



## **WELCOME TO A LEARNING CENTER OF HOPE**

*A Gospel, Christ-Center Preschool Program*

### **Mission Statement**

Our Early Learning Center was started in 2001 as an outreach to the community. It is a Gospel, Christ-Centered Program helping little ones and their families experience the love of God. The Center offers children and families the knowledge of Christ combined with superior educational programs for three to five year old children.

We believe that each child who enters our doors is a special person and we want to be a part or helping him/her feel that way. The school and the home must become strong partners in helping each child reach full potential in all areas of growth. It is our purpose and joy to assist parents in guiding their children into successful, useful, and purposeful Christian lives; and to maintain the highest standard of education integrated with the teachings of God's Word.

An exciting program has been outlined for your child. Each child will be provided with experiences and opportunities that will enrich and expand his ever-increasing accumulation of knowledge. Our Center is an accredited Voluntary Pre-Kindergarten (VPK) provider. This means that we can offer you a state funded Pre-K program for three hours per day. It is the goal of this program that your children become comfortable in a classroom situation and develop a pleasant and enjoyable attitude toward school.

This Handbook should answer many of the questions that you have, but we are available to meet with you personally to discuss any specific questions. If misplaced or lost; you can obtain a copy by visiting our website: [www.hopebonita.org](http://www.hopebonita.org).

## **School Facilities**

The school has the availability of four classrooms and a fenced-in playground. Our classrooms are cheerful and bright. Like most preschools, Hope is equipped with a wide assortment of materials and educational toys for large and small muscle development, reading and math readiness, art, science, music, dramatic play, and other supplies to develop each child's growing physical capabilities and curiosity for learning. However, Hope will also provide the opportunity for your child to grow spiritually. We provide experiences that show him that he/she is a child of God, is loved, and is important to God. It is hoped that this will be the beginning of a Spirit filled life.

## **Eligibility**

A Learning Center of Hope admits children of any race, color, nationality, or ethnic group. All children of the community regardless of religious affiliation are welcome to enroll. Enrollment priority is given as follows: current students, siblings of current students, children of members of Hope Lutheran Church. A completed application containing emergency contact information must be on file.

**All children must have immunizations and a health exam as required by Florida Statutes before being admitted to the school. Completed originals of the Florida Department of Health, form DH3040 (yellow) and Florida Certificate of Immunization, form DH680 (blue) must be provided within 30 days of enrollment.**

The Learning Center reserves the right to request the withdrawal of a student, after consultation, for excessive late or non-payment of tuition or for any reasons consistent with the best interests of the student, other students, and the Center.

## **Hours of Operations for 1, 2 and 3 year old Children**

School hours will be from 7:30 a.m. to 5:00 p.m. from Monday to Friday. All children must be signed in and out of the Center. This requires signing your name and the time the child arrives. At dismissal, you must again sign your name and the time the child is picked up. This is a rule of the Department of Children and Families and will be strictly enforced.

## Hours of Operation for VPK Students

### Attendance Policy

**School hours will be from 8:30 to 12:00 p.m. every day.**

**All children must be signed in and out of the Center. This requires signing your name and the time the child arrives. At dismissal, you must again sign your name and the time the child is picked up. This is a rule of the Department of Children and Families and will be strictly enforced.**

If you are unable to arrive with your child **before 9:00 AM**, please make other arrangements for your child for the day. It is very disruptive to the class and unfair to the teacher and your child to arrive late. VPK students **must** be present for 3 hours each day to qualify for the program. If desired, extended hours are available at an additional cost.

The Voluntary Prekindergarten program is designated to prepare every four year old in Florida for kindergarten and build the foundation for their educational success. It is very important your child attends school every day. If your child is absent for three days in one month; a Doctor's note is required.

When dropping off your child, please give a hug, kiss, and leave as quickly as possible. If your child remains terribly upset for more than 15 minutes, we will call you.

### Dismissal

Parents are expected to pick up their children promptly at the end of each session. Late pick-up fees will be assessed at **\$5.00 per 15 minutes**. If you are more than **10 minutes**, the emergency number on your registration form will be called.

No one but the legal guardian or designated emergency contact will be able to pick up your child unless the Learning Center is notified in writing by a parent. The person picking up your child will have to present a form of ID that matches the person you wrote as a pick-up designee. If the ID does not match the person you designated; your child will not be released. If the legal guardian or designated emergency contact arrives at the school to pick up the child and is deemed unfit by the staff, other arrangements will have to be made before the child is released. We will not release your child to anyone that is not listed as a pick up person in your enrollment application. This is for the safety of your child.

