

**PARENT  
HANDBOOK  
2021-2022**

*Bayshore Baptist Church Preschool*



3111 W Morrison Ave

Tampa, FL 33629

(813) 254-5758

# Program Operations

Bayshore Baptist Church Preschool  
3111 W Morrison Ave  
Tampa, FL 33629  
Phone # (813) 254-5758  
Fax # (813) 258-0761  
[www.bbcpreschool.com](http://www.bbcpreschool.com)

Bayshore Baptist Preschool is a mission of Bayshore Baptist Church. The preschool program has been a part of Bayshore Baptist Church's outreach programs since 1972.

## Licensing Information

The facility has been inspected by a duly authorized agent of Hillsborough County Child Care Licensing Office and found to conform to Hillsborough County Ordinance, Chapter 402, Florida Statutes, and other applicable ordinances of the municipalities of Hillsborough County.

Licensed Capacity: 105

License Number: C TA 130101

Age Range: 2-5

Night Time Care: N

Agencies available to answer questions or receive complaints are the Hillsborough County Child Care Licensing Office at (813) 272-6487 or Child Abuse Hotline at 1-800-962-2873.

## Hours of Operation

School Hours are 9am – 12:00pm for our two and three year old classes. The Pre-K 4 program hours are 8:30am-1:00pm. Early drop off is available from 7:30am – 8:45 am. Office Hours are from 8:30am – 3:00pm.

## Our Philosophy

The Preschool program is a ministry of the Bayshore Baptist Church. Its sole objective is to help your child grow spiritually, physically, emotionally, socially, and mentally in a Christian atmosphere. Our program provides concrete learning experiences as part of a full readiness program intended to prepare your child for successful living. We want your child to be happy, to know they are special and unique, and to know that God loves them.

We believe that all children grow and develop at their own pace and while it is important to ensure children are ready for kindergarten and for life experiences, we also feel they should not be hurried through childhood. Our goal is to provide a safe learning environment where kids can simply be kids.

# Staff

The staff at Bayshore Baptist Preschool meets the following required guidelines:

- Pass hiring drug screening
- Pass local law check
- Pass background/fingerprinting check – Level II
- Must complete 45 hours DCF Childcare Training to include the literacy component
- The ratio number of staff required by licensing will have CPR and First Aid
- Must complete yearly required in-service hours/continuing education credits
- Please note that staff members are mandated reporters of suspicion of child abuse or neglect.

# Curriculum

**Wee Learn:** WEE Learn is a comprehensive plan that contains ample teaching suggestions for using books, music, nature, and toys to illustrate Christian fundamentals. Age-appropriate learning activities are designed to lay a foundation for understanding God, Jesus, Bible, church, self, family, others, and the natural world. This guide includes learning centers, group activities and parent letters as well as suggestions for home activities for effective communication with parents.

**Kindness Curriculum:** This curriculum includes activities to help build character in our young children. These activities teach the loving values and skills that children need in order to develop into happy, productive and caring individuals. The curriculum is organized into eight topics: Love, Empathy, Gentleness, Respect, Visualization, Self-Control, Friendship and Conflict Resolution. The introduction provided by these activities lays the groundwork for later formation of values such as courage, wisdom, prudence, endurance, commitment and justice. It is our hope that each child will experience a continuing emphasis on loving values and character development throughout their time with us at Bayshore and into their elementary, secondary and college years.

**Spiritual:** Students attend chapel once a week. Teachers also include a weekly Bible story in their lesson plans. Children learn and say blessings before eating snack and/or lunch.

**Social Skills-** (manners, kindness, playing cooperatively, taking turns, compassion, respect, handling emotions).

**Self-help skills-** (washing hands, dressing self, handling bathroom needs, cleaning up toys, taking care of their possessions)

**Gross Motors Skills-** (climbing, running, hopping, jumping, balancing, catching and throwing balls)

**Fine Motor skills-** (puzzles, Lego's, blocks, manipulative toys, lacing beads, drawing, coloring, writing, cutting, play dough.)

**Math Skills** (counting, patterns, simple addition, and subtraction, one to one correspondence. We use a wide variety of manipulative activities and incorporate math during our daily activities and circle time.)

**Literature-based Activities** (circle time, stories, charts, finger plays, songs, beginning reading and writing skills and dictating their own stories).

**Letter and Number Explorations** (activities including letter books, fun tactile activities, games, and a rich print environment.)

