



CorMeth

DAY SCHOOL

A MINISTRY OF CORONADO COMMUNITY UNITED METHODIST CHURCH

2019-2020 Handbook

FL Department of Children & Families Certificate of License #C12V00044



CCUMC Mission Statement
Serving God, Sharing Love

Our Goals for the 2019-2020 Year

Our mission for the school year is positive words, positive thoughts, and weekly positive affirmations. We want children, parents and staff to know that we are all God's masterpieces and we are loved and special.

Clergy

Sr. Pastor Peter Cottrell

Rev. Laura Berg

School Director

Tanya Rainge

School Assistant Director

Shannon Schneider

School Board Chair

Amy Nowell

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WELCOME

CorMeth Day School opened in 1970 as a community outreach ministry of Coronado Community United Methodist Church. An advisory board composed of parents/guardians of students, staff and church members, accountable to the Church Leadership Team, oversees this ministry.

Over the span of its nearly 50 year life, CorMeth has provided loving care and education for numerous children from within our community. While the population and its needs have changed over the years, CorMeth Day School has been consistent in providing high-quality, early childhood education and care to all of its students.

We are delighted you have chosen to become part of our “*school family*”. Our objective is to provide your child with a positive environment, where he/she can grow and learn. We believe children learn through play, experiences they help create, and learning should be fun. Play encourages creative thinking and cooperative behavior. Many of our curriculum concepts are taught this way. Watch for your child to be “playing” throughout their day.

Our qualified staff members are selected for their experience and knowledge of child development, as well as their love for children. Our school staff and curriculum contribute to the wonderful learning experience in store for the children.

Everyone is anxious to meet your family. Please take time to get to know your child’s teachers, as well as the other members of our staff. All of us are here to assist you, and we invite your participation in activities throughout the year. We look forward to working together.

OUR STAFF

Research shows us the most important part of quality childcare and successful early learning is the choice of staff. We pride ourselves on our selection of teachers. We employ people who are warm and nurturing, who understand child development, who can apply their knowledge in the classroom, and who respect each child as an individual. Our teachers are positive in nature, understand children’s needs, and are specially trained in early childhood development.



ATTENDANCE

CorMeth opens at 6:30 a.m. and closes at 5:30 p.m., Monday through Friday. All classes begin at 8:30 a.m.

Our 3-hour VPK program begins at 8:30 a.m. and ends at 11:30 a.m.

Regular attendance and on-time arrival not only contribute significantly to making your child's school experience a much happier and more successful one, but also to that of our teachers and the other students

around them. Late arrivals are disruptive to the classroom, the curriculum we are teaching and, of course, to meal planning. Unlike "day care" we have a defined and regularly monitored curriculum. As stated previously, while it may look like simple play, it actually is in support of lessons we are teaching. Children also become upset when they miss the beginnings of special events.

CLASS ACTIVITIES & SCHEDULES

Daily schedules for each class with regard to playground times, meal and snack, and naps can vary for each class. The schedule is posted for each class outside the room. Please note it is subject to change so you will want to check it regularly.

ABSENCES & LATE ARRIVALS

Punctuality is a very important learned "***life skill***". Parents, guardians and other adult mentors have a responsibility to instill this in their children. If your child is going to be absent or will be arriving late, please call the school at 386-427-3561 no later than 8:30 a.m.. Absent a prearranged medical appointment, school conference, or other compelling reason for late arrival, the school may not admit students who arrive after 9:00 a.m.. Please communicate with us so we can work with you to appropriately serve your needs as well as those of other students and our teachers. It is assumed children enrolled in our program will attend on a regular basis.

Please note: No deductions or refunds will be made for absences. Even with advance notification, it must be understood there will be no reduction or refund in tuition if you want to maintain your child's enrollment. When planning a family vacation or time away for the child, please plan your budget accordingly. If a child is absent for two consecutive weeks without any notification or communication, CorMeth reserves the right to fill the child's "slot" without notice to the child's family. Most of our classes have other families on waiting lists to enroll their child in our school.