### Calendar of Operation

Our school will usually follow the Lee County School calendar for beginning dates and holidays. Here are some highlighted events for our Center for this year:

### **Revised 2017-2018 Calendar**

#### **Important Events**

August 09 <sup>th</sup>	Parent Information – Open House (3:00 pm to 5:00 pm)
August 10 <sup>th</sup>	Students First Day
October 20 <sup>th</sup>	Harvest Festival
November 17 <sup>th</sup>	Thanksgiving Dinner – 6:00 p.m.
December 20 <sup>th</sup>	Christmas Program (7:00 p.m.)
January 24 <sup>th</sup>	Grandparent Day – Bring Your Grandparent to School
February 3 <sup>th</sup>	Rummage Sale (7:30 a.m. to 1:00 p.m.)
*February 20 <sup>th</sup>	Professional Duty Day – (No School) (Teacher- Parent Conferences)
To Be Announced	12 <sup>h</sup> Annual Golf Outing Fund Raising Event
May 31 <sup>st</sup>	Pre-school Graduation (VPK Students Only)

#### **Holidays / Vacations** *(there will be no school on these days)*

September 4 <sup>th</sup>	Labor Day
September 21 <sup>st</sup>	Rosh Hashanah
November 22-24 <sup>th</sup>	Thanksgiving Break
December 25 to	Winter Break
January 5 <sup>th</sup>	
January 15 <sup>th</sup>	Martin Luther King Day
February 19 <sup>th</sup>	President's Day
March 19 to	
March 23 <sup>rd</sup>	Spring Break
March 30	Good Friday
April 2 <sup>nd</sup>	Easter
June 1 <sup>n</sup>	School Closed – Getting Ready for Summer Camp!

Summer Camp 2018 brochures will be available for parents on May 1<sup>st</sup> 2018

\* This conference is scheduled with the parents if the teacher deems necessary.

### **1 and 2 Year Old – Creative Curriculum**

The 2 year old curriculum is theme based and focuses on learning through play!! We will concentrate on colors, shapes, and numbers as well. A 2 year old can only learn based on their individual attention span. One of the important goals will be to have the children learn about and feel the love of God through Jesus Christ in his/her life. This will be taught in a manner that is sensitive to the child's developmental level.

### **1 and 2 Year Old Supplies**

You will need a crib sheet, a blanket, diapers, wipes, 2 pair of extra clothing in a zip lock bag. All items must be labeled with the child's name.

### **Philosophical Statement**

We believe that the church, school, and home can work together to make a powerful impact on the children. A Learning Center of Hope puts a strong emphasis on nurturing the whole child. Toward that end, we will seek to foster growth through active learning in the following areas: social, emotional, intellectual, physical, and spiritual. To achieve this the child will be exposed to various kinds of activities, experiences, and environments that will allow each child to develop an interest and joy in learning to work and play with others.

While respecting each child's religious traditions, one of the important goals will be to have the children learn about and feel the love of God through Jesus Christ in his/her life. This will be taught in a manner that is sensitive to the child's developmental level. We will help the child select those experiences that will help develop his/her capacities in keeping with the ideal of service to God, others, and self.

## **Curriculum for Older 2, 3 year olds and Pre-School – Creative Curriculum**

We believe that a developmentally appropriate, integrated curriculum is best suited to preschoolers' needs.

Activities are planned to offer a mix of active and passive segments and to integrate the many components (gross motor, fine motor, cognitive, language, emotional, social and spiritual) throughout the course of the day and within the framework of the unit.

Each child is developmentally different and deserves the opportunity to develop at his/her own rate. Our well-trained teachers strive to meet the individual needs of each child based on observable behavior and developmental checklists.

We offer a mix of academic and “playschool” atmospheres. Statistics show that when academics are handled through fun, hands-on learning experiences, preschoolers learn faster and retain information longer. Learning through play gives preschoolers positive feelings about school and, hopefully, a love of learning that will continue throughout their lifetime.

### **Chapel**

One morning a week, the children will be taken into the Church sanctuary for a brief service where they will sing songs and hear Bible-related stories. We feel that this is a wonderful exposure to God's word in a fun, loving atmosphere.

### **Garden Time**

Once a week, the children will be visiting our Garden area and will be taught early stages of gardening and taking care of Mother Earth. This precious gift God has bestowed upon us must be nurtured and protected. The children are taught the essentials of gardening and how plants help us and our environment. This is offered to the children staying in our after school program only.

### **Computer**

Once a week, the children will have access to our school Tablets. This class is “Fun Learning” on computer. Fun games to play while learning basic computer skills. This class is only offered to children staying in our after school program.

