



Parent and Student Handbook

2024-2025

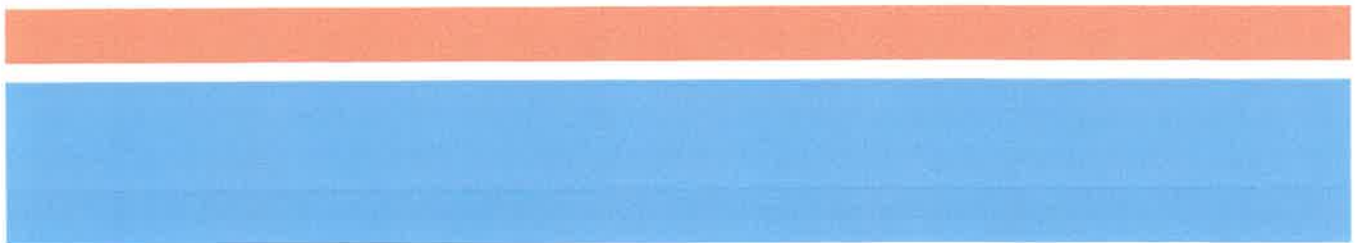


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Welcome to Hodges Blvd Presbyterian Church Preschool

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 or address any situation or question 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 and VPK by The Early Learning Coalition.

Mission Statement

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.

Philosophy and Purpose

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.

Curriculum

Concepts regarding God, Jesus, the Bible, church, self, family, the natural world and others 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 also built into our lessons.

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

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

Families

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.

The goal of HBPC Preschool is to partner with parents to spiritually, socially/emotionally, physically and cognitively prepare children for school readiness and the plan God has for their life, as well as to support parents in their role to raise their children as God desires.

Domains

Spiritual development

This domain encompasses children's awareness that there is a loving God who created all things and desires a personal relationship with us. It focuses on key concepts such as who God is (The Father, the Son and the Holy Spirit), the Holy Bible as God's word to us, how to best live our lives (moral development), the gift of salvation through Jesus Christ and the promise of heaven/eternal life in Him.

Social and Emotional development

This domain addresses the emotional competence and ability to form positive relationships that give meaning to children's experiences in the home and school.

Physical well-being, health and motor development

This domain encompasses children's physical health and ability to engage in daily activities.

Cognitive and general knowledge

This domain includes children's ability to understand and think about the physical and social worlds. In particular, this domain focuses on children's knowledge of objects in the world around them, their logic and mathematical knowledge, their knowledge of agreed-upon social conventions such as number and colors, language and their understanding and appreciation of the arts in their lives.

Licensing Information

HBPC Preschool is licensed by the State of Florida through the Department of Children and Families. Quarterly unannounced inspections for the center are conducted by DCF to ensure compliance with state standards, policies and procedures. Our Program is licensed to care for 46 children daily.

HBPC Preschool Ratios

2:11 3 year olds

2:12 4 year olds and Transitional Kindergarten

DCF Ratios

1:15 3 year olds

1:20 4 year olds

ELC Ratios

1:11 VPK ratios

Curricula at HBPC Preschool

Lesson Plans are guided (per age level) with W.E.E. Learn Curriculum, Jolly Phonics and The Bible.

Lead Teachers will meet and enhance this curriculum with goals and objectives from the Florida State Standards (age appropriately) and VPK standards, according to your child's needs. These can be found on the following website.

<http://flbt5.floridaearlylearning.com>

Teachers will practice age appropriate activities and developmental milestones for their age group. Teachers will observe and document learning milestones for each child.

VPK students are assessed 3 times per year per The Early Learning Coalition.

Assessments: ASQ's, Developmental Checklist per age, Renaissance (VPK)

Assessments will follow your child in their portfolio as they grow with us.

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. Processing fees and 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.

Children must be potty trained in the 3 and 4 year old classes. Pull ups are not allowed. If we determine that the child is not fully trained, the parent must keep child out of school until the child is able to take care of own bathroom needs and able to verbalize to the teachers if help is needed. In order to hold the space continued tuition must be paid.