**Handwriting Without Tears – Pre-K 4** (handwriting program teaches proper letter formation from the start, yet in fun, easy ways designed for preschoolers to develop good fine motor skills)

**Science** (hands on explorations about our environment, animals, and nature)

**Social studies** (learning about our community)

**Art Media Discovery** (a variety of painting techniques, markers, glue, scissors, collage materials, beads, stencils, rubbing plates, play dough.)

## Preschool Program

We offer programs for 2, 3 and 4 year olds. Our two year old classes offer a choice of 2, 3 or 5 mornings per week. Our three year old classes offer a 3 or 5 mornings per week. Our Pre-K 4 program is a 5 morning/week program. We teach weekly themes. These are designed to meet curriculum needs and building on the children's interests. Activities are designed to have children learn and discover new things each day and more importantly develop a love of learning.

In accordance with Florida State law that states, "a child must be five years old on or before September 1<sup>st</sup> to enter kindergarten," we require each child to meet the same guidelines. For example, a child enrolled in a two year old class must be two years old on or before September 1<sup>st</sup> of that year.

**Summer Camp Program:** Bayshore Baptist Preschool offers summer camp programs during the summer months of June, July and August. These programs are for the children who are currently enrolled at Bayshore Baptist Preschool and for students who will be enrolled in the 3 or 4 year old program in the fall. Summer Camp information and registration is given to parents in the spring. All students will have the option of attending 2, 3 or 5 mornings each week. Our summer camps are designed to allow children the experience of a slower pace to play and engage in social activities with their friends.

## Confidentiality

All student records, including health forms, emergency forms and personal information, are kept confidential and accessed only by the Preschool Director or classroom teacher, as needed.

## Absences

Bayshore Baptist Preschool requests that you notify your child's teacher in advance of planned absences. Please call the preschool office at (813) 254-5758 to report an unexpected absence. Please leave a message if no one is available to take your call.

# Parent Communication

- The preschool uses One Call Now texting service, email and notes to communicate with the parents.
- A monthly school calendar will be sent home with your child and emailed to you at the beginning of each month.
- Teachers complete a weekly summary of the learning experiences that your child participated in during the week. This summary will be emailed to you at the end of each week.
- A Parent Letter from our Wee Learn Curriculum discussing the weekly theme and suggestions for parent/child activities to be done at home may be sent home weekly with your child.
- Verbal communication is very important. Please do not hesitate to contact us and always communicate any care updates or concerns with your child's teacher and/or the Preschool Office.
- Parent/Teacher Conferences: Cooperation between parents and the staff of Bayshore Baptist Preschool is vital. Children enrolled in our program are not tested, but are encouraged to progress at their own rate. Progress is evaluated from a list of developmental skills that most children will be able to demonstrate at a particular stage of development. Two (2) conference days have been set aside & are listed on the school calendar. Parents may ask for a conference if they have concerns/questions about their child's educational experience.

## Preschool Closures

If Hillsborough County Public Schools have a delayed opening or cancellation due to inclement weather or other reasons, our program will also be cancelled. Information about weather related delays or school closings can be seen on the television news channels: Fox13, Bay News 9 or WFLA Channel 8 (look for Hillsborough County Public Schools). There will not be any make up days for these cancelled classes.

## Arrival and Departure Routine

### Arrival (Drop-Off for Two and Three Year Old Students):

- Students can arrive on the playground each day between **8:45am - 9am**. A teacher will open the gate for your child to enter. Do not open the gate to allow your child to walk in without a staff member present at the gate.
- Parents can park on Morrison Ave. in the provided spaces along the playground fence or in the parking lot at the end of the playground. If you park on Morrison, please park in the direction of the traffic flow (the passenger side of your vehicle should be next to the sidewalk).
- Children should exit and enter the car from the sidewalk side of your vehicle.
- Do not leave other children unaccompanied in the vehicle.
- Please do not allow your child to run ahead of you or climb on the playground fence.
- Parents will walk their child to the playground gate. Students then walk to their classroom door where they drop off their backpack. Students play on the playground until 9am.

- Please share any messages with the teacher at the gate. You may also drop off paperwork or tuition payments.
- If your child is going to be arriving late or will be absent for the day please call us at (813) 254-5758.
- Late Arrival – Please enter the playground gate and walk your child to their classroom. Knock on the classroom door so that the teacher can allow your student to enter. Ensure that the playground gate is closed as you leave.
- Parents help their children understand the importance of school by stressing regular attendance and punctuality. We have observed that children have a happier day when they arrive before 9am and have time to play with their friends before entering the classroom. When children arrive late, they have a more difficult time transitioning into the classroom.
- **Early drop-off is available from 7:30am-8:45am for an additional charge of \$7/per day.**
  - The children playing on the playground before 8:45am are early arrival students.
  - Siblings of Pre-K 4 students may be dropped off at 8:30 without an additional charge.
  - Pre-K 4 students and siblings dropped off before 8:30 will incur the normal \$7/student charge.
- In the event of light rain or wet playground, students will still enter through the playground gate and walk with a parent or staff member to their classroom.
- If there is lightening or heavy rain, we will use the Rainy Day drop-off area, which is the covered entrance on Parkland Blvd. Please drive around to the drop-off area, and a staff member will walk your child to their classroom.