MANDATORY CALLS FOR ABSENCE

On-time arrival is not only a focus for us but also for DCF (Department of Children & Families). For the safety of the child, we are now ***required by DCF*** to call each morning at 9am to check on any child absent without prior notification. This is to help eliminate children being left in vehicles.

CHECK IN & OUT

Parents/guardians or other responsible adults must bring their student into the building and accompany the child to the classroom. Each child must be checked in and out daily on the computer located at the front desk.

It is expected that parents/guardians will be the “usual adults” to bring in and pick up their students. However, we know on occasion another adult may be asked to bring in or pick up the child. Any person picking up a child must be 18 years or older in order for us to release a child to them. Parents/guardians must notify us in advance if a substitute will be checking their child in/out. The substitute’s name must appear on the list provided with the child’s registration – **and the substitute will be asked to provide photo identification**. Please do not be offended. Explain to others who drop off or pick-up on your behalf this is done for your child’s safety and security. If changes need to be made to the list you originally submitted, please give written notification to the school office.

Please be prompt in picking up your child. VPK students picked up after 11:30 a.m. as well as full-day students picked up after 5:30 p.m. will be assessed a late pick-up fee of **\$2 per minute**.

SAFETY and SECURITY

Coronado Community United Methodist Church and CorMeth Day School are committed to providing a safe and secure environment for our children. To that end, our facility has a security system which includes door locks and procedures for entering and exiting the school. We also have security cameras monitoring the playground, all entrances and the hallway. Doors remain locked at all times to the outside. To enter, parents/guardians or other responsible adults must ring the doorbell to gain access. Vendors or other visitors (such as families touring the school) will be escorted through the building.

On very rare occasions we may be notified by law enforcement or church leadership of suspicious activity in the area. During those times the school will move to “lock down” status. The children and teachers will not be allowed to go out onto the playground or to move about other areas of the Church campus. **Likewise, no one will be admitted into the school building including parents/guardians.**

When walking your child into the building, parking is available in the Cedar Ave parking lot. *Please note: the city does not permit parking on Cedar Ave.*

BAD WEATHER

CorMeth Day School is located on a barrier island which means we are in an area that will be among the first to be evacuated in the event of a serious approaching storm, such as a hurricane. In the unusual event a voluntary evacuation notice is issued, you will need to come to the school and pick up your child right away.

In the event of seriously bad weather days such as an approaching hurricane, CorMeth Day School will follow the decisions made by Volusia County Schools. If they are in session, we will also be open. If they make the decision to be closed, we will also be closed. You should listen to your local television and/or radio announcements for school closings to guide you in knowing our situation. On other occasions storm watches or warnings may be issued for our geographic area. We monitor those via weather band radio and cell phones. These are normally in effect for short periods of time (*less than an hour up to several hours but less than a full day*). Once a “warning” has been issued, all teachers and children will move to the Music Lecture Suite in the office area of the Church and remain there until the threat has passed. **It will be unlikely the school front desk will be staffed as all teachers and administrators will move with the children.**

Naturally, parents have concerns and the first reaction is often to phone the school. They experience even more angst when no one answers the phone. We ask parents to try hard to remain calm and understand it is unlikely anyone will be staffing the front desk. All teachers and our administrators will have moved to safety with the children, helping to keep them calm and reassured. If a decision is made to take the risk to come to pick up a child and leave in storm conditions, that is your decision to make. However, CorMeth Day School is not responsible and again, there may not be anyone at the front desk to allow you access. As soon as is reasonably

possible, we will record an informational message on the phone and attempt to staff the front desk. If you decide to call, please be patient until someone can answer and return your call.

Very important: Please make sure the school has your current telephone information on file and a current email address so we may contact you if necessary in this or any other type of emergency.

EVACUATIONS

In the event the school must be evacuated due to fire, threat of violence or some other serious incident/condition (*where it is obvious to us or we are under order of emergency management officers*), we will remove the children from the building.

Due to the unpredictable nature of emergencies, “*one size fits all*” may not apply. With that said, in most events we can foresee as possibilities, the location of the evacuation site would be to the unpaved parking lot adjacent to the CorMeth Boutique. The address is 101 South Peninsula Avenue, New Smyrna Beach, FL 32169. Before leaving the building, we will make every possible effort to record a brief informational message. The telephone number for the Day School is 386-427-3561. The Church phone number is 386-428-6252. As soon as is reasonably possible, we will also attempt to send out an email blast to all parents/guardians regarding the situation including up-to-date information as we know it.

