



WELCOME TO A LEARNING CENTER OF HOPE

A Gospel, Christ-Centered 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 infant 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.

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 15 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 Infants, 1, 2 and 3-year-old Children

Due to Covid -19 an Addendum has been attached to this handbook outlining the procedure of how to drop off and pick up your child.

School hours will be from 7:30 a.m. to 5:30 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. Due to Covid -19 an Addendum has been attached to this handbook outlining the procedure of how to drop off and pick up your child.

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 especially important your child attends school every day. If your child is absent for three days in one month; a Doctor's note is required.

Dismissal

Parents are expected to pick up their children promptly at the end of each session. Late pick-up fees will be assessed at **\$10.00 per 15 minutes**. If you are more than **10 minutes**, the emergency number on your registration form will be called.

Only 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 pickup 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:

2020-2021 Calendar

Important Events

August 31 th	Students First Day
September 7 th	Labor Day
October 12 th	Parent- Teacher Conference by appointment only
November 11 th	Hurricane Make Up Day
November 23-27	Thanksgiving Break
December 21-	
January 1 st	Winter Break
January 18 th	Martin Luther King Day
March 12 th	In School Service Day (Teacher Planning)
March 15-19	Spring Break
April 2 nd	Good Friday
April 5	Easter Monday
May 31 st	Memorial Day
June 16 th	Graduation
June 18 th	Last Day of School

** Parent-Teacher Conference days – NO VPK Classes held on these two days. School will be opened for children enrolled in the Wrap program.

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 3-Year-Old 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 "play-school" 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.

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

Computers

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.

Discipline Policy

The method of discipline used shall be positive and consistent. First, the child will be shown the proper behavior and explained 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.

Lunch

Parents will provide lunch for their child as outlined in the Addendum attached.

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 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.**

One week vacation is allowed during the school year with no charge. You must notify the Director two weeks' in advance if you do not want to pay for that week. If notification is not made; you will be charge the week you are off.

Tuition is billed monthly on the first day of the month for every classroom except the infant room. The monthly invoice is sent electronically through the Square to your email address. You can pay your monthly tuition through the Square each month or set it up automatically once the first invoice is sent to you.

You can also set up automatic payments through our school by completing the Authorization for Automatic Debit for monthly tuition payment form.

Tuition payments are due by the 15th of each month. You can make special arrangements if you would like to make your payment on a different day each month. If payment is not received by the 15th of the month; a late fee will be charged to your account in the amount of \$25.00. Excessive late or non-payment of tuition constitutes reasons for withdrawal of the student after consultation. Other payment arrangement option can be offered if necessary. Please contact the Director for details.

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

In the case of a Covid-19 lockdown, prepaid tuition will not be refunded.

Voluntary Pre-Kindergarten (VPK) students must attend class five days per week to be eligible for the VPK program, 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 2020-2021 School Year

A non-Refundable Registration fee of \$100.00 is due upon enrollment

Class for 4-5-Year-Old Children (Must be age 4 by September 1st)

Voluntary Pre-Kindergarten (VPK) 8:30 to 11:30	No Charge
VPK with wraparound care 7:30 a.m. to 5:30 p.m.	\$ 425.00 per month
Pre-K (No VPK Certificate) 5 Full days 7:30 a.m. to 5:30 p.m.	\$ 625.00 per month

Class for 3-4-Year-Old Children (Must be 3 by September 1st)

5 Half Days 8:30 a.m. to 12:00 p.m.	\$ 350.00 per month
5 Full Days 7:30 a.m. to 5:30 p.m.	\$ 585.00 per month

Class for 2-Year-Old Children

5 Half Days 8:30 a.m. to 12:00 p.m.	\$ 400.00 per month
5 Full Days 7:30 a.m. to 5:30 p.m.	\$ 640.00 per month

Class for 1 Year Old Children

5 Half Days 8:30 a.m. to 12:00 p.m.	\$ 450.00 per month
5 Full Days 7:30 a.m. to 5:30 p.m.	\$ 675.00 per month

Registration Fee

A nonrefundable registration fee of \$100.00 is due upon signing your child with our School. This registration fee does not apply for the children who are registered for VPK hours only

Due to Covid -19 an Addendum has been attached to this handbook outlining the procedure of how Health and Illness situation will be handled during this pandemic. The foregoing is additional information you should be aware of.

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 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.

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 despite 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.

Visiting

Our Learning Center has an open-door policy. Due to the Covid-19 we are requiring parents to make an appointment prior to visiting our school.

If you need to speak to your child's teacher, we are requiring parents to make an appointment. 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.

An Addendum has been attached to this handbook outlining the procedures our School has implemented with regards to Covid-19.

If you have any questions or concerns, please call the school.

WE ARE A TABACCO FREE CAMPUS!!