### **Goals**

## **Spiritual Growth**

- To see God in the world around us
- To grow in faith and the knowledge of Christ as personal Savior
- To worship God daily
- To grow in Christian living

## **Physical Growth**

- To have an opportunity for physical activity
- To develop muscular coordination
- To enjoy participation in physical recreation

## **Mental Growth**

- To develop initiative and creativity
- To learn to follow directions
- To ask questions
- To learn about the world in which we live
- To develop language ability

## **Social Growth**

- To learn to get along with others
- To learn to share and take turns
- To develop fair play
- To learn to respect one's own property and that of others
- To learn to be courteous

## **Emotional Growth**

- To develop a positive self image
- To develop a sense of responsibility
- To develop self-reliance
- To develop a reasonable amount of self-control

## Registration Fee

A non refundable registration fee of \$50.00 is due upon signing your child with our School. If you are enrolling more than one child for the same school year; the registration fee is \$50.00 per child. This registration fee does not apply for the children who are registered for the VPK hours only.

## Tuition

Children are accepted on an annual basis. Tuition rates are calculated for the full school year. Each payment is not considered tuition for that particular payment period, but part of a whole year's tuition divided into installments. Some payment periods will naturally contain more days than others will. **No credits are given for holiday periods.**

Tuition Payments are due on the third Friday of each month. A late fee charge of \$25 will be added if payment is not made by the third Monday of the month. Excessive late or non-payment of tuition constitutes reasons for withdrawal of the student after consultation. A weekly payment option can be offered if necessary. Please contact the Director for details.

**The 1 and 2 Year Old Classroom** is billed weekly and each week must be paid before Friday of that particular week.

Tuition payments can be made online by visiting our website:

[www.hopebonita.org](http://www.hopebonita.org) – preschool tab, payment.

You can also set up automatic payments through our website.

If it becomes necessary for a child to discontinue, 2 weeks' written notice is required and tuition is due for that 30-day period.

Voluntary Pre Kindergarten (VPK) students must attend class five days per week to be eligible for the VPK program, in order to get the full instructional benefit. If the child is absent for more than 3 consecutive days, he must bring a doctor's note.

Updates and current events are posted weekly on our website.

### Tuition Fee Schedule for 2017-2018

**A Non Refundable Registration Fee of \$50.00 is due upon enrollment**

Class for 3-4 year old Children (Must be age 3 by September 1)	
5 Half Days 8:30 am to 12:00 pm	\$300 monthly
5 Full Days 7:30 am to 5:00 pm	\$525 monthly

Class for 4-5 year old children (Must be age 4 by September 1)	
Voluntary Pre-Kindergarten (VPK) 8:30 am to 12:00 pm	No Charge
VPK with wraparound care - 6 1/2 hours per day	\$350 monthly
Pre-K (No VPK certificate) - 5 Full Days/7:30 am to 5:00 pm	\$550 monthly

1 Year Old Program	
5 Half Days – (8:00 a.m. to 12:00 p.m.) – Part Time	\$ 95.00 weekly
5 Full Days - (8:00 a.m. to 5:00 p.m.) Full Time	\$160.00 weekly

2 Year Old Tuition	
Weekly Tuition (8:00 a.m. to 12:00 p.m.) – Part Time	\$ 85.00 weekly
Weekly Tuition (8:00 a.m. to 5:00 p.m.) – Full Time	\$ 140.00 weekly

*Members of Hope Lutheran Church are eligible for a 10% discount for tuition fees*

Late Pick-up is outlined in the Dismissal paragraph of this manual. Late charges are discussed in the Tuition paragraph of this manual. If you have any questions or concerns, comments or suggestions please do not hesitate to contact Sonia Sciallis or Raymix Denis.

We accept cash, check or any major credit cards. Automatic payments can be set through our website.

## **Health Emergencies**

Parents will be notified as soon as possible when a child becomes ill, has an accident, or has been exposed to a communicable disease. If the parents or emergency contacts cannot be reached, and if the staff deems it necessary, 911 will be called.

## **Illness Policy**

Even the healthiest child is likely to have days when he/she is too sick to go to school. A child should not be sent to school unless they are well enough to participate in all activities including outdoor play.

1. Children must be free of fever, diarrhea, and vomiting for 24 hours
2. Children should be kept home for any undiagnosed rash, sore throat, discharge from the eyes or ears, or green discharge from the nose
3. Children will be sent home following symptoms of fever of 100 degrees or more, vomiting, diarrhea, rashes or discharges from eyes or ears
4. Please notify the school immediately when an illness is diagnosed as contagious so that necessary steps may be taken to protect the other children who may have been exposed.
5. If a child develops a communicable disease such as chicken pox, strep throat, head lice or scabies, the child may not return until they are symptom free or can provide the Director with a physician's note.