**Arrival (Drop-Off for Pre-K 4 Students):**

- Drop off for Pre-K 4 is 8:30am.
- Pre-K 4 students are to be dropped off in the pre-k classroom.
- Parents will enter the playground gate and walk their student to the classroom.
- Younger siblings of Pre-K students can be dropped off with the Early Arrival teachers at this time for no additional charge.
- Please allow your Pre-K 4 student to go through their morning routine independently. This means allowing them to put their backpacks away, turn their folder in, wash their hands, etc.
- **Early drop-off is available from 7:30am-8:45am for an additional charge of \$7/per day.**
  - Pre-K 4 students and their siblings dropped off before 8:30 will incur the normal \$7/student charge.
- If your child is going to be arriving late or will be absent for the day please call us at (813) 254-5758.

**School ID Cards:** Each family will receive 5 laminated school ID cards with your child's name printed on it to be used for picking up your student(s). Please keep one card for yourself and distribute one to each person who is authorized to pick up your child. Anyone picking up a student from Bayshore Baptist Preschool will be asked to show their School ID card or their government issued picture ID.

## DEPARTURE (Pick-Up for Two and Three Year Old Students):

- Students can be picked up from school between 12N-12:05pm. The Children will be on the playground for dismissal starting at 11:45am.
- Parents/Caregivers will bring their School ID card to the playground gate and present it to the staff member. If the individual does not have the School ID card, they must present a picture ID so that the staff member can verify that they have authorization to pick up the student.
- If someone other than those on the authorized list is coming to pick up your child, a parent must notify the preschool in writing.
- Students will not be released to an older sibling.
- Do not leave other children unaccompanied in the vehicle.
- Please end all phone calls before arriving at the gate to pick up your child.
- Please do not allow children to run to the car alone or climb on the playground fence.
- Parents can park on Morrison Ave. in the provided spaces along the playground fence or in the parking lot at the end of the playground. If you park on Morrison, please park in the direction of the traffic flow (the passenger side of your vehicle should be next to the sidewalk). We have seen Tampa Police give tickets for parking the wrong direction on Morrison.
- Children should exit and enter the car from the sidewalk side of your vehicle.
- Do not leave other children unaccompanied in the vehicle.
- If you are running late, please call the preschool office at (813) 254-5758.
- We understand things occasionally happen that prevent parents from picking up on time. However, late pick-ups will generate a late pick-up fee that will be added to your monthly bill. Below is the breakdown of late pick-up fees:
  - o 12:05-12:10      +\$5
  - o 12:05-12:15      +\$10
  - o 12:05-12:20      +\$15, etc...
- In the event of light rain or wet playground, we will dismiss from the classrooms. Parents will show their Preschool ID card to the staff member at the gate, and the student will walk from their classroom with a staff member to the playground gate for dismissal.
- We will use the Rainy Day Pick-Up area on the Parkland Blvd side if there is **lightening or heavy rain.** From Morrison Ave, you will enter the small parking lot next to the playground and form a line, which will turn right at the corner of the church building to enter the covered area. Please refrain from your using your cell phone at this time. You will place your rainy day ID page (found in your Open House packet) on your dashboard so staff members can see your child's last name from your car. Staff members will walk students out to the cars parked under the covered area. Parents are responsible for placing their child in the car seat. Please be patient as this process moves much slower than our typical pick up process.

