

# PARENT HANDBOOK 2021-2022



126 NORTH MOON AVENUE  
BRANDON, FLORIDA 33510  
(813) 689-9482

# STUDENT CALENDAR 2021-2022

August 6.....Teacher meet and greet  
August 10.....Student's first day  
September 2.....Fall Pictures  
September 6 .....Labor Day/Non-Student Day  
October 12 .....Picture make-ups/retakes/class picture  
October 28 & 29 .....Fall Festival  
November 11 (VPK will still have class this day).....Veteran's Day/Student Holiday  
November 18 & 19.....Thanksgiving Feast  
November 22-26 .....Thanksgiving Break  
December 16 & 17.....Holiday Parties  
December 20 -January 3 ..... Winter Holidays/Non-student Days  
January 4 .....Students Return to School  
January 17 .....Martin Luther King Day/Non-student Day  
February 14 & 15 ..... Valentine's Day Parties  
February 18 .....Student Holiday  
February 21.....President's Day/Non-Student Day  
March 7 (VPK will still have class on this day).....Non-Student Day  
March 14 - 18.....Spring Break/ Non-Student Days  
March 21.....Non-Student Day  
April 5 .....Spring Pictures  
April 13 & 14 .....Easter Parties  
April 15.....Good Friday/Non-Student Day  
May 5 ..... Mother's Day Tea  
May 27.....Last Day of VPK/ Last day of NHEL  
May 26 & 27.....End of the year celebrations

# POLICY AND PROCEDURES

## WELCOME!

Welcome to New Hope Early Learning! Our hope is that the learning experiences here will be happy, wholesome ones. As parents, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experiences is the close cooperation and understanding of parents and staff.

This handbook has been prepared so you may know the policies and better understand the program as we work together to help your child through a successful year in our weekday education program.

## MISSION STATEMENT

As a Christian preschool, we believe that God has an active part of all aspects of a child's educational and spiritual development. Children and families of all faiths are accepted and loved unconditionally at New Hope Early Learning. We are committed to help all children reach their potential by teaching a strong academic curriculum with loving teachers.

Matthew 19:14 Jesus said, "let the little children come to me and do not hinder them, for the kingdom of heaven belongs to those such as these."

## PHILOSOPHY

We promote an environment where children become independent, confident, lifelong learners. We proudly offer a positive, child-centered preschool experience that fosters a love of learning in a nurturing community under the supervision of Christian teachers. In each child, we strive to cultivate:

- Autonomy
- A sense of belonging
- Respect for others
- Enthusiasm for exploration
- A relationship and understanding of Christ

We will seek to guide the children on their level of development and maturity in the Christian way of life. Each staff member strives to provide a warm accepting atmosphere that will enable the children to grow mentally, socially, spiritually, physically and emotionally. Most importantly, we want to develop a relationship with each child and their family that promotes trust and demonstrates God's love.

## ADMISSION

Our school has an open enrollment policy; all children are admitted into our program, as space permits. The weekday education program has been planned for children ages two (2) through five (5) regardless of race, color, or creed. Children will be placed in classes based on their age on September 1 of the current school year. This is consistent with the public school placement law. **To enroll in our three year old program, children must be must be toilet trained.**

## ACCIDENTS

If a child has an accident, even a minor injury, we will complete an accident report form. The teacher will inform the director. This pre-made form, will include the time of the incident, how it happened, who witnessed it, what was done for the child and any observations. This form will be filled out and given to the child's parent or guardian.

In the event of a serious accident, the preschool will notify the parents or emergency contact immediately. If the situation is a 911 emergency, 911 will be called first and followed by the parents. Parents will be informed which hospital the child is being transported to.

## ATTENDANCE

The state of Florida has a requirement to the way we take attendance. Whenever a child is absent, we must hear from a parent or guardian within one hour of school starting. You may call (813) 689-9482 or text your child's teacher, email the preschool at [preschool@findnewhope.com](mailto:preschool@findnewhope.com) or use the Remind App to message us the reason for the absence. If we do not hear from you, then we are required to reach out to you. Thank you!

