

CorMeth

DAY SCHOOL

A MINISTRY OF CORONADO COMMUNITY UNITED METHODIST CHURCH

2020-2021 Handbook

FL Department of Children & Families Certificate of License #C12V00044



DC&P License #C12VO0044
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2020-2021 Holiday Calendar

August 13th 14th.....School Closed for Cleaning Days

September 7th.....Labor Day Holiday

November 26th & 27th.....Thanksgiving Holiday

December 24th&25th.....Christmas Holiday

December 31st & January 1st.....New Year Holiday

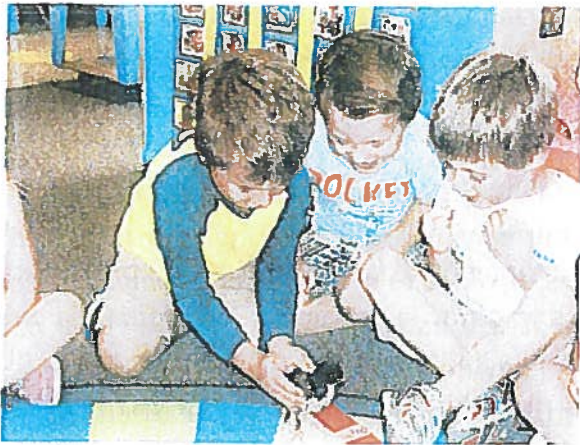
April 5th.....Easter Monday Holiday

May 31st.....Memorial Day Holiday

July 5th.....Independence Holiday

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ATTENDANCE

CorMeth opens at 7:00 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.

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

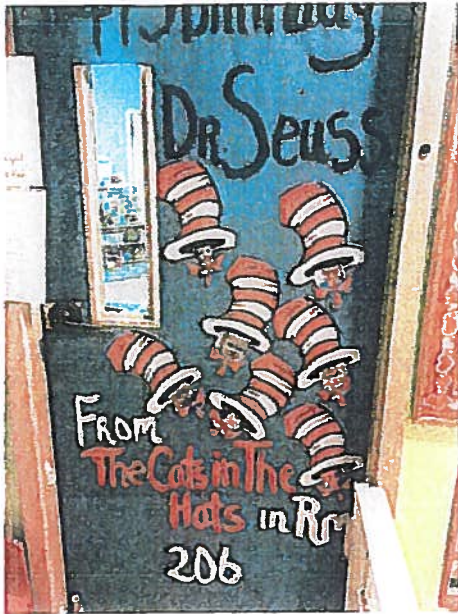
CorMeth Day School is located on a barrier island which means we are in an area that will be among the first to be evacuated in the event of a serious approaching storm, such as a hurricane. In the unusual event a voluntary evacuation notice is issued, you will need to come to the school and pick up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

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



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 parents 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.

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 snacks 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.

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, 48 hours during Covid 19 (unless doctor gives a clearance letter)** 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.

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

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.



**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.**