## **DEPARTURE (Pick-Up for Pre-K 4 and Lunch Bunch Students):**

- Students will be picked up between 1:00-1:05pm at the West End Playground Gate.
- Those staying for lunch bunch will be picked up between 1:00-1:05pm at the West End Playground Gate.
- Parents/Caregivers will present their School ID card at pickup. If the individual does not have the School ID card, they must present a picture ID so that the staff member can verify that they have authorization to pick up the student.
- If someone other than those on the authorized list is coming to pick up your child, a parent must notify the preschool in writing.
- Students will not be released to an older sibling.
- Please end all phone calls before entering the classroom to pick up your child.
- Do not leave other children unaccompanied in the vehicle.
- Please do not allow children to run to the car alone or climb on the playground fence.
- If you are running late, please call the preschool office at (813) 254-5758.
- We understand things occasionally happen that prevent parents from picking up on time. However, late pick-ups will generate a late pick-up fee that will be added to your monthly bill. Below is the breakdown of late pick-up fees:
  - o 1:05-1:10           +\$5
  - o 1:05-1:15           +\$10
  - o 1:05-1:20           +\$15, etc...
- In the event of light rain, parents will still pick up their child from the classroom.
- We will use the Rainy Day Pick-Up area on the Parkland Blvd side if there is **lightening or heavy rain.** From Morrison Ave, you will enter the small parking lot next to the playground and form a line, which will turn right at the corner of the church building to enter the covered area. Please refrain from your using your cell phone at this time. You will place your rainy day ID page (found in your Open House packet) on your dashboard so staff members can see your child's last name from your car. Staff members will walk students out to the cars parked under the covered area. Parents are responsible for placing their child in the car seat. Please be patient as this process moves much slower than our typical pick up process.

## **Orientation to our Program/Separation Anxiety**

Starting in a new setting is an exciting experience for a young child, however it can also be a difficult one initially. Even children who are very excited about "starting school" may suddenly realize that you are not going to be there. The apprehension that accompanies that realization is a normal reaction. We would like to offer several suggestions to help your child with the adjustment process.

- Relax! Children will sense your apprehension; therefore, it is important that you feel comfortable with the routine. If you have questions or concerns, please ask us.
- Come and visit with your child before the first day of attendance.

- Bayshore Baptist Preschool offers a week of open playground time each summer before school begins. During this time, parents are encouraged to drop by with their child to play on the school playground. You may say a quick hello to teachers (They will be working in their classrooms preparing for the new school year.) Dates and details will be included in the enrollment packet, which is mailed to your home address end of July or early August.
- Attend the preschool Open House with your child. The date will be included in your enrollment packet.
- Be on time. Two and three year old students can arrive between 8:45-9am each day. Arriving before 9am allows your child to play, unwind, and relax before entering the classroom. Please note that our youngest 2 year old classes will enter their classrooms at 8:55am for the first few weeks of school.
- Being on time is very important for your Pre-K 4 student as well. They will be establishing a morning routine and moving through their daily schedule. Students sometimes have a difficult time transitioning when they have missed a portion of their routine.
- Establish a “goodbye routine” and even practice it at home when leaving your child with a grandparent or spouse who typically doesn’t drop off. Try for example a special phrase like ‘see you later alligator’, ‘one hug and two kisses’. Try not to get trapped in the “one more hug, kiss etc.” Kids are amazing at this game! Unfortunately, it usually just makes a tough goodbye, tough for an even longer period of time.
- Be positive and reassuring when saying goodbye. Please allow a staff member to take your child to his/her classroom. If there is any apprehension or difficulty during the drop off, please do not stand by the playground fence. If your child spots you watching, it will only make the transition more difficult.
- If you are wondering how they are doing, please call the Preschool Director at (813) 254-5758 to see how they are doing. We don’t want you spending the day worrying about them and totally understand how difficult this transition is on parents as well as children. Rest assured you will be called if your child is not happy and busily playing within a half hour.
- Allow your child to bring a security item from home (please label it).

## **Medications**

Your child’s health is important to all of us. Please inform us of any special health precautions, medications or other concerns you may have about your child. It is not our policy to dispense regular prescription or over-the-counter medication. Bayshore Baptist Preschool staff will only dispense medication to your child in the event of a major health emergency. When it is necessary for us to store life-saving drugs, state law requires prescription (emergency) medication to be sent in its original container, with the child’s name appearing on the original label. The medication also needs written instructions and procedures regarding administering it correctly, the dosage required and circumstances under which to administer the medication. All medication will be stored in a cabinet only accessible by staff. Should medication be required, signed documentation will be put in the child’s office file, as well as, sent home with the parent. Expired medication will be returned to the parent.

**Child Care Facility Authorization for Prescription Medication:** A medication authorization form must be completed, signed and turned in along with the prescription **before** your child begins school. Please do not send the medication or form in your child's backpack. Please call the preschool office at (813) 254-5758 if you need an authorization form.

## Immunizations/Physicals

In accordance with state law Immunization records and a State of FL School Entry Health Exam must be on file at the center BEFORE your child begins class. If you have just moved from out of state, you have 30 days from enrollment to submit these forms. Please update records after each immunization. If you choose not to immunize your child, we must have a Religious Exemption Form from the Health Department for your child.