## BEHAVIOR MANAGEMENT & DISCIPLINE

When a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques are as follows:

- **Positive Reinforcement:** The child will be encouraged when he/she is demonstrating acceptable behavior.
- **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
- **"When...Then" Statements:** A statement in which the child is encouraged to accomplish something before going on to something else. Sample: *"When you finish picking up the blocks, then you can go outside."*
- **"If...Then" Statements:** A statement in which the child is encouraged to make a positive choice. Sample: *"If you pick up the blocks, then you can go to the dress up play area."*
- **Take A Break:** The child is separated from the group for a child-regulated period of time. This technique is used only when a child is exhibiting temper tantrum type behavior or hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

## BIRTHDAYS

You may make arrangements with your child's teacher for a birthday celebration. Please keep it simple. Do not send party invitations to school unless the entire class is invited. Children with summer birthdays may arrange a day in the spring to celebrate. **Please do not bring in any homemade food. We ask that food brought in to share are store bought.** This makes it easier for children who have allergies, and to be able to tell and know what ingredients went into making each item.

## CALENDARS

Calendars will be sent home at the beginning of each month outlining our activities. Please keep it visible (perhaps on your refrigerator) so you can talk to your child about his/her preschool activities.

## CLOTHING

Dress your child in clothing that is durable, comfortable, and weather appropriate. Paint, glue and messes are a part of preschool play. They will possibly get dirty so please dress them appropriately. When our winter months arrive, we will continue to be outside so be sure your child is prepared with warm clothing and coats. Jackets, sweaters, hats, and gloves should be worn as weather indicates. Outdoor play is part of our daily schedule unless extremely bad weather is present. **Please have them wear closed toed shoes** that give support and allows freedom of movement. **Loose sandals, cowboy boots, high heels, and shoes that slip off easily inhibit activity.** Bodysuits for girls are inappropriate.

Kindly leave an extra change of clothes for your child in their classroom. Please make sure all items are labeled with your child's name and appropriate for the current weather.

## **CURRICULUM**

We offer a child-centered and developmentally appropriate program. We implement the play-based learning framework. This is a comprehensive system of learning based on research and knowledge regarding all areas of child development- social/emotional, physical, cognitive, and language. While preschool aged children are too young to understand theological concepts about faith and God, studies have shown that these are the years when children form their concepts about God and the way God relates to them. They learn that God loves and cares for them in the same way that significant people in their lives do. It is our goal to model Christ's love to all the children that are entrusted in our care. Chapel will be done on a weekly basis. By example we want to help our children develop a healthy relationship with God.

## **DIAPERING AND TOILET TRAINING**

For children in diapers or Pull-ups, parents are responsible for providing diapers/pull-ups and wipes. We require children entering our 3-year-old program be completely toilet trained. We define this as being able to use the restroom unassisted, including the ability to self-wipe and wash and dry their hands afterwards.

## **DISMISSAL FOR INCLEMENT WEATHER**

In the event that school is dismissed because of severe weather, announcements will be made on radio and television. The intent is that our weekday program will be dismissed for severe weather if the public school suspends classes.

## **HEALTH- PLEASE SEE ATTACHED COVID-19 ADDENDUM**

All children will be examined on arrival at the school each morning. Symptoms such as a cold with fever, severe cough, skin eruptions, sore throat, fever of over 100 degrees, vomiting or diarrhea will necessitate our sending your child home. **A sick child who is sent home may not return to school until being free of all symptoms for 24 hours.** This is for the protection of your child, as well as other children and staff. Please notify the teacher of any illnesses, especially communicable diseases, so that notices may be sent home to all children. If your child has headlice, they may not return until they have been checked and cleared by the Director. They will need to be checked daily for a few days following the return back to school.

