

Family Handbook



Hodges Blvd
Presbyterian Church Preschool



Welcome to Hodges Blvd Presbyterian Church Preschool

Dear Parents,

HBPC Preschool extends a warm welcome to all parents, caregivers and children entering our program.

We strongly believe that open communication between parents and our staff is essential to fully meeting your child's needs. We look forward to developing a positive relationship with you. Early experiences are vital to your child's spiritual, physical, cognitive, social, and emotional growth and development and we look forward to sharing in that journey. We strive to support your child's imagination and a natural love of learning. We will provide a nurturing environment filled with warmth, encouragement and a relationship with God. Your child will discover friendships and sharing while developing a positive self-image.

The purpose of this handbook is for your reference to frequently asked questions. We hope you will use it to help promote understanding of our program and as an orientation to both our policies and services. We know that every aspect of childcare is not covered here, so please know our door is always open. We are here to answer any question or address any situation that may arise. Please call the Director at 904-254-7304 anytime.

We are thankful that children are a sacred gift from God and hold a special place in His creation.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

**Kimberly K Welch
Preschool Director**

We are licensed by the State of Florida and operate under OCA # 16-1590 of the Florida Department of Children and Families license # C04DU0202 and VPK by The Early Learning Coalition of Duval.



Vision, Mission, and Educational Philosophy



Our Vision

Our preschool is a Christian school, and therefore, emphasizes Christ-centered teaching. The Bible is the integrating factor around which all activities and subject matter are correlated. Our staff recognizes that children learn in varying styles and abilities. We will provide a warm and caring environment that will foster the development of each child's unique talents and abilities. We will offer many opportunities to learn new skills, form good habits and build life long friendships.

Our Mission

Our mission at HBPC Preschool is to provide a Christ-centered, Biblically-directed education which encourages the development of a personal relationship with God and instills the vision and practice of excellence in academics, character and service to God and others. We exist as an outreach program of Hodges Blvd. Presbyterian Church to provide a safe, developmentally appropriate environment where every family experiences the love of God. We are here to promote social, emotional, spiritual, cognitive and physical development.

Our Educational Philosophy

Concepts regarding God, Jesus, the Bible, church, self, family, the natural world and academics are the basis of our curriculum. We incorporate praise, thanksgiving and concern for others in our teaching. Multicultural values will be instilled as we teach that God has a different plan for each unique, special individual. State standards and Jolly Phonics are built into our lessons.

01 Play-Based Learning

- Encourages active engagement and joyful learning.
- Builds foundational skills in literacy, numeracy, and social interaction.
- Develops problem-solving and critical thinking abilities.

02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

03 Hands-On Exploration

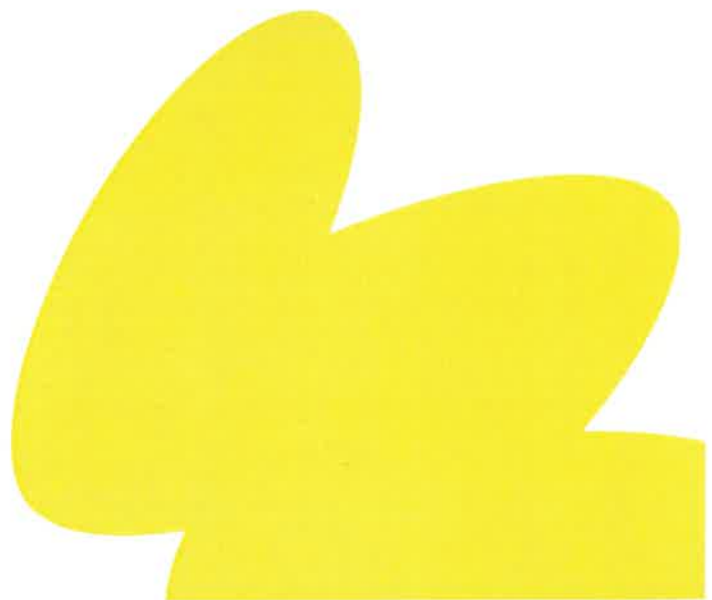
- Provides sensory-rich experiences through arts, music, science, and nature activities.
- Encourages creativity and innovation through interactive projects.
- Develops fine and gross motor skills through active play.

04 Early Literacy & Language Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

05 Family Partnership

- Recognizes parents as a child's first and most important teachers.
- Provides opportunities for parent involvement in school activities.
- Encourages open communication and collaboration between families and teachers.



Student Profile

The Bible has given parents the duty of raising their children, bringing them up in the guidance and instruction of the Lord as set forth in Ephesians 6:4.

We are committed to supporting the growth and development of this God-ordained institution.

We believe in the importance of the family/home and support the family institution. As a staff, we are committed to Jesus Christ, dedicated to the work He has called us to do, and acknowledge that we train and educate on behalf of the parents, not in place of them. We view ourselves as an extension of the education process of the home. We place a strong emphasis on good communication between the family and staff.