- **Please be aware that Bayshore Baptist Preschool may have students enrolled that do not have immunizations due to a religious exemption.**

## Illness

Illness: Parental cooperation is necessary to promote a healthy environment for all the children attending our program. Please do not send your child to the center if they show signs of illness in the morning. Your child must be able to participate in ALL childcare activities including outside play.

Parents need to have an alternative plan for illness of their child(ren) arranged in advance.

A student should not attend school if they are experiencing any of the following symptoms:

- Coughing
- Sore throat
- Runny nose (unless mucous is clear)
- Sinus Infection
- Difficult or rapid breathing
- A stiff neck
- Chills and/or flushed skin
- Headache
- Diarrhea
- Vomiting
- A fever of 101 degrees Fahrenheit or higher (COVID rule is 100.4)
- Conjunctivitis (pink eye)
- Exposed, open lesions
- Head lice
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Any other unusual sign or symptom of illness

Children should not return to the program until a full **24 hours** after any of these symptoms have ceased (without the use of a fever reducer and/or medication) and diarrhea or vomiting has stopped. In addition, children must be on medication for any communicable disease for 24 hours before returning to the center. We understand this is a hardship for working parents, but we must think of all the other working parents and the other children's health.

Should your child become ill during the day, we will first telephone the parent/guardians at the numbers provided to us. If we are unable to reach a parent, the next persons on the emergency contact form will be called. While your child awaits pick up, we will provide supervised care away from the other children until a parent or other designated person arrives for him/her. The above 'illness guidelines' would then need to be followed. The child cannot return to the program until a full **24 hours** after symptoms have ceased.

Hand washing is vital in the prevention of spreading illness. Children and staff wash their hands as follows:

- Before food preparation, handling or serving
- After toileting or changing diapers
- After assisting a child with toilet use
- After blowing their nose
- Before and after eating meals or snacks
- Immediately after outdoor play
- Following personal hygiene procedures for themselves or when assisting others

## Accidents

Bumps and scratches occur when children play. When one of these mishaps occurs we will complete an accident report outlining what happened and what first-aid we provided. The parents must sign this form. The parent will receive one copy and the school will retain one copy.

In the event of an accident that we feel requires medical attention; we will make every effort to contact the parent first. Therefore, it is extremely important that we have the phone number(s) where you can be reached during the school day. We will not hesitate to call emergency medical services if we feel it is necessary. It is important that our records indicate your insurance coverage, your preference for a physician and hospital.

We have insurance to defray expenses not covered by your own policy. YOUR medical insurance carrier provides the primary coverage for injury occurring on our premises during program hours.

Our policy provides secondary coverage.

# Safety for your Child

- No child will be released to any person not listed on the child's enrollment form without prior approval for the child's parents. All individuals picking up a student must show their school ID card or a picture ID.
- No child will be released to a parent or any other adult who appears to the staff of Bayshore Baptist Preschool to be intoxicated or under the influence of drugs. If the safety of the child is in doubt, the child will be kept until the other parent or contact person can pick up the child.
- Playground and classroom equipment is cleaned and inspected regularly.
- Child records are kept up to date and are located where all staff members can quickly access in case of emergency.
- In accordance with legislation, **no smoking, vaping (e-cigarettes) or the use of any tobacco products are permitted on the preschool premises.** This includes the sidewalk along the playground and the drop off/pick up area.
- Monthly fire drills are held at various times of the day using different exits. Fire extinguishers and wired/battery fire alarms are installed and inspected regularly.
- Annual inclement weather drills and lockdown drills are conducted each year.
- State Fire Marshal inspects premises before each license renewal.
- State licensing inspector visits the premises twice each year.

## Playground

In an attempt to keep our playground safe as possible for all children, a daily safety inspection is conducted each morning to assess any areas that might need maintenance or cleaning. In addition, the Preschool Director conducts an additional monthly safety inspection of the playground. Our playground rules are designed to keep all children safe while using the playground equipment. The playground is designed for children ages 2-5. All children should follow these same rules when using the playground equipment. The playground rules are listed by the piece of equipment below:

- **Dome Climber**
  - The dome is closed during arrival and dismissal.
  - Two year olds may climb with their feet on the red (bottom row).
  - Three year olds may climb with their feet on the blue (second row).
  - Pre-K 4 students may climb all the way to the top of the yellow but must show an adult that they have the strength and ability to get down.
  - Children are taught to hold on with their hands until their legs and feet drop all the way down.
  - No running or playing inside the dome. Once a child drops down, they are to exit the dome.
  - Children only climb on the outside of dome (no climbing from the inside).
- **Mulch**
  - All mulch must stay on the ground – no throwing.