## **Medications**

We will not be responsible to administer medications. Parents of children who need medications during the day are encouraged to come to the classroom to administer them.

**DO NOT PUT MEDICATION IN YOUR CHILD'S BACKPACK.  
This includes cough drops, chap sticks, Tylenol, etc.**

## **Lunch / Snack**

Your child will be given breakfast at approximately 8:30 a.m. and lunch at approximately 11:30 a.m. One snack will be provided at approximately 2:30 p.m. A menu is posted in each classroom and on the bulletin board located in the breeze way of our school with the planned meals weekly. If your child has a special diet; please notify your child's teacher.

## **Discipline Policy**

The method of discipline used shall be positive and consistent. First, the child will be shown the proper behavior and given an explanation of why his/her behavior is inappropriate. When necessary a time-out chair will be used for a few minutes. This temporarily separates the child from the present behavior while remaining in the classroom. In extreme cases, the child will be removed to the office with the Pastor or secretary until the behavior is no longer disruptive to the other children. The parent will be notified of this action.

The director, teacher and staff will not hit, use abusive language, ridicule, humiliate, frighten, or withhold food. A child will not be isolated without supervision. At all times we will do our best to exhibit the love of our Savior, Jesus Christ.

The Learning Center reserves the right to request the withdrawal of a student after consultation for any reason consistent with the best interest of the student, other students, and the Learning Center.

## **Parent/Teacher Conferences**

Conferences are available with your child's teacher by appointment. The teacher's goal is to help you with the education of your child and she welcomes contact with you. However, please do not expect this during class time. Remember, her first responsibility is to her students and class.

## **Dress Code / Personal Belongings**

Dress your child in play clothing that he/she can manage by himself/herself. One part of a young child's independence is learning to be independent going to the bathroom. Please send your child in clothes that they can fasten and unfasten by themselves. Save your child's best clothes for dress up occasions. Remember that school clothes occasionally will get paint stains in spite of your child's best efforts.

Please send your child in rubber-soled shoes or sneakers. **Flip-flops, boots and sandals are not permitted.** Your child's safety is important to us and we may be forced to deny him/her the opportunity to participate in an activity or use playground equipment if inappropriate shoes create a safety concern.

All backpacks, blankets, etc. must be labeled on the outside with the child's name.

Please place a set of clothing including socks and underwear in a labeled plastic bag that will be kept in your child's cubby. We want to have these on hand in case of spills or accidents. These will be sent home with your child when soiled. Please make sure to return a new set by the next class session.

A Learning Center of Hope t-shirts are available to purchase for your child. Each child must wear the school shirt on Fridays, special event days and on field trips. The cost of the shirt is a donation to our school.

## **Personal Records**

It is the school's policy that records concerning an individual child are private and will not be shown to anyone other than the custodial parent. The student's file will not be released for any reason. All children records are kept confidential.

## **Changes In The Home Situation**

From time to time a personal crisis may occur in the life of your child, which although not necessarily related to school, may adversely affect the attitude or work habits of your child while in school. It is not our purpose to invade anyone's privacy, but should such an event take place, a brief note or phone call to our Director would make us aware of the situation and allow us to respond to the special needs of your child during this time.

### **Changes In Address/Telephone Number**

It is the parent's responsibility to make sure the office has the correct information regarding you and your child. Please notify the school office immediately of any changes in address or telephone numbers. Up to date information will help us cope quickly with emergencies.

### **Toys**

We will have "Show and Tell" on teacher-designated days. Please do not allow your child to bring toys, books, or personal items at other times. We **DO NOT ALLOW** toy guns or other weapons to be brought for "Show and Tell". Special stuffed animal friends that may provide comfort in the first few weeks of school are permitted during the first month.

### **Visiting**

Our Learning Center has an open door policy. We encourage all parents to visit the school and participate in the program with their various talents at any time during the year. To share your special gifts, talents, or hobbies, please make arrangements in advance with your child's teacher.

Please obtain a day's pass at the office when volunteering in the classrooms.

We request that parent's make an appointment to speak to the teacher regarding any concerns. The children's classroom time should not be interrupted except in an emergency.

Fall and Spring conferences will be scheduled to discuss your child's development. The teacher or parent may at any time request a special meeting.

**WE ARE A TABACCO FREE CAMPUS!!**