Parents and guardians play a key role in our safety plan. As we have mentioned several times, it is critical that you maintain current and accurate information on how to reach you in the event of an emergency. Multiple contact sources (home, cell, work telephone numbers, email addresses, etc.) are helpful. Please do your part.

FINANCIAL POLICIES

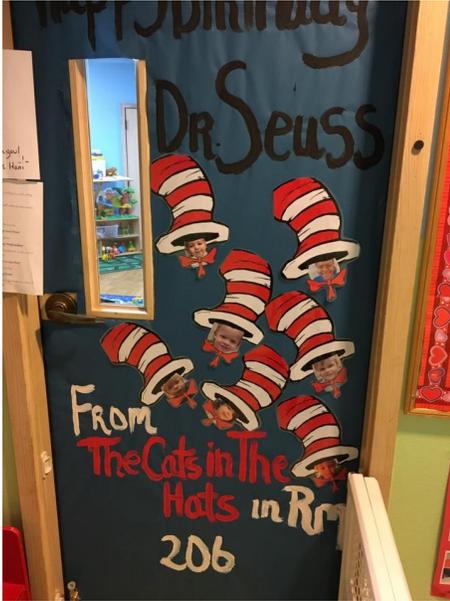
- Tuition is due the first day of each month.
- Payments may be made with cash, personal check, money order or major credit card (Visa, MasterCard, American Express, and Discover). You may also choose to set up an automatic payment from your bank account. We are no longer accepting payments using PayPal. However, we are pursuing another method of on-line payment.
- A \$40 late fee will be added on the 6th of each month (per student if siblings are enrolled).
- Any returned checks will be charged \$30 NSF (insufficient funds) fee in addition to the late fee. If two personal checks are returned for lack of funds, only cash or money order will be accepted going forward.
- If any outstanding balance remains unpaid by the 10th of the month, we regret the student will be withdrawn from the school and his/her "slot" may be filled. This may occur with or without further notice following the 5th of the month invoicing. This is our last resort and it is our hope this action can be avoided with early and ongoing communication between the school and parents/guardians. With that said, habitual tardiness in paying tuition in full will result in this action.
- No deductions or refunds will be made for absences due to illness or vacation. Please refer to the more detailed statement on page 5 under ***Absences and Late Arrivals***.
- Parents who desire to change their student's schedule (for example: from five days to three), the school must receive a minimum of two weeks notice and only three changes per school year will be permitted. Changes are dependent on class size and availability and if there is a desire to change back to the original schedule, there is no guarantee it will still be available.
- Billing information and tuition statements for tax purposes need to be determined at the time of enrollment. We are unable to make billing changes for parent/guardian tax filings in January. Absent a court order documenting this information, the person who enrolls the child will be responsible for determining and communicating information to us.
- The annual registration fee of \$85.00 is due when the student is first registered and then again on the first of that same month in each subsequent year in which the student attends CorMeth. Registration fees due during the last two months of the school year (April, May) for students who will not be returning to CorMeth after the school year ends (5/31/2020) will be waived. If the registration fee is due during the last two months of the school year but the student will continue to attend during June, July and early August before moving on to Kindergarten, the registration fee will be \$45.
- As previously noted, a late pick-up fee of \$2.00 per minute will be charged for students picked up after 5:30 p.m. or for students attending VPK only who are picked up after 11:30 a.m.
- Families who receive tuition assistance from ELC (Early Learning Coalition) need to be very clear they are responsible for payment of the difference between the amount of the school's tuition and the amount of the ELC payment. That amount may be higher than the ELC projected parent payment..for three reasons. One, if the student is absent more than the number of days allotted by ELC. Two, if ELC does not use the full amount of tuition in

determining the parent's matrix. And three, if ELC reviews and/or re-evaluates the family's situation. Parents are expected to pay the projected parent payment no later than the 5th of the month. After the ELC payment is received (usually by the 12th-15th of the month following), the person responsible for tuition payment must make the regular payment plus the shortage from the month preceding.

