



**Preschool Handbook
2017-2018**

MISSION STATEMENT

Educating for Life and Eternity

Statement of Faith

The Statement of Faith of Mount Dora Christian Academy & Children's Home(MDCA&CH), signed annually by each member of the Board of Trustees, administration, faculty, and staff, provides affirmation of biblical doctrine that is in concert with the message of God as reflected in the Bible and historic Christianity. The statement also defines the perspective that shapes the MDCA&CH experience. This Statement serves to insure ongoing faithfulness of the entire MDCA&CH community to God's purpose and will.

WE BELIEVE in one sovereign God, eternally existing in three persons: the Everlasting Father, His only begotten Son, Jesus Christ our Lord, and the Holy Spirit, the giver of life.

WE BELIEVE that God, by His spoken word, created the Heavens and the earth for His own glory.

WE BELIEVE that God has revealed Himself and His truth in the created order, in the Scriptures as reflected in the Bible, and supremely in Jesus Christ.

WE BELIEVE the Old and New Testaments of the Bible are the sole inspired and authoritative word of God, accurate in all their principles, provide for all humankind absolute moral truths, and are "profitable for teaching, for reproof, for correction, and for training in righteousness so we may be complete, equipped for every good work" (2 Tim 3:16-17).

WE BELIEVE that God created man and woman in His own image, as free moral agents, distinct from all other living creatures. We believe they sinned by rebelling against God's revealed will and thereby incurred both physical and spiritual death. Therefore, all humankind carries its own guilt of sin in thought, word, and deed.

WE BELIEVE in the existence of Satan, sin, and evil powers. All these have been defeated by God in the person of Christ on the cross.

WE BELIEVE that Jesus Christ was conceived by the Holy Spirit, born of a virgin, was true God and true man, existing in one person and without sin. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His presence there for us as Lord of all, High Priest, and Advocate.

WE BELIEVE that the Lord Jesus Christ died for our sins as a sacrifice, triumphing over all evil; those who believe and follow Him are justified by His shed blood and forgiven of all their sins.

WE BELIEVE that salvation is a free gift from God, undeserved and unearned through our good works; we are saved by God's grace through faith in Jesus Christ. Faith shows itself in obedience to Christ through repentance, confession of faith in Him, baptism, and a life led by the Holy Spirit, manifesting the Spirit's fruit.

WE BELIEVE that the Holy Spirit dwells within believers, convicts them of sin, guides them in understanding Scripture, empowers them for godly living, and equips them for service and witness.

WE BELIEVE that the church is the body of Christ and is composed of the communities of Christ's people. The task of Christ's people in this world is to be God's redeemed communities that embody His love by worshipping God with confession, prayer, and praise in spirit and in truth; by proclaiming the gospel of God's redemptive love through our Lord Jesus Christ to the ends of the earth by word and deed; by submitting to the authority of the Bible, and the guidance of the Holy Spirit, rather than the dictates of man or ecclesiastical order; by caring for all of God's creation; and actively seeking the good of everyone, especially the poor and needy.

WE BELIEVE that Jesus Christ will personally, visibly, and unexpectedly return in power and great glory. He will gather His people, raise the dead, judge the nations, and bring His Kingdom to fulfillment.

WE BELIEVE in the bodily resurrection of the just and unjust, to face a just and merciful God in final judgment.

WE BELIEVE in the inherent value of all humankind as God's beloved creation, and equality in honor, justice, and mercy for every person.

WE BELIEVE that beliefs are far more than intellectual affirmations. Our faith must impact our actions. Therefore, these faith statements will be guiding principles for decision making for both institutional direction and for each individual entrusted with responsibility within Mount Dora Christian Academy & Children's Home (James 2:14-17).

EXPECTATIONS OF PARENTS

- To read and comply with policies set forth by Mount Dora Christian Academy
- To respect the privacy of all children by not expecting anyone to discuss children, other than your own
- To respect classrooms, equipment, and facilities at all times
- To partner with the school in the growth, development and academic preparation of your child.