We believe that every child is **capable, competent, and ready to learn in their own unique way.** Our goal is to guide them in building **confidence, curiosity, and compassion** as they take their first steps in their educational journey.

Values and Priorities

As a ministry of HBPC our core values align with loving God, loving each other and loving our world.

**They represent scriptural ideals that guide all areas for school life.
HBPC Preschool is devoted to:**

Loving God by...

- **Pursuing God-honoring excellence and creativity in all aspects of the school**
- **Cultivation of spiritual growth and discipleship**
- **Igniting a lifestyle of worship**

Loving each other by...

- **Viewing everyone as important—staff, parents and students**
 - **Identifying and celebrating the unique giftedness and heritage of every child**
- **Valuing relationships and adhering to principles that promote respect and unity**
- **Providing a safe, positive learning environment**

Loving our work by ...

- **Nurturing the vision and habitats of lifelong service to others**
 - **Exercising responsible stewardship**
- **Providing activities moving children from familiar to broader, unknown experiences**





Curriculum & Teaching Methods

Statement of Faith

We believe there is one God, eternally existent in three persons --Father, Son and Holy Spirit.

Genesis 1:1, Matthew 28:19, John 10:30

We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God.

2 Timothy 3:16, 2 Peter 1:21

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.

Romans 8:13-14, 1 Corinthians 3:16, Ephesians 4:30

Our Curriculum

Our preschool program follows a play-based, child-centered approach with structured and unstructured learning activities. We incorporate elements from research-backed early childhood education frameworks, including:

The Creative Curriculum

Fostering exploration and discovery through hands-on experiences.

Montessori Principles

Encouraging independence and self-directed learning.

Reggio Emilia Approach

Promoting creativity, collaboration, and critical thinking.

Our curriculum focuses on the following key developmental areas:



Social & Emotional Development



Personal relationship with God



Language & Literacy



Early Math & Problem-Solving



Science & Discovery



Fine & Gross Motor Skills



Creativity & Imagination

Teaching Methods



01 Hands-On Learning

Children engage in active exploration, using real-world materials to enhance understanding.



02 Teacher-Guided & Child-Led Learning

Encouraging curiosity and problem-solving through discovery-based experiences.



03 Outdoor Learning

Utilizing nature as a classroom to develop observation skills and appreciation for the environment.



04 Whole-Child Approach

Addressing cognitive, emotional, social, and physical development.



Class Structure & Classroom Setup

Class Categories & Age Groups

Toddler Class

2 years old (as of Sept. 1)

- Focuses on early socialization, sensory exploration, and foundational motor skills.
- Activities include music, movement, hands-on exploration, and simple routines to build independence.

2's class must wear/provide velcro tab pull-ups, wipes and gloves as needed.

Preschool Class

3 years old (as of Sept. 1)

- Encourages language development, cooperative play, and problem-solving.
- Introduces early literacy, numeracy, and creative arts through play-based learning.

Pre-Kindergarten (VPK) Class

- Prepares children for kindergarten readiness by enhancing cognitive, motor, and social skills.
- Engages students in structured activities, group discussions, and hands-on experiments to foster curiosity and academic growth.

Transitional Kindergarten

- Prepares children for kindergarten readiness by enhancing cognitive, motor, and social skills.
- Engages students in structured activities, group discussions, and hands-on experiments to foster curiosity and academic growth
- Give children a gift of time, allowing them to mature in their social and emotional growth and practice their VPK skills so they are confident Kindergarteners the following year.

Daily Structure

- Interactive literacy sessions (jolly phonics, Language development, early writing practice).
- STEAM (Science, Technology, Engineering, Arts, Math) activities.
- Social-emotional learning through guided role-playing and problem-solving games.
- Outdoor play, physical fitness activities.
- Each classroom has a created schedule that best serves that age group.
- Teachers prepare lessons on the needs of their students each month.
- Low ratio's allow for individual instruction of each child.

Classroom Setup & Learning Environment

Each classroom at Little Larana School is designed to be a safe, engaging, and stimulating environment where children can thrive.

Learning Centers



Learning Centers



Art & Creativity Station



STEM Exploration Zone



Dramatic Play Area

Outdoor Learning Spaces



Nature Garden



Sensory Play Area



Physical Play Structures



Teacher- Student Ratio

Maintaining a low student-to-teacher ratio is crucial for personalized learning and quality interactions. At HBPC Preschool, we exceed state guidelines to ensure an optimal learning environment:

Class Level

2's Class
3's Class
VPK Class
TK Class

Age Group

2 - 3 years
3 - 4 years
4 - 5 years
5 - 6 years

Teacher-Student Ratio HBPC Preschool

2 teacher : 11 students
2 teacher : 11 students
2 teacher : 12 students
2 teacher : 12 students

DCF Ratios

2 year old 1:11
3 Year old 1:15
4 Year old 1:20
VPK 1:11

Each class is led by a skilled early childhood educators with additional classroom assistants as needed.