Please be sure to ask for clarity on any policy or practice that is not fully understood. Throughout the school year, should parents have a need to discuss any of these policies, they are encouraged to speak to the director, assistant director, or church administrator.

SCHOLARSHIPS

A limited number of short-term emergency scholarships are available for qualifying families. These scholarships are meant to be short-term assistance and not a long-term reduction in tuition costs. To learn more information, please contact the Director or Assistant Director. A completed application and required forms must be returned in a sealed envelope no fewer than 21 days before the date the scholarship is requested to start. The application will be reviewed and approved by the scholarship committee. If approved, families receiving this scholarship assistance are required to contribute a minimum of ten hours of volunteerism to the school every three months. Families receiving assistance from ELC (Early Learning Coalition) are not eligible for scholarship.



CLASSROOM OBSERVATION & VISITATION

Some children have an adjustment period when they enter a new classroom or school. If a child is having difficulty adjusting to the new classroom, parents are asked to discuss appropriate visitation times with the teacher and/or director before visiting the classroom. Parents staying too long can be disruptive.

CONFERENCES

CorMeth holds two yearly conferences, late Fall and Spring. Additional conferences can be scheduled as needed or upon request. If a parent has a concern or needs assistance with problems related to their child or the school, they may discuss the issue, if applicable, with the teacher involved. If they are not satisfied, they may discuss their concerns with the Director. An

appointment will be made for the conference during a time that is mutually convenient for the teacher, Director, and family.

NOTE: Parents are asked not to involve the classroom teachers in discussions during class time. The teachers have children in their care and their attention needs to be directed to the children and their activities. We will be happy to make arrangements for a conference during a more appropriate time.

COMMUNICATION

Communication between parent and staff is very important. Please read posted notices on bulletin boards and doors. When necessary or appropriate, communications may also come in the form of a special memo, text, email blast, Facebook, or reminder posted at the check-in computer.

A monthly newsletter and calendar is published the first of each month and contains information on the month's theme and events. It is distributed via email. Please visit our Facebook page: CorMeth Day School for school updates.

CURRICULUM & RELIGIOUS EDUCATION

CorMeth curriculum meets the guidelines of the State of Florida as well as the curriculum criteria of the United Methodist Association of Preschools. Teachers develop their lesson plans, under the supervision of the director, drawing from "*Learn Every Day*" and "*Second Step*" curriculum.

CLASSROOM ASSIGNMENTS

We often receive special requests from parents/guardians for their child to be placed in a particular classroom. While we generally try to accommodate those requests if it is reasonable, it is not always possible or necessarily in the best interests of the teacher or class as a whole. Please trust us to make the decision which is in the best interest of the child based on the information and experience we have.

NUTRITION PROGRAM

We provide breakfast, lunch, and an afternoon snack to children enrolled at CorMeth. Menus are posted weekly and are also available on our website. Meals are served “family-style”, where the children are encouraged to serve themselves. Mealtime becomes an enjoyable and relaxed experience, filled with good conversation and learning. We provide approximately two-thirds (2/3) of each child’s daily nutritional needs. Second helpings are always available and encouraged, so no child should leave mealtime feeling hungry!

Breakfast is available from 7:30 a.m. to 8:15 a.m.. If you would like your child to enjoy this meal with their friends, we ask you to:

- Arrive at school before 8:00 a.m.
- Escort your child to his/her classroom and announce your arrival to the teachers
- Assist your child with washing his/her hands in the classroom
- Walk with your child to the “café area” where he/she can join friends for a nutritious breakfast

SPECIAL DIETS

Special diets required by physicians must be described in writing and signed by the treating physician. Families who are vegetarian, or have cultural or religious limitations regarding specific foods, must also indicate this clearly in writing at the time of registration. CorMeth will work with parents to accommodate these special diets whenever reasonably possibly (for example: lactose-free, vegetarian). When a student’s dietary needs are more rigid or uncommon, it will be necessary for parents to provide lunch and snack for their child.