- **Monkey Bars**
  - The monkey bars are lower to the ground to make it safe for all of our students.
  - No crawling, sitting or standing on top of the bars.
  - No hanging from your knees.
- **Tire Swing**
  - The number of children allowed on the tire swing is limited by their age.
  - Two years of age – up to 3 students on the tire swing.
  - Three years of age or older – up to 2 students on the tire swing.
  - Students must sit on their bottom with their feet dangling through the center hole of the tire and hold on with BOTH hands.
- **Slides**
  - Students must walk up the steps and slide down the slide.
  - Students slide on their bottoms with their feet first.
  - The student at the top of the slide must wait until the person in front of them has cleared the bottom of the slide before proceeding down the slide.
- **Short Brick Walls**
  - Children are encouraged to practice their balance and independence while walking on top of the walls.
  - Students are to walk on top of the walls. There is no running or skipping.
  - Students may jump from the top of the wall or use the steps at the end of the wall.
  - Students are not allowed to jump over the steps at the end of the wall.
- **Climbing Structures**
  - Climbing is encouraged on the appropriate equipment.
  - No climbing on the outside of any structures.
- **Swings**
  - The buckets swings are designed for students 2 years of age or younger.
  - Students waiting for their turn on the bigger swings must do so by sitting at the nearby picnic tables.
  - There is no climbing or hanging from the swing structure.
  - Students are not allowed to stand or play behind the swings near the back playground fence.
  - Only adults are allowed to push the children in the swings.
  - There is no jumping from a moving swing.
- **Picnic Tables**
  - Students may not sit or stand on top of the picnic tables.
  - Students sit on the benches with their feet on the ground (no standing on the benches).
- **Caterpillar**
  - Students may climb through the tunnel of the caterpillar or climb over the top of the tunnel.
  - Students may sit on top of the caterpillar – no standing on top of the caterpillar.
  - No pulling or snatching on the caterpillar's antennas.
  - No mulch allowed in the tunnel.

- **Sandbox**
  - The sandbox is closed during arrival and dismissal.
  - The sand stays in the sandbox – no throwing sand or carrying it to other areas of the playground.
  - No sitting or standing on top of the sandbox.
- **Playground Gate**
  - Only staff members and parents may open the gate. If a staff member is on the playground, please request that they open the gate for you.
  - Children are not to hang on the gate or climb on the bottom rungs of the gate.
- **Playground Fence**
  - No climbing on the fence.
  - Feet stay on the ground – no walking along the bottom rungs of the fence.

## Nutrition

We used mealtimes as a perfect opportunity to practice manners, such as please and thank you, not interrupting others when they are talking, chewing with mouths closed, not talking with food in their mouth and sitting at the table without getting up and down during the meal. Children learn about responsibility as they clean up their trash and spills.

Morning snack is provided by the preschool. We offer a variety of snacks which include pretzels, graham crackers, goldfish, vanilla wafers, Ritz crackers and cheerios. Snack time will either take place around 10am or 10:30am depending on which classroom your child is enrolled. We serve water with the morning snack.

Water is also provided as needed throughout the day and on the playground.

**FOOD ALLERGIES** – If a student has a food allergy, the parent will notify the preschool of the allergy in the enrollment paperwork. It is important that your child’s record include an up-to-date and accurate list of allergies. The parent will provide the morning snack for a child with food allergies, unless special prior approval of the preschool snacks is given. Allergy information is kept in the classroom.

**FOOD-RELATED ACTIVITIES & SPECIAL OCCASIONS** – Occasionally, a special snack will be served to go along with a particular theme or activity. Teachers will notify parents of any special food-related activities.

Bayshore Baptist Preschool will have classroom parties for Thanksgiving, Christmas, Valentines, Easter and End-of-the-Year during which special food will be consumed. Parents will be called upon for some of these occasions to provide items for the classroom party.

**Lunch** – Children attending lunch bunch or enrolled in the Pre-K 4 class will bring their own lunch. In addition to their food, please provide a drink, napkin and utensils. According to licensing rules, Bayshore Baptist Preschool is not allowed to heat any food item in your child’s lunchbox. Please label your child’s lunchbox, thermos, cup and/or any containers included in the lunchbox.

# Birthday Celebrations

Your child's birthday is a very special occasion. Parents may send cookies, muffins, brownies, doughnuts, "mini" cupcakes, or other favorite snack to be shared with the class for their special day. Parents should speak with their child's teacher BEFORE the birthday to confirm a convenient day for the special snack to be sent in for the celebration and to give us time to notify parents whose child might have food allergies.