Small class sizes allow for individualized attention and active engagement in all activities.

Role of Our Teachers

Our dedicated educators play a vital role in shaping the learning experiences of young children. Their responsibilities include:

01 Facilitating engaging, age-appropriate activities

that support cognitive, social, and emotional development.

02 Observing and assessing children's progress

to ensure they are meeting developmental milestones.

03 Encouraging independence and self-help skills

such as dressing, tidying up, and making choices.

04 Fostering a safe and inclusive classroom environment

where children feel valued and respected.



By providing a well-balanced structure that combines guidance and freedom, our classrooms allow children to explore, discover, and grow at their own pace. We use The Bible, W.E.E. Learn Curriculum, Jolly Phonics and State standards as we create curriculum individually made per each class level.



At HBPC Preschool, we believe that consistency and structure are essential for young children's development. Our daily schedule provides a balance between structured learning, free play, rest, and exploration, ensuring that each child receives the best possible early learning experience.

School Hours & Drop-Off/Pick-Up Policy

01 Operating Hours

Monday – Friday, 8:30 AM – 1:00 PM 2's and 3's
2 year old class
dismissal in Aug. will be before lunch

Monday – Friday, 8:30 AM – 2:30 PM VPK and TK

02 Extended Care

Available 1:00–2:30 PM (Additional fees apply)

03 Pick-Up Authorization

Only listed guardians may pick up a child.

Attendance Policy

If your child is going to be out of school, please call the office 904-254-7304 to let us know. Please make arrivals and dismissals as smooth as possible by arriving on time. Most children do well with routine and miss out on important things in their day if not arriving on time.

All children should be signed in and out by a caregiver authorized to do so.

Younger siblings under the age of 18 will not be allowed to sign a child out of class.

VPK students and parents must adhere to the VPK attendance policy.

Failure to achieve this may be cause for dismissal from the VPK program.

Parents are required to sign VPK attendance at the end of each month to remain in the program.

Students should be in class no later than 10 minutes after the start of the day.

Drop-Off Policy

- Parents or guardians must sign child in upon arrival.
- Children must be escorted to the classroom by an adult.
- If arriving after 8:45 AM, parents must notify the school in advance.

Pick-Up Policy

- Only authorized individuals listed on the child's emergency contact form may pick up the child.
- Late pick-up fees apply after 1:00 PM and 2:30
- Children may be picked up starting 15 minutes prior to dismissal.
- Parents must sign child out of class before leaving the premises.

Admission to our program



Currently enrolled parents will be extended a priority enrollment period in January, where they may reserve their child's spot for the upcoming school year. This period of time is directly following the Christmas break. Once open enrollment begins, your priority will no longer be guaranteed. Your child's currently enrolled classroom is their priority. You may fill out a class change form if you would like to add or change days. We place children in classrooms based on their age on September 1st. Students remain with their peers and teachers for the entire year. Admission is complete when all paperwork and enrollment fees are paid.

Non-Discrimination policy

HBPC admits students of any race, color, gender, national and ethnic origin, religion, and disability to all the rights generally accorded or made available.

Withdrawal procedures

A 30 day written notice is required for early withdrawal. Annual tuition paid will be reimbursed after a 30 day notice. This includes early care and extended day withdrawals. Enrollment fees are not refundable.

Expulsion, suspension or enrollment termination

We reserve the right to terminate enrollment at any time with or without cause. Services may be terminated if a child is causing harm to himself/herself or another child or staff member. Other causes can be, but not limited to, refusal to pay tuition, verbal or physical abuse by a parent to a staff member or refusal to adhere to HBPC center policies.

If the child is asked to be withdrawn from HBPC Preschool, the family will not be responsible for future tuition payments.

Reminder!

3 year old and 4 year old (VPK) classes must be potty trained.

Potty-trained means that the child can take care of his own bathroom needs. We do not allow the children to wear pull-ups. Accidents do happen once in awhile. We will assist your child in changing their clothes. If frequent accidents happen, a meeting will be called with the parents to help with a solution. It may be suggested that you keep your child out of school until they are successful. If you want to hold your space, tuition will still be expected.



Enrollment Policies & Required Documents

Enrollment Eligibility

Children must meet the following requirements to enroll at HBPC Preschool:

01 Toddler Class
2 - 3 years old

The child must be 2 by Sept. 1st
2's class must wear/provide velcro tab pull-ups, wipes and gloves as needed.

02 Preschool Class
3 - 4 years old

The child must turn 3 years old by
September 1st of the school year and be
independently potty trained.