BIRTHDAYS & HOLIDAYS

Birthdays and Holidays are very special events and we are happy to celebrate with your child. If you would like to provide some special birthday or holiday treat for your child to share with his/her friends, please notify the teacher in advance. ***Please remember that all cakes, and other edible party items must be purchased ... Sorry, but no “homemade” items can be served at school due to Department of Children’s and Families (DCF) rules.***

Very Important: NO NUTS, PEANUT BUTTER or products manufactured in a facility that also processes nuts can be served in our school due to potential for allergic reactions. Please read the labels carefully on everything that you bring to CorMeth Day School.

HOLIDAY PARTIES

CorMeth celebrates the following occasions with a party:

October 31st

While some are celebrating Halloween, out of consideration for the age of our students and because we are a Christian school, we ask you to please dress your child as a favorite story book character. Scary monster, witch, devil costumes, and the use of fake blood or vampire teeth are not permitted. We'll parade through the church collecting treats from "stations" located throughout the church offices on Thursday, October 31. We'll enjoy refreshments afterward.

Thanksgiving

On the Wednesday before Thanksgiving, each classroom will have a party.

Christmas

A special program will be held on Friday, December 13, 2019 in the sanctuary. It usually lasts about one hour and is followed by refreshments in the Fellowship Hall. This will be held in the evening with the date to be announced.

Jesus' Birthday

A birthday party to celebrate the birth of Jesus with refreshments is held in each class before the Christmas holidays. Again the date is to be announced.

Valentine's Day

Each class has a Valentine's mailbox(es) and a special party.

Easter Egg Hunt

Children either bring or make Easter baskets; each class hunts eggs on various parts of the church grounds and then enjoys a party.

VPK Graduation

This cap & gown ceremony is held in the sanctuary, usually lasting one hour, followed by refreshments. This event is held in the evening for students, families and other invited guests (friends, extended families). On the last day of VPK classes there is also a daytime themed event with music, dancing, and refreshments to celebrate the transition to Kindergarten.

FUNDRAISERS

School expenses are funded through tuition. Monies raised from additional fundraising activities allow for extras such as special programs, computers, equipment, and scholarships. Our goal with each fundraiser is to raise money as well as offer products or events that are fun and unique. We encourage your participation in these activities. Please keep in mind that the monies raised are designed to enhance your child's experience at CorMeth. We would be excited to welcome your suggestions and new ideas.

HEALTHCARE

Our school operates for well children and staff only. Children should be fully able to participate in all activities, including outdoor play. Parents must provide appropriate changes of clothing, so children do not become either chilled or overheated. Light sweaters or jackets should also be available. All clothing should be labeled appropriately.

When discovered during the school day, children with symptoms of communicable disease or illness are isolated immediately. A staff member remains with the child at all times, until the parent or designated representative arrives to take the child out of school.

Children with any of the following conditions fall under this rule:

- Fever of 101° F or above.
- Skin rash that has not been identified in writing from a physician who has seen the rash.
- Diarrhea and/or vomiting two or more times in the same day.
- Evidence of head lice or other parasites.
- Severe coughing.
- Green or yellow nasal discharge.
- Unusual tiredness or drowsiness, making it necessary to exclude the child from class or other daily activities.

Children may only be readmitted under the following conditions:

- With a physician's statement that the child is free from communicable disease and returning poses no risk to the child, or others.
- Is visibly free from communicable rash or disease.
- Is free from fever, vomiting, and diarrhea for at least **24 hours**, while eating a normal diet.

Our school retains the right to continue to exclude any child despite a physician's statement, if that statement contradicts the school's policies. A child displaying signs of illness should be kept at home until all signs have disappeared. We realize this may impose a hardship on the parents. However, a sick child will not be able to participate fully in the daily activities and risks infecting other children in attendance.

The sick child must be picked up as soon as possible after the family has been notified, **preferably within one hour**. Each parent or guardian must provide written instructions for our school staff to follow in arranging for immediate treatment in case of emergencies. This written document will be kept on file in the school office. If parents or other persons designated as contacts in case of emergency, illness, or injury cannot be reached; the school staff will use their good judgement and may make the decision to call 911 for assistance.

