

**PARENT  
HANDBOOK  
2024-2025**

*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 the State of Florida Child Care Licensing Office and found to conform to Florida Statutes, and other applicable ordinances of the municipalities of the State of Florida.

Licensed Capacity: 105

License Number: C13HI0008

Age Range: 2-5

Nighttime Care: No

Agencies available to answer questions or receive complaints are the State of Florida Childcare Licensing Office at 1- 850-487-1111 or the Child Abuse Hotline at 1-800-962-2873.

## Hours of Operation

School Hours are 8:45am – 12:15pm (3 and half hour morning) for our two- and three-year-old classes. The PreK4 program hours are 8:30am-1:00pm (4 and half hours). Lunch Bunch is offered on a signup, first come, first serve basis until 1pm for our two- and three-year-old's. Early drop off is available from 7:30am – 8:40 am. Office Hours are from 8:30am – 3:30pm.

## 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 either weekly or bi-weekly. Teachers also include a weekly Bible story in their lesson plans. Children learn and say blessings before eating snacks 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 – 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 3 or 5 mornings per week. Our PreK4 program is a 5 morning/week program. We teach weekly themes. These are designed to meet curriculum needs and build 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 but can be accessed by the Preschool Director or Preschool staff, 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. You may also use our Brightwheel App to communicate a message to your child's teacher.

# 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 Theme Plan summary of the learning experiences for the week ahead. This summary will be emailed to you at the end of each week so parents will know the plans for the next week.
- We use the Brightwheel App, communication and messages will be sent through this app as well.
- 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 windows 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.

## Up-To-Date Records

- It is extremely important that your child's records are kept up to date in the school office. Any change of those allowed to pick up your child must be given in writing in the school office. Verbally telling a staff does not get this information recorded correctly in the office. If there is a custody situation where one parent does not have custody rights, the legal court documents must be given to us by the parent that has legal custody of the child. It is the sole responsibility of the parents to keep this information up to date in the preschool office.
- Any phone number changes are very important to have updated in our office. If we need to contact mom or dad, we need to assure we have your correct phone numbers.
- If any other authorized pickups have changes in phone numbers, we need this as well.
- Again, if nannies or anyone else changes on your authorized list, or someone needs to be added, we must have this information in writing.
- If you move, we need your updated mailing address as well.
- If your child develops an allergy or has the addition of an epi pen or inhaler, we must have this documented in writing in the preschool office.
- If your health insurance changes, we must have this information up to date.
- Please keep your records up to date with us in the preschool office.

# 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 ABC 28, 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 will arrive through the glass door entry off Parkland Blvd. This is the entrance under the covered portico. Parents will park in the parking lot, not under the portico, and bring their child in through the glass door entryway. Parents will walk their child to their interior classroom door each day between **8:45am - 9am**. We will open for 2s and 4s at 8:45am. Parents will enter their security code for their child at the Brightwheel Kiosks upon entering the school. If you need to drop your child prior to 8:45am, our Early Arrival room is an option starting at 7:30am each day.
- There will be staff at the glass door area to greet you upon arrival and answer any office related questions, accept tuition payments or office paperwork.
- Your teacher or teacher assistant will greet you at the interior classroom door. Please remember that this time is busy, as every child is arriving into the classroom. There is only time to share quick pertinent information or messages with your child's teacher. However, if you need to talk with your child's teacher in more detail, we ask that you set up a time to speak with them or message with them through our Brightwheel App. You may also contact the Preschool Office.
- Parents can park on the Parkland Blvd. side in the marked parking lot spaces. Please watch your children and hold their hands in the parking lot as other cars may be backing out or pulling in. Please do not allow your child to run ahead of you. If you are choosing to have a conversation with another parent in the parking lot, please watch your children, or keep your children in your car while having a conversation with another parent. Please do not allow your children to run around or play in the parking lot.
- Do not leave other children unaccompanied in the vehicle. You must get any other children out of your car to walk into the school when bringing your child to their classroom.
- 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** – If you will be arriving after 9:00am, you will come through the normal main entrance and ring the doorbell for entrance and to be let in.
- 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 at 8:45am. When children arrive late, they have a more difficult time transitioning into the classroom when the classroom activities, like circle time, have already begun.
- In the event of light rain, students will still enter through the glass doors off Parkland Blvd with their parents and the parents will walk their children to the classrooms in the interior hallways.