03 VPK
4-5 years old

The child must turn 4 years old by
September 1st and be fully potty trained.
VPK eligibility and Attendance must be
honored.

All documents must be maintained and updated as needed.

Required Documents for Enrollment



Parents must submit the following documents to complete the registration process:

1. Completed Enrollment Form

available at the school office or on
our website

2. FL Health and FL Immunization Form

valid dates and keep up to date

3. Paid Enrollment Fee

available information at the school
office during tours

4. Parent Questionnaire

available on our website

All required documents must be submitted before the child's start date.

Preschool is a place for learning

A child learns when...

They have opportunities to satisfy their curiosity and learn through discovery. They work and play in a pleasant place where they have more chances for success, than failure.

They have opportunity for free play to practice what they learn.

The preschool program is based upon the understanding that children are individuals and learn at their own pace.

They have a great variety of experiences, stimulation and contact with people and objects. These experiences bring meaning to a child.

Growth is continuous.

No two children grow in the same way.

Reminders for a Successful Preschool experience

- Make going to school a pleasurable experience.
- Pray regularly for your child, their teacher and our school.
- Tell the teacher anything about your child that will help her understand him/her better.
- Be interested in what your child brings home from school
- Make special time for your child to talk to you and share their school day.
- Refrain from being on your cell phone during drop off and pick up.
- Never discuss the teacher, playmates or the school negatively in the presence of your child.

Car Seat and parking lot safety

By law, every child needs to be placed in a car seat when riding in a car.

Please never leave a child in your car when dropping off your preschool student. Cars must be parked in designated spaces. Do not leave your car in the fire lane.

All children MUST be walked in by an adult and signed into their classroom.

Teachers are mandatory reporters of any incidents of possible child abuse or neglect.

Tuition & Fees Policy

Tuition is based on annual enrollment and an option to make monthly payments. Statements are sent via email prior to the due date of the first. All payments are made through Brightwheel and parents have access to all finance documents through their portal at any time during the year.

- Students are required to pay an enrollment fee for the 2 year old, 3 year old and Transitional class.
- Enrollment fees are non-transferable and non-refundable and due at enrollment to secure your child's space.
- Tuition rates can be subject to change.
- Touring our school ensures this is a great fit for your family. We are happy to answer any questions you may have.
- Annual tuition is preferred, but there is an option to split tuition into payments.
- Payments must be made through Brightwheel.
- Tuition is due on or before the 1st of every month August through May.

VPK students

Tuition and enrollment fee Free to all children eligible in Duval County
Certificate of Eligibility is applied for in January of each year.
Attendance Policy must be followed.

Additional Fees

- 1. Non-Refundable Registration Fee**
\$250 (due to complete enrollment).
 - 2. Non-potty trained 2's**
Parents are responsible for pull-ups, wipes, gloves
 - 3. Extended Care Program Fee**
daily, monthly or annual options
 - 4. Summer Camps**
Summer camps are determined in April and May. Space is limited.
 - 5. Late Payment Fee**
\$50 if tuition is not received by the due date.
 - 6 Late pick up fees**
Late fees are per child.
Late fees must be paid before next month.
\$25.00 for the first 5 minutes and \$1.00 for each additional minute.
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Attendance & Absence Policies

Regular attendance is essential for a child's social, emotional, and academic development. Establishing a consistent routine helps children build a sense of structure and responsibility while making the most of their preschool experience. Below are our policies regarding attendance, absences, and tardiness. Some children have a difficult time with transitions, give them time to adjust and bond with their teachers. You will see them grow in the blink of an eye.

Attendance Expectations for VPK

- All students are expected to attend school according to the schedule they are enrolled in. Options are TTH or MWF. 540 hour program 8:30-2:30
- Parents are responsible for ensuring their child arrives to school on time each day.
- If a child will be absent, parents must notify the school office by 8:45 AM.
- A minimum attendance rate of 80% per month is required for children to maintain their enrollment.
- Students MUST attend the first and last day of VPK

Chronic absenteeism or tardiness may result in a review of the child's enrollment status.

Tardiness & Late Arrivals

- The school day begins at 8:30 AM. Children arriving after 8:45 AM are considered tardy.
- Frequent tardiness (5 or more occurrences per month) may lead to a parent meeting to discuss solutions for improving attendance.
- All students must be signed into their classrooms with their teacher.

If a child arrives after 9:00 AM without prior notice, they may not be admitted for the day unless there is a valid reason (e.g., medical appointment).

Reporting Absences

- Parents must call or email the school office before 9:00 AM to report an absence.
- If a child is absent for more than two consecutive days, a doctor's note may be required for medical-related absences. (VPK classes only)
- If a child is absent for more than two weeks without communication, their spot may be forfeited and given to a child on the waiting list.