Each child must have an emergency treatment authorization on file in the office. In case of accident or sudden illness, we will immediately try to contact the parent, the child's physician, and persons listed on the form. In extreme emergencies, the child will be taken to the Emergency Room. **It is imperative that the school has a current telephone number where parents may be reached at any time during the day.**

Each staff person is trained to administer emergency first aid. **SCHOOL PERSONNEL MAY NOT ADMINISTER ANY MEDICATIONS TO A CHILD. PLEASE DO NOT ASK YOUR CHILD'S TEACHER TO GIVE OVER THE COUNTER OR PRESCRIPTION MEDICATIONS.**

The laws of the State of Florida require the following immunization for all children enrolled: DPT or DT, Poliomyelitis, TB Tine, Hep B, Mumps, Rubella, Rubeola and Hip.

The Director will notify the parent when a child's immunization form has expired. The parent will have approximately one month to acquire and return an updated form. Failure to comply by the deadline may result in dismissal. Parents must notify the school in writing if a child's physician changes.

**Allergies are a serious concern.** Please inform us upon enrollment of any allergies your child has. We suggest that you teach your child about his/her allergy and encourage them to verbalize what they cannot eat or play with. We will make sure that all staff members are aware of your child's allergy to help prevent any contact with something that could be harmful or hurtful to them.

## **HOME AND SCHOOL COMMUNICATION**

We want to keep open communication between home and school. Please check your child's folder daily. Teachers send home a monthly curriculum calendar which goes home during the first week of the month. It is also posted, along with the class schedule, in your child's classroom. Please keep the calendar visible (perhaps on the refrigerator) so you can talk to your child about his/her preschool activities. There will also be days a lunch box will not be needed or days involving home participation. Unplanned activities or a classroom mood could warrant occasional activity changes. You may also use your child's folder to send in notes to your child's teacher, paperwork, and tuition payments.

For school updates and announcements, follow us on Facebook!

## **LICENSE**

New Hope Early Learning is licensed by the Child Care Licensing Department of Hillsborough County and has been inspected and approved by the Hillsborough County Health Department and Fire Department.

## **LUNCH/SNACK**

Children will eat a mid-morning snack/lunch provided by the parent. Please send a lunch/snack (no more than he/she can eat and drink in about fifteen (15) minutes) with your child daily. The lunch box should include whatever utensils or items they may need. The lunch box and all of its parts should have the child's name on it and be easy for the child to handle. Do not send candy to school unless it is for a class treat and has been pre-arranged with the teacher. Please send in a water bottle, preferably a reusable one, labeled with your child's name so they can take it with them to the playground. **PLEASE DO NOT SEND GLASS CONTAINERS.**

## **PARENT/TEACHER CONFERENCES**

If you wish to talk to your child's teacher about your child, please make an appointment with them to talk outside of scheduled classroom hours or arrange a phone conversation.

## **PHOTOGRAPHS**

Upon registration you are asked to fill out a media release form. These photos are used by the teacher and school only. If you indicated you didn't want them used, they won't be. School pictures are taken twice a year, once in the fall and in the spring and class pictures are taken once a year.

## REMIND APP

Remind is a FREE service that lets me send quick messages via text, push notifications, or email to everyone involved with the class. We'll be able to stay in touch without revealing our personal contact information. Signing up for my messages on Remind is easy.

Your personal contact information is not visible to me or the school.

I can send announcements to the entire class or direct messages in individual and group conversations.

All messages are recorded and easily accessible in case they need to be referenced in the future. Messages from my class will be sent directly to your phone or email account.

## SAFETY PLAN

New Hope Early Learning has fire, tornado, and violence plans in place. We conduct school wide drills on a regular basis and are required by the county. Teachers will take student information with them and perform a headcount to ensure everyone is present.

## SCHOOL HOURS

Class activities begin at 9:00 A.M. Please have your child at school **ON TIME** and **picked up promptly**. Please follow *transportation information* for getting children to and from classes. We request that you not bring your child to the classroom before 8:50 a.m. Please do not take the teacher's time as the children are arriving or dismissing.

2-year-olds are dismissed at 12:30 PM.

3-year-olds are dismissed at 12:30 PM.