GENERAL GUIDELINES

ACCIDENTS

Any accidents and/or unusual incidents that are brought to the staff's attention will be documented on an accident/incident report form. Parents are asked to please read these reports and sign them. The original report is kept by the preschool and the carbon copy is issued to the parent. In the event of an accident outside of school that leaves a visible mark, parents are asked to please document the incident that resulted in the mark on an accident/incident report form for the child's file.

School insurance coverage begins on the first day of school and covers any accident occurring on campus during school hours. . This insurance carries a \$25.00 deductible and all claims must be filed with the primary insurer first.

ARRIVAL/ DEPARTURE

1. The preschool opens at 7:30 a.m. and instruction begins promptly at 8:00. Please help your child develop good school habits by arriving before instruction begins.
2. If your child will be late or absent, please call the school office to let the teacher know that your child is safe. If the school has not been notified by the parent by 8:30, the parent will be contacted to ensure the child's safety.
3. Parking in the preschool parking lot is reserved for parents who are dropping off or picking up. If you are planning to be in the building for an extended time, or elsewhere on campus, please use an adjacent lot.
4. Children (including siblings) may not be left in the parking lot in a car that is parked or standing.
5. Please hold your child by the hand when exiting the building, he or she may not be visible to cars entering the breezeway.
6. Only adults may open doors in the preschool building.

BIRTHDAYS/ SPECIAL OCCASIONS

We love celebrating birthdays! If you would like to send a special snack for your child's special day, please coordinate with your child's teacher. We are a peanut free facility so nuts and peanut butter are not permitted but other healthy snacks are welcomed. If you are planning a party and want to invite your child's school friends, a class list may be obtained at the front desk. Invitations may only be distributed at school if the entire class is invited.

CONFERENCES AND CONVERSATIONS

Keeping parents informed of happenings in the classroom and of their child's progress is something we take very seriously. Parents are encouraged to call or email any time that a question or concern arises; no concern is too small. Drop off and pick up times are usually inconvenient for lengthy conversations as your child's teacher will want to give you her

undivided attention, however, scheduled conferences in person or on the phone are always welcomed.

CONFIDENTIALITY

Professionalism and confidentiality are very important to the integrity of our program. In the best interest of the school and of your child, teachers, assistants and administrators will not discuss your child with any other person, nor will we discuss another child with you. In order to give information about your child to grandparents, aunts, uncles or babysitters we must have written permission from you. A release of information form may be obtained at the front desk.

CUBBIES/ PERSONAL BELONGINGS

1. Please mark all of your child's belongings with his or her name.
2. Pillows, blankets and rest pets must fit inside the cubby and should be laundered weekly. Please note, the cubbies have limited space so less is more.
3. Check your child's cubby daily for notes, artwork, and soiled clothes. The parent board in the classroom will contain announcements of upcoming activities as well as the lesson plans your child's teacher will be following.
4. Keep a complete change of clothes at school (short sleeve and long sleeve shirts, shorts, long pants, socks, and underwear) in a large zip-lock bag

DRESSING FOR SUCCESS

Preschool is a messy, fun, active place. It is an environment that encourages and develops a child's independence. Part of that independence includes being able to manage one's own toileting needs. To help your child develop this feeling of being capable about such a private matter, it is important that we equip them with the clothing necessary for success. Children are embarrassed when they have accidents because he/she could not deal with their clothing fast enough.

When choosing your child's clothing please keep in mind, in addition to independent toileting, that he or she will be running, jumping and climbing at school. Please avoid sandals, boots, or other shoes that make running difficult. Flip flops are prohibited.

DISCIPLINE PRACTICES

Parents are provided with a copy of the preschool discipline policy upon enrollment and copies are posted in each classroom.

EMERGENCY PLANS

1. Mount Dora Christian Academy has developed an extensive Crisis Management Plan in cooperation with local law enforcement. Fire Drills and other emergency preparedness drills are conducted monthly.
2. Listen to local radio and TV for emergency announcements. If the Lake County School District closes due to weather, Mount Dora Christian Academy will also be closed. After the initial closing, reopening will be communicated through Parent Alert and the school website.
3. All of our staff members are First Aid and CPR certified.
4. If you move, change jobs, change phone numbers or have any other change that affects the way we can contact you, please visit the front desk for assistance in changing the information in your child's file.