MEDICATION

Parents are encouraged to plan the administration of medicine to their child at times when they can take care of it personally. Medication is administered at CorMeth only if parents sign our “school-supplied” permission form. All medication must be personally handed to the office along with the completed authorization form. Medication not being administered at our school cannot be left at our school for any reason.

Immunization Requirements

Upon admission into CorMeth Day School, a current *Florida Student Health Exam* and a *Florida Certificate of Immunization* must be provided. It is the parents’ responsibility to keep these forms current. DCF Laws state; all forms must be updated in a timely manner or your child will be asked to stay home until completed.

Religious exemption from immunization must be confirmed by the Volusia County Health Department on the required form, including the proper signatures. This exemption form can be picked up at the Volusia County Health Department.

***NOTE:** We do have children in our school who have filed and received for religious exemption from immunizations.*

Special Needs of a Child

Any special circumstances relating to a child including allergies, special diet, physical limitations, etc. must be reported to our school administrator(s) in writing, by the parent, guardian, or the child’s physician. This document will be kept on file in the school office.

Updating Records

All records pertaining to your child must be kept current, and will be kept confidential. Any change in address, telephone numbers, e-mail address or other pertinent contact information must be reported to our school office within **24 hours** of such change. Make sure to notify us of any changes in your child’s authorized pick-up people. Please request an “update” form to change any of this information.

NAP TIME

Nap time occurs daily following lunch. CorMeth provides a cot for each child. Children are encouraged to bring a small blanket and sleep toy to make nap time easier. These should be clearly marked with your child's name and easily fit into his/her cubby. DCF requires all nap items fit into a closed backpack.

We prefer that you bring a light-weight blanket each week to be used for napping. At the end of the week, the blanket will need to go home for laundering. CorMeth is not responsible for lost items.

Children are not required to sleep but they are required to remain on their cot, be quiet, and not disrupt others who are sleeping.

All personnel who care for infants have been trained to follow safe sleep practices as recommended by the American Academy of Pediatrics (AAP) as referenced in Caring For Our Children Basics Health and Safety Foundations for Early Care and Education, which is incorporated by reference in 65C-22.001(7)v, F.A.C.

OUTDOOR PLAY

Outdoor play is a regular part of your child's schedule. We provide an outdoor playground at the east end of our building. Children play outdoors daily, weather permitting. In inclement weather, children play indoors in their individual classrooms. On some occasions our outings take us to other areas of the church campus.

REGISTRATION

A registration form must be completed for each child who is accepted into the school. This form becomes a part of the student's permanent record. A yearly registration fee must accompany the registration form, as well as the child's updated health records (blue & yellow forms). Emergency information and other necessary information are reported on this form per DCF Law. No child can stay in school if Health Records (blue & yellow) expire. A child is not enrolled until the registration form, health records (blue & yellow forms), and fee have been submitted. A child for the VPK program is not enrolled until paperwork from the Early Learning Coalition is submitted.

When we have more children than spaces, we give preference to:

- Siblings of children currently enrolled
- Children of church staff
- Children of church members

CLOTHING

Please dress your child in clothing that is durable and comfortable. We go outside whenever possible, so please dress your child accordingly. Select shoes which give support and allow freedom of movement. Loose or open toe sandals, cowboy boots, flip flops, and shoes that easily

slip off may inhibit activity and are not safe. Closed toed shoes must be worn at all times. Girls wearing skirts or dresses need to wear shorts underneath.

During cold weather dress your child in a sweater or jacket and head covering. Be sure to mark all outer wear with your child's name.

Please bring a complete change of clothing to be kept at school in case of spills or bathroom accidents. CorMeth has some spare clothing which may be used if necessary. If your child uses our spare clothing, please launder and return it as soon as possible. Parents of children in diapers are required to bring a supply sufficient for a week. Children who are learning to use the toilet will need extra training pants and clothing at school during this time.

Please note: We require all students to be completely potty trained no later than their third birthday. In the event of extenuating medical circumstances, we will require appropriate documentation from his/her treating physician.