- If there is lightning or heavy rain, we will use the Rainy-Day drop-off area, which is the covered entrance on Parkland Blvd. We will use the drive-through Portico as usual in lightning or heavy rain for drop-off arrival. Please drive around to the drop-off area, once under the covered drive-through you will help your child out of the car and a staff member will walk your child to their classroom.
- **Early drop-off is available from 7:30am-8:40am for an additional charge of \$10/per day.**
  - For Early Arrival, you will park in the main Parkland Blvd parking lot and enter through the double glass doors/main entrance. You will ring the doorbell and the early arrival staff will be able to let you in. You will then walk your child to the Early Arrival classroom.
  - Siblings of PreK4 students may be dropped off at 8:30am without an additional charge.
  - PreK4 students and siblings dropped off before 8:30 will incur the normal \$10/student charge.

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

- Drop off for PreK4 is 8:30am. We will open for drop off at 8:30am.
- PreK4 students are to be dropped off through the main entrance double glass doors and walked to their classroom.
- Younger siblings of PreK4 students can be dropped off with the Early Arrival teachers at this time (8:30am) for no additional charge.
- Please allow your PreK4 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.
- Please drop your student off at the classroom door, the classroom will become to congested if the students and parents all enter the classroom or the parents linger.
- **Early drop-off is available from 7:30am-8:30am for an additional charge of \$10/per day.**
  - PreK4 students and their siblings dropped off before 8:30am will incur the normal \$10/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. You can also message your child's teacher through our Brightwheel app.

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

- Our 2s and 3s morning ends at 12:15pm, however we know some of our families of younger 2s wish to pick up a little early. 2s and 3s students can be picked up from school between 11:55am-12:20pm.
- Pick up will be the same as arrival – you will park on the Parkland Blvd side of the building, not under the portico, and walk in through the double glass doors. You will walk to the interior classroom door for your child's class to pick up your child. You will enter your child's security code in the Brightwheel Kiosk before picking up your child.
- Please pick up your child and do not linger in the hallways. Please do not allow your children to run and play in the hallways for safety reasons.
- There will be staff at the glass door area to greet you at pickup and answer any office related questions, accept tuition payments or office paperwork.
- Parents/Caregivers should bring their picture ID/license, in case there are any issues with the Brightwheel Kiosk system and present it to the staff member. This will be required so that the staff members 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. An email to the office or a message through Brightwheel App to your teacher will work.
- Students will not be released to an older sibling.
- Do not leave other children unaccompanied in the vehicle. You must get any other children out of your car to walk into the school when picking up your child from their classroom.
- Please end all phone calls before arriving at the interior classroom door to pick up your child.
- Please watch your children and hold their hands in the parking lot as other cars may be backing out or pulling in. Please do not allow your child to run ahead of you. If you are choosing to have a conversation with another parent in the parking lot, please watch your children, or place your children in your car prior to having a conversation with another parent. Please do not allow your children to run around or play in the parking lot or near/under the portico covered area.
- If you are running late for pickup, please call the preschool office at (813) 254-5758. You may also message your child's teacher in the Brightwheel app.
- We understand things occasionally happen that prevent parents from picking up on time. Please contact the school office or send a message by email or the Brightwheel app to let us know you will be arriving late. 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:
  - 12:20-12:25 +\$5
  - 12:20-12:30 +\$10
  - 12:20-12:35 +\$15, etc...
- In the event of light rain, students will still be picked up by parents walking to their interior classroom door from the glass doors off Parkland Blvd.
- We will use the Rainy-Day Pick-Up area on the Parkland Blvd side if there is **lightning 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 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. There is often a glare on the windshields when it is raining, so we may not be able to make out who is driving or in the front seats of your car until you pull under the portico. 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.

**Brightwheel Security Codes for Arrival and Dismissal: Whomever is dropping or picking up a child must have their assigned Brightwheel Security Code to enter. If you do not have the code, we can help look that up once we have seen your picture ID/License and checked that you are listed as an authorized person for the child. The codes are listed in Brightwheel app and assigned to each person that has authorization. The preschool office can help with the understanding of this process as needed.**

**DEPARTURE (Pick-Up for PreK4 and Lunch Bunch Students): AT THE PARKLAND AVE DOUBLE GLASS DOORS – YOU WILL PARK IN THE PARKING LOT AND WALK THROUGH TO THE GLASS DOORS – ONLY TIME YOU WOULD DRIVE THRU IS WHEN IT IS RAINING**