SECURITY

Safety is our first priority. Visitors to any area on campus must sign in and receive a visitor's badge. Our staff members are trained to be vigilant and to stop anyone not in possession of a badge. In the preschool building, no visitors may access the classroom area without first presenting identification at the front desk.

Surveillance cameras are in use campus-wide and our security team patrols the campus throughout the day. We are very

grateful for all of the resources we have been given to help keep our campus and its occupants safe.

TUITION

Tuition is due at the beginning of each week. The late payment fee each week is \$5.00. Payments for the month may be made in advance. Always write your child's name on the memo line of your check and if your check is for anything other than weekly tuition (i.e. late pick up fee, change fee, registration fee) please make a notation. There will be a \$20.00 NSF fee for a check or an electronic funds transfer that does not clear.

Any additional days or hours must be approved in advance by the principal. This may not be available depending on staff coverage. If the child is not picked up by the scheduled time, the charge is \$1.00 per five minutes. After 6:00p.m., the charge is \$1.00 per minute.

WITHDRAWALS

Tuition will be charged until the student's withdrawal is completed through the office. In the event the student withdraws during the school year, tuition will be prorated according to the number of weeks enrolled and the amount paid. Two weeks withdrawal notice is required.

HEALTH

If your child exhibits any of the following, it will be necessary for him/her to be picked up from school:

- Open skin lesions or unexplained rashes
- Temperature above normal
- Signs of possible illness, including unusual lethargy, irritability, persistent crying, difficult breathing, uncontrolled coughing or stiff neck.
- Diarrhea, more than one abnormally loose stool within a 24 hour period
- Vomiting

- Persistent redness or discharge from the eyes.
- Head Lice or Nits.

Please keep your child at home when he/she is sick. A child must be free of fever (without fever reducing medication), vomiting, diarrhea, and any of the above referenced symptoms for 24 hours before returning to school. In the event of Head Lice, the child's head must be free of all nits and live lice in order to return to school.

If an illness requires a doctor's visit, please submit a note from him/her indicating the date to return to school.

Source: American Academy of Pediatrics, & American Public Health Association. (1992). Caring for our children-National health and safety performance standards: Guidelines for out-of-home child care programs.

IMMUNIZATIONS, PHYSICALS & INFLUENZA

All students are required to submit a school entrance physical documented on form DH 3040, 6/02. The form must be maintained in the student file and must be renewed every two years. Students without a current physical exam form on file may not attend school.

All students must also submit a Florida Certificate of Immunization (form DH 680, 1/2007) completed by a healthcare provider. It is the parent's responsibility to ensure that immunizations are kept current and to provide the school with updated copies of the above-referenced form. Students with expired certificates may not attend school.

In compliance with childcare regulations, all parents must sign the acknowledgement of the receipt of the brochure "The Flu, A Guide for Parents." This receipt must be maintained in the child's file.

MEDICATION

1. In the event that medication must be administered at school, a medication authorization must be signed by the parent or guardian. This form is available at the front desk. Medication must be in the original packaging and accompanied by the prescription label showing the child's name and all instructions. Non-prescription medication must be accompanied by a note from a medical professional.
2. Please apply sunscreen and/or insect repellent at home in the morning.

Acceptable Use of Technology

In our society, the use of technology has become a part of our daily routine. We take the responsibility for technology usage seriously and want to teach children how to use it responsibly. Preschoolers may use a computer or iPad throughout the day as a part of a center, for an assessment or as part of their direct instruction. Students may not use any electronic device without the permission and supervision of a teacher. Students may not enter any website without first being signed in by a teacher.

All of the policies outlined in this handbook are designed to create the optimum experience for your child and his or her classmates. We are thrilled that you have chosen our school and look forward to your family being a part of ours.

Welcome to Mount Dora Christian Academy!