Your child will receive a special birthday crown on their special day.

If you send in party invitations for an outside birthday celebration, please send an invitation for each child in the classroom. **Teachers will not distribute invitations unless every child in the class is invited.**

## Potty Training

Students in our two year old program do not need to be potty trained to attend school. Parents supply the diapers and pull-ups needed by their child. Teachers will send a note informing parents when additional diapers or pull-ups are needed. Parents will be asked 2 or 3 times a year to send in a container of wipes. Students in our three and four year old programs should be fully potty trained before the first day of school in the fall.

## What to Bring

### What to bring to school:

- **Backpack:** Each student should bring a backpack each day that is large enough to hold an extra set of clothes, along with papers and art projects. Please do not choose a tiny backpack.
- **Extra Set of Clothes:** Please pack an entire change of clothes (shirt, shorts, underwear, socks) in a labeled Ziplock bag in your child's backpack (no matter your child's age).
- **Security Item** (if applicable): Your child may bring a security item such as a stuffed animal, blanket, etc. to school to help with the transition. Please label the item with your child's name.
- **Package of Diapers/Pull-Ups** (if applicable) – Please send diapers or pull-ups for your child if they are not potty trained. Your child's teacher will send a note when more diapers are needed.
- **Name Tag** – Please place the sticky name tag provided in your Open House Packet on your child's shirt the first five days of school. Put the name tag on their back to ensure that they don't pull it off. This name tag allows all of the teachers to know your child's name as well as what class he/she attends.

# Dress Code

## What to wear to school:

- **Close-Toe Shoes:** Tennis shoes are best. NO flip-flops or Crocs are permitted.
- **Comfortable Clothes:** Casual clothing is strongly recommended. Your child should be dressed for play; children do get dirty when they are actively involved in play. We feel letting them learn through explorations is much more important than keeping their clothes spotless.
- **Easy-to-Manage Clothes:** Please send your child in clothing that is easy to manage. Your child wants to learn to care for him/herself, and to be independent. Please do not send your child with a belts, suspenders or overalls unless they can fasten and unfasten them by themselves.

# School Year Schedule

A school year calendar and a unit calendar will be given to each family in our Open House Packet.

# Toys and Personal Items

Please refrain from sending toys to school with your child. Educational materials such as books, CDs or science specimens are welcome. Please make sure any items brought to school are clearly marked with the child's name.

Your child may bring a security item such as a stuffed animal, blanket, etc. to school to help with the transition. Please label the item with your child's name.

# Child Guidance Policy

It is the goal of Bayshore Baptist Church Preschool to help children become happy, responsible, cooperative participants in this program through positive, teaching techniques. Young children are beginning to learn that what they do affects other people. We understand that young children learn by experimenting, testing limits, and experiencing consequences. They will learn to explore alternative solutions and outcomes and develop internal self-control.

**To accomplish these goals we use the following techniques on a daily basis:**

- a) Modeling appropriate behavior
- b) Positive redirection
- c) Distraction – anticipating & eliminating potential problems
- d) Prevention – structuring the environment and schedules to maximize good behavior
- e) Choices – to give the child a part in the decision-making process
- f) Active listening and asking questions to encourage problem solving
- g) Recognizing the child's efforts with praise
- h) Encouraging children to use "their words" to express feelings

- i) Use of natural and logical consequences
- j) Time to Think – separation from the group to allow the child to regain control. A “time to sit and think” is always in sight and hearing of the staff and the length of time is related to the child’s age and maturity level. This “thinking time” will not exceed five minutes.

Children need to learn the rules of getting along in a group and to respect the rights and property of others. Rules and limits in a preschool / all day setting are likely to differ from those in a child’s home. The staff is responsible for protecting the rights and safety of all the children.

**Persistent unacceptable behavior will be dealt with in the following manner:**

- a) Child’s behavior will be observed and documented. Staff completing the observation will sign and date their observations. This record will be given to the Program Director.
- b) Staff will develop a plan to meet the individual needs of the child in question.
- c) Parents will be called for a conference to discuss the plan and to enlist their cooperation & input.
- d) When necessary the Director will contact other professionals for guidance. This action will be taken with parent approval.
- e) Bayshore Baptist Church Preschool reserves to right to remove a child from its program.

## **Tuition and Fees**

**Tuition:** Tuition is based on the schedule you have chosen for your child. Payment will be expected whether or not the child is in attendance.

**Tuition Rates:** Current tuition rates can be found on our website or by calling the preschool office.

**Registration Fee:** A one-time, nonrefundable \$240.00 registration fee per student is required upon enrollment of each child.