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

*Please see Expulsion/Suspension/Termination Policy on file at school

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.

VPK students and parents must adhere to the VPK attendance policy. Your child should be in attendance at least 80% of any month. Vacations should be planned outside of your child's school calendar. 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.

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.

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.

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. 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 separation has taken place, can your child start to move forward. Of course we want you to feel free to 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.

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.

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

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.

Emergency Contacts

Upon enrollment, parents are asked to provide home, cell, and work phone numbers, as well as email addresses. We also ask for emergency contacts. In the event of an emergency, we will try contacting the parents first and then emergency contacts. It is the parents responsibility to keep all numbers updated.

Emergency Procedures

In the event of an accident or emergency while at school, we will first administer first aid as needed to minor injuries. The teacher will make a report and a signature from the person picking up will be necessary. A copy of that report will be sent home in your child's folder. If the accident is such that further treatment is required, we will call the parent and if needed call emergency contacts if parent can not be reached. In an emergency, we will call 9-1-1 if necessary; the parents will be called after contacting emergency personnel. If a child needs to go to the ER he/she will be transported by ambulance.

Safety Information

The safety and well-being of your child is our top priority. Precautions are taken to prevent accidents. Parents must walk their child in and pick their child up each day from the classroom. Children will not be released to unauthorized persons. If the staff member, who releases the child, does not know the adult, identification will be required. Please notify the school if your child will be absent. Release requests or adds must be in writing.

Children are supervised while using the restroom. If a child needs assistance, a teacher will remain in the bathroom with the child. Teachers maintain a count of the children in their classrooms at all times including when they transition to another area. No child is allowed to remain or enter a classroom without a teacher.

Closed toe shoes are essential for safety and comfort. Children will be asked to not run or play on equipment if a teacher feels that it is a safety issue. Please have children wear clothes that are appropriate for the weather. Classes go outside every day, unless it is raining. Please avoid items that could pose a choking hazard. Necklaces, rings and dangle earrings should not be worn. We will place jewelry in backpacks if children are distracted or putting in mouth during the day. We do our best to protect children's clothing but we are not responsible for their clothing while at school. Please wear clothes that are easy to manage for your child. Example; belts, one piece outfits and tights are not appropriate for independence.. Please leave a spare set of clothes at school for your child, in case of a spill or accident.

Tuition and Fees

New students are required to pay an enrollment fee for the 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. Tours can be scheduled and tuition rates can be discussed at that time. Annual tuition is preferred, but there is an option to split tuition into 9 payments, with a one time processing fee, due with the September 1st tuition payment. Payments must be made through Procure or personal check, no money orders.

* Tuition is due on or before the 1st of every month September through May

Early Care and Extended Day options are offered based on availability. Payment must be made before starting and to secure and keep spot. Refer to website for annual and monthly fees. Payment may be set up monthly Sept.-May with a processing fee. Students can only be enrolled based on their instructional days in school.

Summer Camps are scheduled based on availability of the church space and staffing. These are scheduled in the spring of each year. Enrollment is first come, first serve. **Fees are non refundable and non transferable. Spaces will not be held without payment.**

Late fees and return payments

- Late tuition payment of \$35.00 will be assessed on the 3rd of the month.
- Late pick up from school \$ 20.00 for the first 5 minutes and \$1.00 for each additional minute.
- Late fees are per child.
- Late fees must be paid before the child returns to school. Payment must be paid by check or through Procure. The Procure button is located on the website.
- Return payment fee \$35.00

VPK students must register and apply for the VPK Certificate of Eligibility through The Early Learning Coalition of Duval. No fees are associated with participation into VPK. Students must adhere to the attendance policy and attend the first and last day of school. Failure to follow VPK attendance policy can be subject to dismissal from the program. It is the responsibility of the parents to sign the child's attendance form at the end of every month. Parents can give signing privileges to grandparents/nanny's but must have a form on file.