- Students will be picked up between 12:55PM-1:05pm.
- Parents will park in the parking lot, not under the portico, and walk through the double glass doors to pick up your child. Both the PreK4 class and Lunch Bunch will be up by the entrance hallway at 12:55pm. You will enter your child's security code in the Brightwheel Kiosk before picking up your child.
- Parents/Caregivers should bring their picture ID/license, in case there are any issues with the Brightwheel Kiosk system and present it to the staff member. This will be required so that the staff members 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. An email to the office or a message through Brightwheel App to your teacher will work.
- Students will not be released to an older sibling.
- Please end all phone calls before walking up to the glass doors to pick up your child.
- Do not leave other children unaccompanied in your vehicle. You must get any other children out of your car to walk up to the glass doors when picking up your child.
- Please watch your children and hold their hands in the parking lot as other cars may be backing out or pulling in. Please do not allow your child to run ahead of you. If you are choosing to have a conversation with another parent in the parking lot, please watch your children, or place your children in your car prior to having a conversation with another parent. Please do not allow your children to run around or play in the parking lot or near/under the portico covered area.
- 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. Please contact the school office or send a message by email or the Brightwheel app to let us know you will be arriving late. 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 by walking to the double glass doors on the Parkland Blvd side of the church.
- We will use the Rainy-Day Pick-Up area on the Parkland Blvd side if there is **lightning 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 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. There is often a glare on the windshields when it is raining, so we may not be able to make out who is driving or in the front seats of your car until you pull under the portico. 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.

**Brightwheel Security Codes for Arrival and Dismissal: Whomever is dropping or picking up a child must have their assigned Brightwheel Security Code to enter. If you do not have the code, we can help look**

**that up once we have seen your picture ID/License and checked that you are listed as an authorized person for the child. The codes are listed in Brightwheel app and assigned to each person that has authorization. The preschool office can help with the understanding of this process as needed.**

**Excessive/Recurrent Tardiness for Pickup:** After 3 tardy pickups, we will implement a 'Late Pickup Agreement' with the child's parents. The agreement will be discussed so all parties are in understanding and signed by the parents and the school. Continued late pickups may result in removal from our rosters.

**Unable to reach the parent or an emergency contact:** If a child is left at school, no message has been left for us with an update for the child's pickup status, and/or we are unable to reach anyone on the child's authorized pickup list – we will allow 30 minutes time for messages we have left to be returned. If we are unable to reach anyone responsible for the child and we have not been able to contact the parents, we will call the authorities for a well check and help locating the child's parents.

**Early Pickup for appointments, etc:** Please come through the main entrance and ring the doorbell.

## **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 or emailed out to each class closer to our start date.
  - 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.
- 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." Unfortunately, it usually makes for a tough goodbye.
- Be positive and reassuring when saying goodbye. If there is any apprehension or difficulty during the drop off, please do not stand by the classroom door. If your child spots you are 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 for 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 accessible by staff only. 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 take your out of stated forms transferred to the required Florida forms. Please update records after each immunization. If your child's Immunizations or Physical expires during the school year, we must have new updated forms for your child to remain in attendance. 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 100.4 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
- Rash or hives on the skin
- 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 person 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 parents 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 from the child's parents. All individuals picking up a student must have their assigned Brightwheel App security code 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.
- The playground and classroom equipment are 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 three times a year.

# Playground

## Playground Rules and Safety

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:

- **Rock/Tunnel Climber**
  - Children may climb on the sides and to the top.
  - Children may not jump off the climber and they may not stand on the top.
  - If a child climbs to the top, they must sit when on the sides close to the top or at the top.
  - Children may sit under or walk/crawl under in the tunnel.
- **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 our students.
  - One side of the monkey bars is lower on purpose for our two-year-old students to begin to learn how to use the monkey bars with their teacher's assistance.
  - No crawling, sitting, or standing on top of the bars.
- **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 low 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 and 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.
- **Sandboxes**
  - 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. Parents, 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 use 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 snacks are provided by the parents. We ask that a healthy snack is sent in for your child to enjoy at school. Snack time will either take place around 10am or 10:30am depending on which classroom your child is enrolled in. We will serve water if your child does not have a drink from home and needs a drink with their snack you have sent.

Water is also provided as needed throughout the day and on the playground. We do ask that every child bring their own labeled water bottle to school daily.

**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 includes an up-to-date and accurate list of allergies. If we have given notice of a special snack day and your child has an allergy, the parent will provide the morning snack for a child with food allergies as a replacement for our special snack day. Allergy information is kept in all our preschool classrooms and the office.

**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 may 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. Any children with allergies will be notified of the snacks/food being served.

**Lunch** – Children attending lunch bunch or enrolled in the PreK4 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 snacks 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.** The preschool director can also send your invite digitally to your child's classroom contacts by email should you wish to do that. Please send the invite email you would like forwarded to the class with enough time and notice for forwarding before you need your RSVPs.