VPK/4-year-olds are dismissed at 12:15 PM.

VPK extended day is dismissed at 1:15 PM.

Parents Morning Out on Tuesday s & Thursdays from 9:00-12:00 PM. \$20/day  
Please schedule and pay directly on our website. Ages 6 months- 2 years old.

Before care hours are 8:00 AM-9:00 AM. \$10/hour

Snack Pack on Mondays from 12:30-2:00 PM (subject to change, depending on demand.) \$10

Before and aftercare payments are in addition to your tuition payment. They are due on the first of the month. They are considered late on the fifth of the month.

## TOYS/ITEMS FROM HOME

We request that children **do not** bring toys to school. We do encourage the children to bring books or other special interests to share with the class. These items must have the child's name on them. Guns, ropes, knives, and other toys which encourage rough and violent play **MUST** be left at home. Should your child bring personal items to school, the teacher will store them until the end of the day or ask that it be kept in your child's cubby. **The teacher or staff of New Hope Early Learning are not responsible for lost or damaged personal items that are brought in from home.**

## TRANSPORTATION

If you plan for your child to ride home with someone other than the assigned driver, you must communicate the change as soon as possible. That person should be on the authorized list to get your child.

**All cars must have carpool signs in the windshield with the child's name or carpool names on it.** This is to aid us in lining children up and into the right car at pickup time.

CHILDREN ARE NOT TO BE WALKED AROUND THE CARS! Please be sure your child is seated on the driver's side of the car in the back seat. Cars are to be in "PARK" while children are getting in and out. No cell phone usage while dropping off or picking up. We want you to be focused on your child.

Car doors will be opened by the director, teachers, or volunteers at 8:50 a.m. **Children are not to be released from your cars unless persons are there to open your door.**

## **TUITION**

**Tuition is due the first of each month, whether or not your child is in attendance or school is in session. A late fee of \$25.00 charged if payment is received after the 5<sup>th</sup> of the month.** There are no deductions or refunds due to absenteeism. A month's notice must be given before a child is withdrawn; otherwise the parents are obligated to an additional month's tuition. If withdrawal occurs in April, tuition must be paid in full.

Please place all payments for tuition in the center clear pocket in your child's **folder**. Please make checks payable to: **New Hope Early Learning or NHEL**. (Your payment must reach us by the first of the month.)

You can make tuition payments online. All you need to do is go to our website at [www.newhopeearlylearning.com](http://www.newhopeearlylearning.com) and click "pay tuition online".

There will be a \$30 fee for any returned check.

Please see attached tuition information sheet. (subject to change, will be notified if any changes occur.)

For our program to have full benefits and influence your child, regular attendance is very important. Your child will be able to attend only on the days they are enrolled and will not be able to make up missed days.

**Tax Identification:** Our federal tax ID number is 59-0944283  
Please use this number for tax purposes. The school can provide a tax letter upon request.

## **VISITATION**

Parents with children enrolled in this program are welcome to visit the school and are encouraged to volunteer in the classroom. This can be done in many ways; reading a story, helping with a project, making copies for the teachers or office staff, and many other ways. Visitors must check in with the office before entering the campus. This policy is for the protection of the students. Parents are invited to arrange in advance to enter into their child's classroom. The teacher's first responsibility is to the children, please understand that the teacher cannot schedule a conference while classes are in session. Conference schedules will be arranged between teachers and parents at mutually convenient times. Please remember that you're an important part to your child's school experience. We love and appreciate our volunteers!

All visitors, including parent volunteers and parents visiting, must sign in and out on the sign in sheet located in the office.



Changes at home do affect a child's behavior at school. Share with us information which will make us more sensitive to your child's needs.

**We cannot permit children who are not enrolled in the school to visit within the school during school hours. INSURANCE AND LICENSING DO NOT ALLOW FOR SIBLINGS TO BE IN CLASSROOMS.**

Every staff member is dedicated to the well-being of your child. We are all working together to make our program one that is filled with the good things that God has so generously provided us with. Thank you for sharing your child with us.