County closes school, or the beaches are evacuating, the Child Development Center will be closed.
2. If Duval County closes school for multiple days, the Child Development Center will re-open if all of the following conditions are met:
  - a. The weather emergency has passed
  - b. Our facility is unharmed
  - c. We have power and plumbing
  - d. Our teachers are able to get to work

\* However, we reserve the right to remain closed if under the judgment of the CDC Director or Pastor it is necessary to do so.

3. We will leave an updated message on the main CDC phone line, 221-5437, ext. 3, informing you of our operating status. Please check this number if you are in doubt.
4. Tuition is due for the full week even if the Center is closed under these circumstances.

### **Withdrawal Policy**

A two-week written notice is expected when withdrawing from the program. If advance notice is not given, your deposit will be applied to your final two weeks' tuition and you will be responsible for the balance.

### **Behavioral Guidelines**

Redirection and time-out are our methods of discipline at Isle of Faith Child Development Center. We focus on bad behavior rather than a bad child and consistently use positive reinforcement to bring out good behavior in our children. We strive to provide a program that will meet the individual needs of your child within a group setting. However, our center may not always be the answer for each child and his/her family. Sometimes a smaller group setting or more structured environment will better suit a child's needs. For the safety of your children and our staff we cannot tolerate consistent abusive or aggressive behavior. Such behaviors include biting, kicking, hitting, profanity, and destruction of property. If these behaviors persist, the following steps will be taken:

1. The teacher will complete an Incident Report requiring parental signature.
2. A family conference will be called with the Director to map out a corrective plan of action to break the pattern of aberrant behavior.
3. A follow-up conference will be called to discuss the child's progress.
4. If there is no improvement in behavior, the child may be asked to withdraw from the center.

### **Clothes**

Please dress your child in play clothes and tennis shoes. All children should have a change of clothes at school. Please label all jackets and sweaters with your child's name. We cannot be responsible for unmarked clothing.

### **Sharing from Home**

Because of the planned activities in each class, we encourage children to bring in items to share only on special share days designated for each class.

### **Birthday Parties**

Parents are asked to be considerate when extending birthday party invitations to children in their child's class by either extending the invitations personally to all children in the class, or by mailing the invitations to the invited children. Your regard of this policy will help maintain a feeling of acceptance for all children in your child's class.

### **Grievance Policy**

Parents are encouraged to first speak with the child's teachers to discuss situations of concern. If things are not resolved to the parent's satisfaction, then the Director should be contacted. After these steps have been taken and a parent is not satisfied, they may then contact the CDC board at 221-1700.

## Diaper Policy

If your child wears diapers, please ensure you send an adequate supply. Diapers are changed six (6) times daily (in an 8 a.m. – 6 p.m. day) and as needed. Each classroom has storage if you wish to send more than can fit in your child's cubby. In the event your child is without a diaper, you will be charged \$1.00 per diaper provided by the Center.

## Potty Training Policy

Each child is ready for potty-training at a slightly different age.

Collaboration between the CDC and parents is essential. A scheduled meeting to develop a joint plan for potty-training is required. We look forward to this phase of your child's development. We count it a privilege to partner with parents in achieving this milestone goal.

### **Recommended guidelines to determine preliminary readiness:**

#### Physical signs:

Has "extended dry periods" – indicating bladder muscles have developed

#### Behavioral signs:

- can pull on underpants and manipulate own clothing in dressing
- asks to have diaper changed
- tells about needing to or having just "eliminated"
- asks or comments about bathroom habits from observation
- shows or speaks a consistent pattern for BM's (squatting, etc.)

#### Cognitive signs:

- follows directions
- can self-discipline to sit for a period
- verbalizes bathroom language
- dislikes messy pants

### **Procedural recommendations:**

Parents commit to a three day weekend of concentrated effort to initiate potty-training routine.

The child should arrive at school in underpants with a plastic over pant, elasticized at the legs and waist (no diaper or pull-up). The CDC will support and facilitate a follow-up school routine by reminding child to go to potty every hour (if needed) for the next week.

During that time parents need to provide extra clothing in case of "lapses" in going to the potty. We will, of course, clean your child (but not clothes) during that week in the event of lapses. After this first week the child will be guided to use the bathroom on the classroom schedule (in addition to when the child indicates they need to use the potty).

