



# Emmaus Lutheran PRESCHOOL

2500 South Volusia Avenue, Orange City, FL 32763  
386-775-9100

[www.emmauspreschool.com](http://www.emmauspreschool.com)

[preschool@emmauspreschool.com](mailto:preschool@emmauspreschool.com)

Train up a child in the way he should go;  
and when he is old,  
he will not depart from it.  
*(Proverbs 22:6)*

## Parent Handbook

*This Handbook belongs to:*

Child's Name \_\_\_\_\_

My contacts are:

Lead Teacher \_\_\_\_\_

Teacher's Aid \_\_\_\_\_

Director \_\_\_\_\_

Phone 386-775-9100



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## EDUCATIONAL PURPOSE

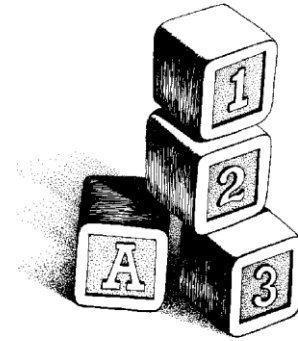
Children at Emmaus will be provided the opportunity to learn under the protection of God's Love in a safe, caring environment with stimulating growth opportunities for exploring the wonders of God and His world, through a Christian curriculum.

Reading, Language and Math are developed through hands on opportunities; writing, listening, music and artistic activities –including access to fun educational tools, books, games and puzzles all designed to develop the child's cognitive skills and prepare them for kindergarten. Imaginative play areas, building blocks and small manipulative toys will be used to promote positive social interactions and cooperation. Indoor and outdoor activities are designed to develop age appropriate skills and prepare students for further growth and development. Cultural sensitivity and environmental awareness will be taught to help develop care and understanding. A positive self-image, problem solving and pro-social skills are taught through positive Christian attitudes, love and respect for one another. The spiritual growth of each child will be encouraged as God encourages the spiritual growth of all his children.



## EDUCATIONAL PHILOSOPHY

Our educational philosophy is based on the belief that children learn about their physical and social worlds through playful interactions with objects and people. Research shows that children learn best through direct hands on experiences with the environment using all their senses. The children in this preschool will be actively involved in an environment that provides stimulating and challenging materials and activities that are carefully planned by our staff



## EMMAUS LUTHERAN PRESCHOOL PROVIDES:

- Experiences that support each child's sense of identity and group identification.
- Opportunities for each child to interact with both peers and adults including those who are different from himself/herself.
- Activities which enhance and develop language skills with opportunities for children to express themselves through language and other non-directive experiences.
- Opportunities for each child to be original and to make use of equipment and materials in a way not prescribed by others.
- Opportunities for each child to participate in activities and utilize equipment to enhance small and large muscle development according to each child's pace.
- Opportunities and resources for each child to develop cognitive skills for more effective communication and interaction.

## EDUCATIONAL POLICY

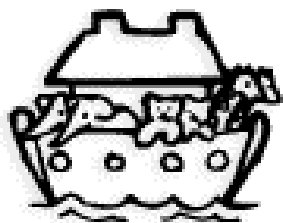


### Daily Schedule

There will be a balance between active and quiet; large group, individual, and small group; and indoor and outdoor activities. Line up will be kept to a minimum and these transitions will be utilized in an appropriate manner. Lavatory facilities will be accessible to the children. Appropriate health, safety and nutritional procedures will be followed before and after bathroom use and snack.

### Religious Focus

All class sessions will begin and close with prayer. Prayer will also be included at snack time. Activities will relate a Christian viewpoint of our world and Creation. Music and song will help children realize they are members of God's family. The curriculum basis will include weekly Bible stories.



### Class Size

Early preschool and preschool class size will be within ratio with DCF rules and regulations.

VPK classes will have a Lead Teacher and Teacher's Aid for groups of 18 students. VPK classes of 10 students will have one Lead Teacher.

### Child Guidance Policy

Emmaus Lutheran Preschool utilizes a positive guidance policy to resolve disciplinary problems. Positive, consistent role adult role models, redirection of children, setting limits and developing a child's sense of self esteem, self control and respect for others are some of the ways in which the preschool staff will handle disciplinary situations. These tools, along with helping a child to understand consequences for behavior resolve most disciplinary situations. Physical punishment is not permitted.

If there is a condition or change at home that may affect the child's behavior, please notify the preschool so that the staff may be aware and able to help the child adjust to the situation.

The preschool will keep the parent informed if there are any issues that need to be addressed.

### Cultural Diversity

The program reflects a foundation for understanding and respecting human differences. All instructional materials reflect a diversity of cultures. Parents, members of the congregation and community are encouraged to be guests and share their heritage with the children through demonstrations, hands on material, and samples of food.

## ADMISSION AND ENROLLMENT

### Pre-admission Visit

This is to be arranged with the Director, or during the scheduled or advertised open house or pre-enrollment session. The center's philosophy, goals, and policies will be presented. All necessary forms and handbook shall be presented to parents if interested in enrollment.