Planned Absences & Family Vacations

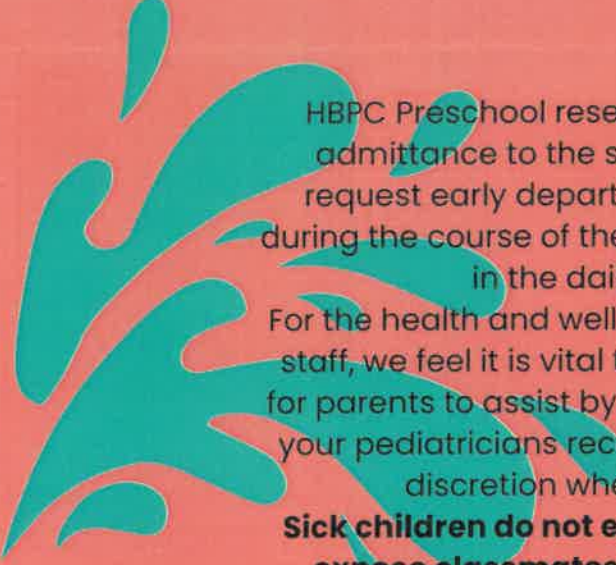
- We understand that families may have pre-planned trips or obligations.
- Parents should notify the school in advance if they plan to take their child out of school for an extended period.
- Tuition remains fully payable during extended absences to hold the child's spot in the program.

Unexcused Absences & Attendance Review for VPK

- VPK students are obligated by the certificate of eligibility to attend school on a regular and consistent schedule.
- No more than 10% of instructional hours should be missed per month, unless it is a medical situation.
- Under the umbrella of the ELC there are no excused absences
- Vacations should be planned around school breaks .

If a VPK student accumulates 10 absences, you will be notified.





HBPC Preschool reserves the right to temporarily deny a child admittance to the school for reasons of obvious illness or to request early departure should symptoms become apparent during the course of the day. Any child who is unable to participate in the daily activities will be sent home.

For the health and well being of the children in our care, as well as staff, we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home. We will take your pediatricians recommendations, nevertheless it is up to our discretion when your child may return to school.

Sick children do not enjoy their Preschool experience and may expose classmates unnecessarily. Children with a fever or showing signs of illness cannot attend Preschool.

Parents will be called to pick-up a sick child. If a parent cannot be contacted, people on your emergency contact list will be called and until someone is contacted, your child will be isolated from the remainder of the class.

If your child is ill and will not attend class, please message us on brightwheel.

VPK absences apply even when children are sick.

Health Policy and Guidelines


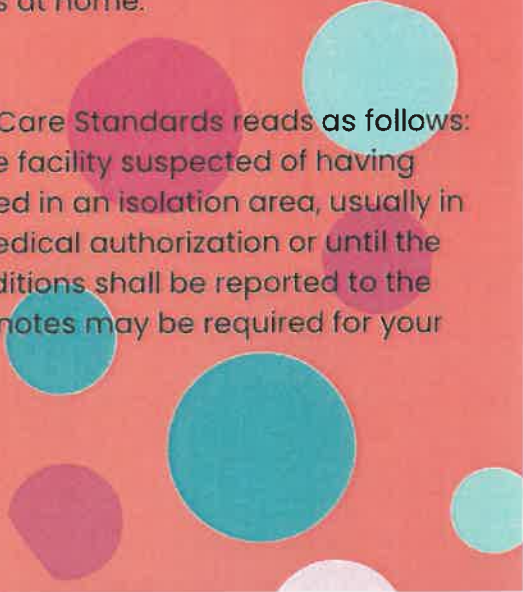
Handwashing

Teaching your child the importance of handwashing at an early age helps maintain their health. It also assists your child in taking an active role in staying healthy. Your child will be required to wash their hands as they arrive at school. In addition to this, they will wash hands before eating, after bathroom visits and other times throughout the day to reinforce safe and healthy habits.

Please practice good handwashing routines at home.

Chapter 65C-22.004 of the DCF Florida Administrative Code Child Care Standards reads as follows:

Any child, child care personnel or other person in the child care facility suspected of having communicable disease shall be removed from the facility or placed in an isolation area, usually in the office, until removed. Such person may not return without medical authorization or until the signs and symptoms of the disease are no longer present. Conditions shall be reported to the custodial parent or legal guardian, and pick up is necessary. Dr. notes may be required for your child to return to school.



Health and Safety:

Please be sure to let us know if your child will be absent, by message on brightwheel.

ALL students are required to keep health forms current.

Form 3040 (Student Health Form) and Form 680 (FL certificate of Immunization) MUST be current, completed and signed by the child's health provider and submitted to HBPC Preschool.

A child who does not have official forms on file will NOT be allowed to attend HBPC Preschool. It is the parents' responsibility to keep all health forms updated. Some children may not have immunizations due to religious exemptions.

Documentation must be provided by the FL health department.