**Material Fee:** A material fee of two hundred sixty dollars (\$260.00) per child is charged for the year. Material Fees are non-refundable. We will bill you \$130.00 in your September tuition statement. In January, we will bill you \$130.00 per child for the second half of the year.

***Your Material Fees pay for these items:***

*Classroom Supplies (paints, paper) School Equipment (chairs, carpets) Playground / Mulch  
Snacks/Cooking Projects/Paper Goods Parent Programs (Sept, Dec & May)  
Cleaning Supplies (soap, hand towels, toilet paper, trash bags, disposable gloves, etc.)*

**Tuition:** Tuition statements will be mailed to your home. Tuition payment is due on the **first** of the month. There will be a \$20 late fee if your tuition payment is received after the 10<sup>th</sup> of the month. Tuition payments may be handed to a staff member during arrival or dismissal. DO NOT place tuition checks in your child’s backpack. Payments may also be mailed to the preschool. Our mailing address is 3111 W Morrison Ave., Tampa, FL 33629.

- Bayshore Baptist Preschool's costs for the school year (September to May) are divided into 9 equal monthly payments allowing parents to plan their budgets. **Tuition payments will not be prorated** if your child is absent due to illness or holidays.
- A twenty dollar **(\$20.00) late fee** will be charged if your tuition is not received by the tenth (10th) of the month.
- A twenty-five dollar **(\$25.00) service fee** will be charged for all checks returned because of Insufficient Funds.

**Early Arrival Fee:** Seven dollars **(\$7.00)** per morning will be charged for any care provided between 7:30 a.m. and 8:45 a.m.. You do not have to prearrange early morning care. Early AM care is available any morning we offer preschool. These Early AM charges will be added to your tuition statement.

**Lunch Bunch:** All students are eligible to sign up to stay for lunch on select days from 12:00pm until 1pm, and all spots are filled first come—first serve. Each student brings their own lunch and drink. The children will play in centers following lunch until pick up time. **\$10/day** will be added to the following month's tuition statement.

**Late Fees:** Dismissal is from 12N-12:05pm (1pm-1:05pm for Pre-K 4 and lunch bunch). A late fee will be applied if parents arrive after 12:05 (1:05 for Pre-K 4 and lunch bunch). After 12:05, parents will be charged five dollars (\$5) for each 5 minute period they are late. Example: 12:05 to 12:10 p.m. = \$5.00 ; 12:05 to 12:15p.m. = \$10.00, etc. or 1:05 to 1:10pm = \$5.00; 1:05 to 1:15pm = \$10.00.

**Testing Fee:** Parents that are "testing" their children at other schools will be asked to pay a twenty dollar **(\$20.00) fee for each evaluation form** they submit to their child's teacher. The evaluation fees will be paid directly to your child's teacher. You must provide the teacher with a stamped envelope, addressed to the "testing" school. Many of the private schools are sending these forms digitally now, however, there is still a \$20 fee paid to your teacher for their time to complete these requested forms.

## Special Programs

**Open House:** An open house for parents and children will be held the Friday morning before school begins. Information about times and date will be mailed to parents. At the Open House you will be given 5 laminated ID cards, a rainy day card, 5 sticky backed name tags, and the yearly calendar of school events and holidays.

**Parent Meetings:** Bayshore Baptist Preschool will host a parent workshop for each class to allow your child to show you their classroom and for you to discuss topics such as curriculum, developmental stages, the daily schedule, blessings, songs and upcoming events with your teacher. These dates will be on the yearly calendar.

**Musical Programs:** The children will present a Christmas program as well as an End-of-Year program in the church sanctuary. These events will be on the yearly calendar and details will be sent home prior to the event.

**Celebrations:** Bayshore Baptist Preschool will hold several celebrations throughout the school year. These celebrations include Halloween, Thanksgiving, Christmas, Valentine's Day, Easter and End-of-the-Year. These dates will be on the yearly calendar. Details of each event will be sent home prior to the celebration.

## **Wait List**

Please call the preschool office at (813) 254-5758 to add your child to the wait list for future school year enrollment. Siblings of current students receive first priority during registration, but we do need their information on the wait list. Please provide the child's name, birthday (including year), parent names and contact information.

## **Babysitting**

Due to liability concerns, we ask that no staff babysit a child that attends the preschool. The lines of service are blurred if this is done and any liability concerns that arise may place the preschool and the staff at risk.

If a preschool family and staff do choose to arrange babysitting services, the preschool must have a 'Holds Harmless Agreement' signed by the director, the staff member and the parents of the child that attends the preschool. Thank you for your cooperation in this matter.