We encourage you to bring your child to the pre-admission visit to meet the teachers, classmates and to see the classroom.



### Enrollment Instructions

The Application may be filled out at the pre-admission visit, or other arrangements may be made. A non-refundable registration fee will be assessed at the time of the application. After review of the handbook, the handbook shall be signed by the parent/guardian and witnessed by the Director or other school staff. This shall serve as a signed payment contract. Other paper work that must be submitted with the application to ensure compliance with state regulations can be completed at this time or by the first day of attendance.

### First Day of School

Ask your child's teacher what activities are planned for that week and let your child know what he or she will be doing in school that week. Arrive a little early on the first day to avoid rushing. Sign your child in and walk your child to the classroom and alert the teacher that you are there. Stay as long as you need to for your child to be settled in. Remember a positive smile will go a long way in reassuring your child.



### Parent Involvement

Parents may participate as a volunteer aid on a sign up or rotation basis. Parents will also provide a nutritional snack on sign up or rotation basis at the Parent Information Center.

## ADMISSION AND ENROLLMENT

### Tuition

A Registration Fee of \$65.00 is due upon registration. This is a non-refundable annual fee.

Depending on the program chosen, tuition fees will be monthly or weekly.

Days missed because of inclement weather will not be refunded.

School cancellations will follow the local school closings.

Tuition fees will be collected on the first day of the period for which tuition is due. If fees are more than 7 days late there will be an extra \$10.00 charge.

An extra \$35.00 charge will be assessed for any returned check.

There will be a minimum charge of \$5.00 for each 15 minutes after the close of class for failure to pick up a child in a timely manner unless prior arrangements have been made. In case of an emergency, the parent shall notify the teacher by calling the school at: (386) 775-9100. If a parent has not called, an emergency contact person for the child will be called and late fees will apply.

### Parent Withdrawal

A paid two-week notice is required. If a parent notifies the Preschool two weeks prior to withdrawal of their child, and tuition has been paid beyond the withdrawal date, a tuition refund will be granted. *Registration fees will not be refunded.*

### Disenrollment Policy

It is the intention of the Preschool to do everything in its power to maintain the highest standard of care and to meet the individual needs of each child. Therefore, it may be necessary to discharge a child in the following circumstances:

The parents and staff mutually feel that the child's placement is inappropriate.

The child has been absent beyond a week without parental notification.

Parents are uncooperative, including but not limited to:

Failure to fill out and return forms to the office in accordance with the timetable set forth upon registration.

Failure to make payment of all fees in accordance with the timetable set forth at registration or arrangement of consultation with the Director to do so.

The child's behavior for any unforeseen reason or situation constitutes a danger to self or others and poses a liability risk.



# ADMISSION AND ENROLLMENT

## Hours/Calendar

Operational Hours are Monday through Friday from 7:00 am through 6:00 pm.

The preschool calendar will align with the Volusia County School District calendar with the exception of early release days. A separate preschool calendar will be included in the enrollment packet.



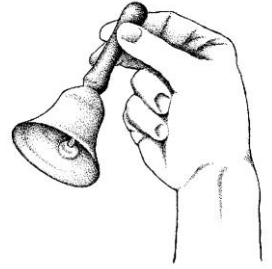
## Nondiscrimination Policy

Emmaus Lutheran Preschool admits students of any race, religion, color, sex, disability, or national origin or any other basis required by law

Based on the presumption that Emmaus Lutheran Church's governing bodies financially support this preschool program, the enrollment shall be prioritized to those families currently enrolled in the program; to Emmaus Church members and then an open enrollment shall follow. This admission will not discriminate on any basis with the exception of age/toilet training requirements

## Children With Disabilities

Emmaus Lutheran Preschool will take reasonable accommodations to afford children with disabilities full and equal enjoyment of its programs and services in the most integrated setting appropriate to their needs. We make no assumptions concerning the child's abilities and will determine if the child's needs can be met on an individual basis.



## Attendance Policy

Three unexcused absences per month are allowed.

Excused absences of five (5) or more consecutive days must be documented in writing. More than seven (7) absences per month must be in writing from a person unrelated to the child's parent or the child.

In the case of a prolonged planned absence, please consult with the Director. Please note that the VPK program will need to follow state guidelines for attendance.

The following are excused absences:

- Illness or injury to the child or a member of the child's family.
- Doctor appointment.
- Infectious disease or parasitic infestation.
- Death of a family member.
- Compliance with a court order (e.g. visitation, subpoena).
- Special education or related services for the child's disability.
- Observance of a religious holiday, service, or activity.
- Family vacation, not to exceed five (5) excused absences per preschool year.
- Extraordinary circumstances beyond the control of the child and the child's parent.

## HEALTH POLICY

It is the objective of the Preschool is to maintain, protect and improve the health of all enrolled children. We seek to minimize the risk of the spread of disease and childhood illnesses among the children.