Medications delivered by a device: (EpiPen, inhaler, nebulizer)

Parents must give written instructions on indications for use that include signs and symptoms that the medication is needed. Parents must demonstrate use of the device and any special care to staff administering. A dated list of staff trained to administer will be documented on the parent's medication/instruction form. Training is given annually or as needed with staff or device changes. Medical Care plans for children with special health needs are available and should be signed by the child's physician.

Medications

Medications are rarely given at school.

The only exceptions involve special or serious problems where it is prescribed by a physician specifically during the school day.

Parents are urged to work out a schedule to give medication at home.

1st doses of medication can never be given at school.

If medication must be administered at school all of the following conditions must be met:

- A signed CARE PLAN for devices (ask office for this) or Authorization of Prescription or medicine form signed by the parent and/or child's physician.
 - Specific training by the parent on child's device.
 - Specific instructions—

Staff is not authorized to determine when an "as needed" medication is to be given.

- Medicines must be in original container with child's name listed.
 - A complete authorization form for each individual medication.
 - Medicine devices (dispensers) must accompany the medication.
- ALL medications (over the counter, diaper creams, lotions, hand sanitizer, ChapStick, vitamins, sunscreen etc.) must be locked up with an accompanying permission to give form.

Illnesses

Many different types of viruses that are easily spread cause COMMON COLDS.

Children suffering from a common cold will be assessed on an individual basis.

Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs.

Children often do not have the understanding of uncovered sneezing and coughing, mouthing toys and uncontrolled nasal discharge.

Teaching proper handwashing and face washing as well as blowing noses at home will help with the control of germs.

It is the discretion of the preschool to send a child home, who is not feeling well.

If your child becomes ill at Preschool you will be contacted. The child must be picked up within 30 minutes of notification.

Your prompt response will add to the comfort of your child. It is our discretion to ask for a Dr. note to return to school.

Fever– 100.4 is considered a fever.

Children may not return to school until 24 hours fever free WITHOUT medication.

Rash– Any rash or skin irritation will require the child to be sent home for evaluation and diagnosis.

Conjunctivitis (pink eye) Children will be sent home with an unusual amount of irritation or discharge from eyes or complaints of itchy watery or red eyes.

· Bacterial Conjunctivitis children must have received 24 hours of treatment.

· Viral Conjunctivitis your child may return as long as there is no discharge.

Thick white, Green or Yellow Discharge– This is often a sign of infection.

Diarrhea– This can be defined as more than 1 abnormally loose stool within a 24 hour period.

Vomiting– 24 hours away from school AFTER the last symptom.

Persistent/hacking cough– If a child is coughing and not comfortable or able to cover nose and mouth consistently, we may send them home.

Strep Throat– Children should be kept home after diagnosis at least 24 hours AFTER antibiotics have been started.

Eczema– A Dr. note will be necessary to rule out other rashes.

Lice– 24 hours after treatment and must be nit free. Proof of treatment will be required.

HFM Disease– Children must not return to school until all lesions are healed and not draining.

Influenza– fevers, cough, chills, sore throat, muscle aches are some symptoms. Please be sensitive to your child's "I don't feel well"

Covid-19 Positive tests should result in following CDC guidelines. HBPC Preschool will evaluate case by case



Medication Policy

Prescription medications require a Medication Authorization Form from a doctor. We will never give the first dose of a medication

All medication must be in its original packaging and handed directly to a staff member.

Seasonal allergies should be disclosed to staff and have Dr. note on file so that a child is not sent home for potential illness concern.

Allergy & Food Safety Policy

We are not a nut free school, but have procedures in place for children with allergies.

Parents must disclose food allergies or dietary restrictions during enrollment.

EpiPens and inhalers must be provided by parents if needed.

All lead staff are trained in CPR and 1st Aid.



Food & Allergy Policies



Home-Packed Lunch & Snack Policy

- Lunch should be healthy and balanced, avoiding sugary snacks
- Parents provide all food
- Please cut food in appropriate ways to avoid choking
- Healthy food options will be encouraged first
- Only water in water bottles- labeled with first and last names.
- Perishable lunch items must have an ice pack. We do not refrigerate lunches
- Please inform us of any allergies food or seasonal

Foods Not Necessary during the school day

- Candy, and energy or gatorade drinks.
- Highly sugary items.

Birthdays and Celebrations

- All birthday treats **MUST** be individually packaged. They will be sent home with friends at pick up time.
- No Balloons or other birthday decorations will be permitted in classrooms..
- Teachers will help to make the day special by posting pictures and singing Happy Birthday.
- If all children in the class are invited to a birthday party, we are happy to put invitations in folders. If entire class is not invited please use your class list to distribute invites and/or gifts.
- We are excited to help celebrate with your child, while they are at school.
- HBPC Preschool holds no responsibility for invites, gifts and events out side of school hours.



If your child has a life-threatening allergy, please work with the school to create an Allergy Action Plan.