If there is a prolonged period of training needed, the CDC and parents will confer on how best to proceed.

Together we can make this transition as smooth as possible and the least stressful for all.



## Parent Access

**We have an OPEN DOOR Policy at IOF. Parents are welcome to visit their child's classroom at any point during our operating hours.**

For the safety of the children, please do not hold the entry door open for anyone other than yourself or a family member. The person behind you may not be allowed access to the building and must be cleared by the appropriate staff members.

## Smoking Policy

To ensure the environment around your child is as safe and healthy as possible, we are a smoke-free facility. Parents, staff and visitors are asked to refrain from smoking on the property.

## Health Policies

Your child's health is important to both you and us. Your child should be well enough to participate in all classroom activities including playground. The following policies will help reduce the amount of illness among children and staff.

1. In consideration of other children, please keep your child home if s/he is ill. Call the office to specify the nature of the illness and the expected length of time your child will be absent.
2. If your child becomes ill during the day, he or she will be cared for in the office, away from other children. You will be called so that you may pick up your child within 30 minutes, or make arrangements for an authorized adult to do so.
3. Temperatures will be taken under the arm only.
4. A mandatory "next day out" is required for those children sent home with:
  - a. Persistent, congestive coughing
  - b. Dark yellow-green mucus discharge from nose, eyes or earsExceptions include the following:
  - i. A child may return the next day with a medical doctor's written permission that includes (1) a diagnosis of the child's illness, and (2) a statement that your child is not contagious.
  - ii. Children diagnosed with illnesses requiring an antibiotic, may return after being at least 24 hours on the appropriate medication.
  - iii. Children with chickenpox may return after the last erupted lesion has scabbed over.
5. A mandatory "next day out" is required for those children sent home with one or more of the following symptoms:
  - a. Fever of 100.5 F or higher
  - b. Vomiting
  - c. Diarrhea
  - d. Conjunctivitis
  - e. Impetigo
6. **Your child will be sent home if he or she is not feeling well (showing a distinctive behavior change from the norm.)**

7. If your child suffers from any allergies, a brief history from your medical doctor is required to be on file. This should include a statement of your child's sensitivity to insect bites, medication, etc., with emergency procedures to follow; as well as description of non-contagious symptoms.
8. Your child will be sent home if live lice or nits (the egg cases of the lice) are discovered. Your child may return when he or she is nit-free. This condition is treated by the recommended shampooing and cutting out of the nits. Proof of treatment is to bring the bottle of medication and have your child's hair checked by a CDC staff member.
9. The medications we administer to your child will be limited to only those prescribed by a medical doctor. That would include "over the counter" medicines, when written directions are received from the doctor. Along with the medication, we require a doctor's diagnosis of your child's illness.
10. The procedure that the state licensing standards require for administering medicine will be followed. A special form giving permission to the Pre-school Staff to give medication to your child is filled out by the parent.
11. State licensing standards require that we record and keep on file any accident that may occur while your child is in our care. On such occasions, first aid is given and you are informed either by phone call or when you pick up your child. You are asked to read and sign the report.

By enrolling your child in Isle of Faith Child Development Center, you agree to read and follow the above health policies.

License # C04D60208

### Common Symptoms and Recommendations

The following is a quick-reference and should not be considered actual medical diagnosis.

<u>SYMPTOM</u>	<u>RECOMMENDATION</u>
Coughing	If your child has a mild, intermittent cough (can go 15 minutes without coughing) he/she may be considered safe to attend. If the cough is persistent, this could indicate infection which could spread through cough droplets.
Runny Nose	If discharge is clear - child is generally considered to be safe. If the discharge is thick and discolored, it is considered infectious.
Fever	A child should be fever-free for 24 hours without administering Tylenol or Ibuprofen* before attending the school. Therefore if your child has a fever on Sunday, he/she should not attend on Monday. ( <i>* Tylenol and Ibuprofen-like products mask a fever, they do not cure the cause of the fever.</i> )
Sore Throat Ear Infection	Does not on its own indicate infection. Check for other symptoms. Not infectious in and of itself, but the initiating cold is, so keep an eye on those symptoms.
Antibiotics	Children on antibiotics for 24 hours are not considered to be contagious.