TOYS & POSSESSIONS

Children may be asked to bring in a toy for a class project or story time. The toy must be able to fit into the child's cubby. Guns, ropes, knives, and other toys which encourage rough and/or violent play must be left at home. They are not permitted at CorMeth.

Please make sure to label your child's belongings before bringing them to school. On rare occasions, something may be misplaced. We will assist you in trying to locate the object. With that said we discourage you from bringing anything of great sentimental or monetary value and cannot be held responsible for lost or damaged items.

VOLUNTEER OPPORTUNITIES

A variety of volunteer opportunities in the school are available for parents, grandparents, guardians, and other interested adults. They include phone answering, helping with office work, participating in special play days, and fundraising activities, especially the Scholastic Book Fair.

Volunteers will need to be screened through our Child Protection Policy and undergo a state and federal background check in order to meet recent state requirements. Please see the Director for additional information.

INJURY AND INCIDENT REPORTING

Striving for excellent communications between the school and parents/guardians is a very high priority with us. It is equally important that parents/guardians also strive to ensure excellent communications occur between them and the school. We have a strict policy of reporting incidents that happen at school. An "Incident Report" is completed by the teacher and submitted to the school office.

Depending on the nature/severity of the incident, the parent/guardian may be notified immediately or, more commonly, they are shown the report at the time of pick-up, both parents and school administrator sign, a copy is placed in the child's file, and a copy is given to parents if requested. Clearly in extreme cases assistance is requested from emergency medical personnel by calling 911.

- It is, as we stated, important for parents to also communicate with the school. At the time of drop off, the teacher or the person staffing the front office should be notified if a child has experienced an injury at home or otherwise off-premise, the nature of the accident, and the resulting injury to the child. This information will be given to the school administrator in charge, the classroom teacher and any other teacher or assistant who will have the child in her/his care during the day so they can be extra watchful. If the injury has been seen by a medical professional, parents/guardians are asked to please provide a note to the school.

As additional information, all child care personnel are part of the 40 different professions that are defined as "mandatory reporters". State law (s. 39.201, F.S.) requires them to report their suspicions of child abuse, neglect or abandonment to the Florida Abuse Hotline. Failure to perform the duties of a mandatory reporter constitutes a violation of the standards in ss. 402.301-319, F.S. and is a felony of the third degree. In addition to our director, all of our classroom teachers as well as others within the Church, have received training in what may constitute abuse from the Department of Children & Families and are aware of their reporting responsibilities. It is important that we all work together to ensure the safety and well-being of the children.

YOU CAN HELP....

In this handbook we talk about the type of loving, learning, nurturing, and protective environment we work to create for our students. Adults who come into contact with our students can have a big impact on that...both positive and negative. Any parent, guardian, or other person entering the Church, school, or other parts of our campus is required to speak in a tone and vocabulary, as well as display a demeanor that enhances our environment. To do otherwise, depending on the severity of the behavior, will result in that individual being banned from our property, with or without warning. It is important for all of us to act with kindness and God's Grace.

CO-PARENTING

In today's world, it has become more common for parents and guardians to find themselves in a position of co-parenting a child/children with another adult. While we are empathetic to our families who find themselves in this situation, what we need our parents and guardians to understand it is a personal matter. Our job is to care for, love, and help educate the children in our charge. To do that effectively, we must remain neutral and follow the legal requirements dictated to us. Please do not share information, particularly that which is derogatory, regarding the other party or ask for our opinions, advice or intervention. Think of us as Switzerland! Informing us of factual or medical information pertinent to the care of the child or issues impacting their behavior in school is both needed and welcomed. Asking us to help manage the payment of tuition or gather information on check-ins and check-outs is not appropriate.

Please know: The person who enrolls the child in CorMeth is responsible for seeing tuition is paid in full and on time.

We must follow any court orders we receive. We cannot take sides, make judgements, or use our own (or your) interpretations of the court's intent.

When there are issues regarding division of a child's artwork, crafts, school pictures, etc., please work out those details with the other party. (We are certainly able to help obtain two sets of school pictures if you will notify us in advance of picture taking day.)

We thank you for appreciating our position and respecting our time.



**We strive to do and be the very best in pre-school education in our community.
We look forward to working with you throughout the year.**