- EpiPens & Emergency Medication must be provided if the child has a severe food allergy.



Dress Code & Personal Belongings Policy

We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our dress code promotes practicality, safety, and school identity.

Dress Code Guidelines

Comfortable, Play-Appropriate Clothing

- Children should wear loose, breathable clothing that allows free movement and practicing independence.
- Clothes should be easy for children (and teachers) to manage (e.g., elastic waistbands instead of buttons/zippers and belts).
- Costumes and PJ's should be saved for special classroom occasions.
- Necklaces are not safe for school.



Extra Clothing Requirement

- Parents must provide a labeled extra set of clothes (shirt, pants, socks, and underwear and shoes) in case of spills or accidents. If your child does not have things to change into, you will be called to bring it or pick them up.
- Sometimes classrooms feel cold to some children. A sweater or sweatshirt is fine to leave in backpack for them to use.

Shoes for Safety

- Closed-toe shoes with rubber soles are required.
- No flip-flops, or crocks.



Weather-Appropriate Attire

- Cold Weather: Coats, gloves, hats, and closed-toe shoes. We do go outside everyday unless raining. Rain boots, ugh boots and cowboy boots are not appropriate for inside the classroom.
- Warm Weather: Lightweight, sun-protective clothing and a wide-brimmed hat for outdoor play.

All clothing and accessories must be labeled with the child's name to prevent mix-ups.

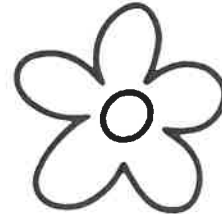


What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Jewelry or accessories that pose a safety risk (e.g., dangling earrings, long necklaces).
- Costumes or dress-up clothes (except on designated theme days).

Personal Belongings Policy

- **Backpack**
large enough for a lunchbox, folder and soiled clothes if needed
- **Reusable non-spill Water Bottle**
labeled with the child's first and last name
- **Lunch & Snacks**
Labeled with first and last names



Items Not Allowed at School

- **Toys from home**
except for special sharing days
- **Electronic devices**
tablets, smartwatches, phones
- **expensive or sentimental items**
the school is not responsible for lost or damaged items



By following this dress code and personal belongings policy, we ensure that all children feel safe, comfortable, and prepared for a fun and active day at school.

*No animals may freely roam the premises.
No animals are permitted in the school halls/classrooms.

*Smoking is strictly prohibited



Parent Involvement Opportunities



We offer various ways for parents to be actively engaged in their child's preschool experience: The Preschool will host different events throughout the school year to incorporate family involvement. Chapel is a great way to consistently be a part of an event.



Classroom Involvement

- **Guest Reader Program**
Parents can visit the class to read a story.
- **Special Skills Sharing**
Parents with unique skills (e.g., music, cooking, art) can lead an activity.
- **Helping with Art & Science Projects**
Assisting children with hands-on activities.



School-Wide Volunteering

- **Preschool Board**
Assisting with school-wide events.
- **Fundraising & Donation Drives**
Helping organize fundraising efforts.

All parent volunteers must sign an affidavit before participating in school activities

Classroom teachers will be responsible to discern when parent volunteers should be utilized.



Communication Between School & Parents

We prioritize open and transparent communication with families. Below are the ways we keep parents informed: If you have a concern or question, please feel free to call, post a message on Brightwheel or text. Your messages are strictly between Director and Lead teacher.

Monthly Updates

- **Monthly Calendars and newsletter sent on Brightwheel**

Distributed at the end of each month with key dates and activities, for the following month.

Periodic reminders, pictures and notes from Teachers and Director regarding classroom and school wide events or activities.



Direct Communication

- **Parent-Teacher Meetings**

Available twice a year or upon request.

- **Teacher interaction**

Teachers and staff are available for inquiries during school hours.

We are at the doors daily for communication.

- **Director interaction**

Available daily. |

School Visitation Policy

Parents are welcome to visit or pick up your child from school at any time.



- Door stay locked for safety purposes.
- Classroom observations should be pre-arranged with the teacher.
- Parents may not enter classrooms during instructional time without prior approval.
- Due to the age of children in our care, it is not always the best circumstances for parents to be in the classrooms. Sometimes this brings more stress to your child or other children.
- During drop off, pick up and any visitation, we ask that siblings are not in classrooms or left in building without a parent.
- Siblings should not be left in the school building without parent supervision.



Separation Anxiety

We hope that your child is eager and willing to come to school each day.

Some mornings your child may need a little extra reassurance.

As parents, you have made a conscious effort to send your child to our school and you have placed your child in the capable hands of our staff. Please reassure your child that they will be fine, say goodbye and leave. Only after the transition of dropping off has taken place, can your child start to move forward. The teachers will pull out all their tricks to connection to your child so he/she can start to adjust to the school day.