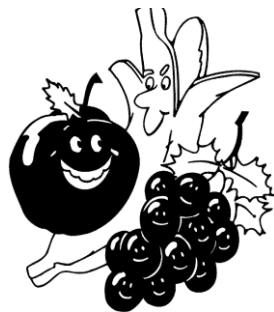
### Nutrition

Parents of Emmaus Lutheran Preschool will provide a nutritious snack each day. Fruit juice or water shall be served with another item such as those listed below. A variety of nutritionally balanced and culturally diverse food types shall be paired with appropriate curriculum units.

Parents are encouraged to sign up at the Parent Information Center to provide snacks for their child's class. A record of any allergies will be kept and posted so that alternative foods can be offered.

Suggested snacks include vegetable sticks, cheese, fruit, cereal treats, graham crackers, cream cheese, breads/muffins, etc.

If you have any questions, ask the Director or one of your child's teachers.



### Clothing

Please dress children in simple, comfortable and washable clothing. Shoes should be closed toe and comfortable. Dress your child appropriately for the outdoors.

Provide the school with a change of clothes in a labeled bag. Please be sure to label all clothing.

The Preschool cannot be responsible for the loss of clothing or personal items.

### Toilet Training and Personal Cleanliness

Children's hands shall be washed with soap and water before eating and after toileting. Proper hand washing techniques will be taught.

Wet or soiled clothing shall be changed promptly from an available supply of clean clothing. Parents are asked to supply a complete change of clothing for their child in a labeled bag.

Children must be in the toilet training process, at least to the "pull-up" stage and using a toilet, to be admitted to the preschool.



### Health and Immunization Forms

Report of a current physical exam signed and dated by a physician licensed in the state of Florida is required. A student health examination is valid for 24 months and must be kept current.

Each child shall have a documented immunization history that states the child has all required immunizations. This form shall be on file by the first day of attendance.

# HEALTH POLICY

## Medication

Non-prescription medications will not be administered at the center by any staff member at any time.

In the case of prescription medications that must be administered to the child to prevent a life threatening incident, the following procedure applies:

A signed, dated, written authorization form must be on file at the Center.

Parent must train staff how and when to administer the medication.

Prescription medication must be in its original container/packaging and labeled with the child's name, name of drug, dosage, administering instructions, date and physician's name.

A written report including type of medication given, dosage, time, date, and the name of the person administering the medication shall be kept in the child's record and the medical log.

Medication shall be kept in a locked cabinet



## Communicable Disease

When a diagnosis of a communicable disease is made, the county Health Department shall be notified. Parents will be notified of possible exposure to disease. A physician's release form must be submitted before a child can return to school.

## Illnesses

If your child is exhibiting any of the following symptoms, please keep your child home until the symptom has left for at least 24 hours.

Fever, excessive (or green) nasal discharge, constant cough, wheezing, vomiting, rash, recurrent diarrhea.

Children with a sore throat, inflammation of the eyes, fever (100 degrees or higher), lice, rash, vomiting, diarrhea, or other illness or condition shall be isolated with a staff member and the child's parent, or designated responsible person will be contacted immediately.

## Accident or Injury

Emmaus Lutheran Preschool prioritizes safety, however accidents can happen.

In the case of a serious accident 911 will be called and the parents notified immediately.

For a non-emergency injury, basic first aid will be administered by preschool staff and the parents will be notified to make arrangements for the child to see a doctor if necessary.

Minor injuries shall be washed with soap and water and covered with a bandage. Parents will be notified of the injury upon departure from the school.

Family physician and medical information will be kept on file for each child and a record of the accident or injury shall be kept in the child's permanent record-file and/or in the medical log.

Records of accidents shall be reviewed twice each year in order to determine that all possible preventative measures are being taken.

## **VOLUNTEER TRAINING PROGRAM**

Persons who are regular or occasional volunteers in the classroom must be given an orientation program prior to assisting in the class. Regular volunteers must agree to a background screening, at volunteer's expense. Regular volunteers as well as occasional volunteers must sign in at the school office, pick up and wear a nametag. A criminal background check will be performed on volunteers who work directly with students.

## **LEGAL CUSTODIAN**

In the event there is a request from a parent to honor custodial agreements, legal documentation is required. It is impossible to fully honor any request without legal documentation in our school office file. If you have any custodial agreement you wish our school to honor, please provide the court documentation for our school records. Without court documentation we do not have the authority to fulfill any other written or verbal request.

## **OPEN DOOR POLICY**

All parents may access their children at any time during the school day. Unannounced visits are acceptable at any time. The Preschool uses a card access security system and badges will be issued to parents. All visitors must report to the office, sign in, and wear a nametag during their visit.

## **CONFIDENTIALITY**

Children's records are kept confidential. Records may be reviewed by staff members or legal authorities, as necessary, for the normal operations of the facility.



**Emmaus Lutheran  
PRESCHOOL**

Your signature below indicates that you have read, acknowledged receipt of the Parent Handbook and your agreement to abide by the policies and procedures set forth within.

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Parent / Guardian Signature

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Parent / Guardian "Printed" Name & Date