## Potty Training

Students in our two-year-old program do not need to be potty trained to attend school. Parents supply the diapers, wipes, and pull-ups needed by their child. Teachers will send a note informing parents when additional diapers, wipes, or pull-ups are needed. Please note that your child may seem potty trained at home and/or you may be offering prompting, but Bayshore considers your child potty trained when they can verbally tell any adult in the room they need to go. 2-year-olds may only be in underwear in the classroom once they are ready for this stage. They must be able to verbalize, prior to needing to go, with enough time to get them to the restroom. If 2-year-olds are not at this stage yet, they must be in a diaper or pull-up. We will work with you as a team to help your child through this stage. But again, they must be able to tell an adult, prior to going, in order to transition to underwear. These are State of Florida licensing rules for containment of bodily fluids and for the health and safety of our environment.

Students in our three- and four-year-old programs should be fully potty trained before the first day of school in the fall. Children starting in our three-year-old program are to be potty trained. If a three-year-old is not potty training, we will conference with the parents to make a plan for resolution. There are several wonderful



occupational therapists in the South Tampa area who are well trained to help in this area as well. We will work and meet with the parents to develop the best plan for your child and the overall classroom environment.

## 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/Wipes** (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. For our 2-year-olds, please put the name tag on their back to ensure that they don't pull it off. This name tag allows all 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 belts, suspenders, or overalls unless they can fasten and unfasten them by themselves.

## School Year Schedule and Calendars

A school year calendar and a theme calendar will be given to each family. We send the school year calendar in the July enrollment mailing package. The theme calendars are in the packet you will receive at the Open House. You will also receive monthly calendars throughout the school year.

# Toys and Personal Items

Please refrain from sending toys to school with your child. Educational materials such as books, CDs or science-related items are welcome. We ask that you discuss this with your child's teacher to be sure it is appropriate and there will be time for sharing. Please make sure any items brought to school are clearly marked with the child's name. We will let your child share the item in class group time, but to ensure the item doesn't get broken, we will have your child put it away after sharing.

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 one minute for each year age of the child (i.e., 2 minutes for a 2-year-old).

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 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 parents' approval.
- e) Bayshore Baptist Church Preschool reserves the 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 \$275.00 registration fee per student is required upon enrollment of each child.

**Material Fee:** A material fee of three hundred dollars (\$300.00) per child is charged for the year. Material Fees are non-refundable. We will bill you \$150.00 in your September tuition statement. In January, we will bill you \$150.00 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 (Oct, Dec & May)  
Cleaning Supplies (soap, hand towels, toilet paper, trash bags, disposable gloves, etc.)*

**Tuition:** 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. Payments may also be made through our Brightwheel app. There is a fee for online payment. It is minimal for check routing or debit card. The fee is more for a credit card. Once we send out the invite to join Brightwheel, you will be able to see the online payment options.

- 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:** Ten dollars (**\$10.00**) per morning will be charged for any care provided between 7:30 a.m. and 8:45am (8:30am for PreK4). 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:** Our 2-yr-old and 3-yr-old students are eligible to sign up to stay for lunch from 12:15pm 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. We send a link the week prior for signup for Lunch Bunch for the upcoming week. Lunch Bunch is offered most days we are in school. We do not have Lunch Bunch the last Monday of each month for our monthly staff meeting and on a few days that fall close to holidays or end of school, we may not have lunch bunch. We will send notifications ahead of time for the few days we do not offer lunch bunch.

**Late Fees:** Dismissal is from 12N-12:20pm (12:55pm-1:05pm for PreK4 and lunch bunch). A late fee will be applied if parents arrive after 12:20 (after 1:05 for PreK4 and lunch bunch). After 12:20, parents will be charged five dollars (\$5) for each 5-minute period they are late. Example: 12:20 to 12:25 p.m. = \$5.00; 12:20 to 12:30p.m. = \$10.00, etc. or for PreK4 and Lunch Bunch- 1:05 to 1:10pm = \$5.00; 1:05 to 1:15pm = \$10.00, etc.

**Evaluation Fee:** Parents that are having their children evaluated 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 evaluating 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 the first day of the new school year. Information about times and date will be mailed to parents in the enrollment packet. We will also send an email to all families a few weeks before the open house with any additional information you may need such as your child's assigned classroom and playground visitation times.

**Parent/Child Classroom Visit:** Bayshore Baptist Preschool will have a scheduled time for a parent classroom visit with their child to allow your child to show you their classroom. This will be in the form of a scavenger hunt. This is a great time 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. Some of these events may only be celebrations for the children and their teachers and some we will invite the parents to attend.

## **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 for planning purposes. 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.