Of course we want you to feel free to message in brightwheel, send a text or make a phone call to see how your child is doing. If we feel that your child is having a hard time adjusting on a particular day, we will contact you as well. Teachers will respond to you as quickly as they can.

Discipline Policy

2.8A-F, CCFH

Good discipline is maintained through teaching problem-solving skills and safety. Teachers will use kindness, positive language and lead by example. Teachers will help children build a foundation of skills to resolve conflict and manage their behaviors. When needed, teachers will redirect situations. The use of logical consequences and/or loss of learning center for a period of time may be needed. We will use opportunities and time to allow the child to re-regulate themselves and resume classroom activities. Teachers will be loving, positive, consistent, and firm and strive to use situations as teachable moments.

We strictly adhere to the following Florida Department of children and families Child Care Standards on Discipline. Discipline policy consistent with Section 402.305(12), F.S.

1. Childcare facilities must ensure appropriate, constructive disciplinary practices are used for children in care.
2. Children shall not be subjected to discipline, which is severe, humiliating, or frightening.
3. Discipline shall not be associated with food, rest, or toileting, nor elimination of entire gross motor development (outside time)
4. Spanking or any form of physical punishment is **prohibited**.

In situations where a child is endangering the well-being of another child, time-out will be utilized. (We usually call this the thinking place).

One minute of time-out per year of age is appropriate.

If child becomes uncontrollable, hurting other children and/or staff, you will be called to remove your child for the day.

You will be expected to pick up your child within 30 minutes of notification.

Parents will be notified of recurring discipline problems. A discipline plan will be developed in conjunction with parental desires and teacher advice.

Classroom plan:

Verbal instruction

Redirection

Removal from classroom

Trip to visit Director

Parent-Teacher conference when needed.

Accidents / Incidents

Parents should address any accidents from home, when dropping off child into class.

Teachers have available in their rooms accident/incident forms.

This includes (but not limited to) any scrapes, bruises, trips to Dr. regarding any injury, rashes, excessive bug bites etc. that may need the attention of the teachers during the day. This will illuminate concern and sending the child home.

If your child has been seen by a physician for a break, sprain, stiches, respiratory distress, rash, head injury etc. A Doctor note is required for child to return to school.

Should an accident happen during the school day, the teacher witnessing will write an accident form describing the situation. A copy will be provided for you on your brightwheel app. The person authorized for picking up your child will be required to sign receipt of that accident.

Children are grouped by age and closely supervised at all times. No child is allowed to be in an area that is unsupervised by a teacher or preschool staff member.

In case of inclement weather, space will be provided for children to use their gross motor skills. It is important to remember safe shoes, clothing and accessories during the school day. Teachers will use discretion in what they allow the child to do on the playground if they do not have safe and appropriate clothing and shoes.



Disaster Preparedness

All safety drills will be practiced by children and staff.

In case of any disaster at HBPC Preschool the following procedures will be followed: Please do NOT call the church or the preschool phone as in all probability they will be out of action or will be needed for outgoing calls.

- All children will be removed from the building if necessary.
- All children will be taken to the other building or off property if necessary.
- All classroom doors can be locked from the inside. Every attempt to reach you by phone will be made.
- Teachers' will remain in contact with each other by cell phone and walkie-talkies.
- Each class has a disaster preparedness pack. Teachers are trained on codes and safety drills.
- We will communicate with you via brightwheel.
- The Director will handle any media relations in the event of an emergency.

Please talk to your child about the various procedures we do at the school. We practice codes for fire and tornados and for when people may be in the building that should not be. We do not want to alarm your child, but do want them to be prepared for anything that may happen.

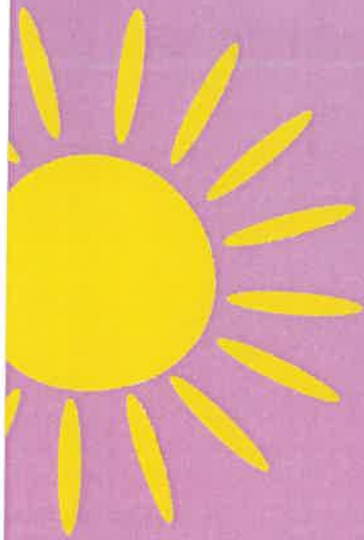
Reassure your child that teachers will always take care of them.

National Disaster or Unsafe Conditions

Every attempt for prompt notification to parents will be made for unforeseen school closing. Days missed due to unsafe conditions will not be refunded. HBPC Preschool reserves the right to decide if they days will be made up or not based on the school calendar and staffing needs.

Security cameras will record common areas of the school.

Notes



Kimberly Welch
Preschool Director
904-254-7304

Kwelch.hodgespres@gmail.com

Hbpcusa.org/preschool

Instagram: [preschoolhbpc](#)

Facebook: [HBPC Preschool](#)