Chapel

Parents, grandparents and siblings are always invited to join us for Chapel. We ask that you keep younger siblings with you. We prefer that enrolled preschool children sit with their teachers and peers. However, if they are having a hard time transitioning from parents, we welcome you to come be with them.

Birthdays –Birthdays are a special time and we love celebrating your child.

Children wishing to celebrate a birthday at Preschool may bring a **store bought, individually packaged** treat for their classmates that will be sent home. Please confer with teachers in advance as to food allergies or restrictions. Teachers will celebrate the birthday according to their schedule. **Balloons and small items that may cause choking are not allowed.** If all students in class are invited to a party, we will be happy to send home invitations in folders. If all students in your child's class are not invited, Teachers are not allowed to put invitations into folders, and your child will be redirected from talking about it during class time.

Parents welcome in the classroom - HBPC has an open-door policy to all parents. We welcome you to get to know your child's teacher and get a glimpse into your child's day. We will try our best to send weekly/monthly pictures through Photo Circle App so you can see what they are doing at different times of the day.

To maintain a safe, comfortable, predictable setting for all children we ask Parents to let your teacher know if you plan on eating lunch or visiting during the school day.

Due to our classroom size, only 1 parent may visit at a time.

Siblings are NOT permitted due to maximum space /ratio guidelines. We invite families/siblings at other times throughout the year to join your preschool child during an event.

Celebrations

Throughout the year teachers will invite parent involvement in the way of projects, donations or participation in our Sweet Treats, Trike-A-Thon and other events. Families are encouraged to attend Chapel times and Lunch Bunch with their child's class.

Communications

It is very important to know what is happening at school. You will receive a monthly newsletter and calendar with important information and dates. Please make sure to inform your child's teacher if they had a difficult morning or they got an injury during home time. Please take the time to fill out an incident report for things that happened at home. The teachers will have these available for you. If you have a concern about behavior or a situation, it is best to schedule a conference or hand your teacher a note so that they can address it immediately. We will not talk about your child when other parents are around.

Conflict Resolution

We encourage direct communication with your child's teacher/Director if problems arise. Conferences are scheduled twice annually, however we are happy to have a conferences or meeting any time to address needs/concerns.

Parents or staff members who have concerns that are not met by the Director are encouraged to contact the Preschool Board President who will bring issue to the Preschool Board. The Session of HBPC is responsible for the Preschool ministry . Preschool Board meetings are announced on classroom calendars and parent information shelf inside the preschool doors. We hope to resolve any questions or concerns you may have.

NO solicitation and NO Distribution Policy

At no time should an employee or parent solicit products or services on the property during preschool hours of 8:00 am—2:45 pm.

Staff

Teachers are not permitted to baby-sit during their scheduled hours. Teachers are not permitted to use classrooms or facility for care of children outside of scheduled school hours. Teachers are not permitted to transport children from the center to their individual homes. Teachers are monitored while working with children by the Director, and other coworkers. Parents should ALWAYS do their own checks as it relates to childcare even if the childcare worker has, or is, a teacher for HBPC Preschool. Teachers are not required to give personal information such as emails, or phone #'s to parents. Staff will communicate by sending notes home in the child's folder, setting up conferences and monthly newsletters and calendars as well as a work email.

Discipline Policy

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. [10-M-12.012 Child Discipline]

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.

Volunteers

Adult volunteers must be oriented on policy and volunteer less than 10 hours per month.

It is at the discretion of the Director if volunteers will be used. There are times throughout the year that we invite parents to come and participate in activities.

Although we have an open door policy, it is best at the beginning of the year, to give time for children to adjust and bond with their teachers.

If you are coming to observe or assist in a classroom, siblings may not attend. It is best to give your full attention to the task at hand and to the children in the classroom.

Examples– mystery reader, sharing a special talent like community helper.

Health Policies and Guidelines

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. We do recognize that parents may be working or have other responsibilities during your child's school day so we will observe and make sure that your child is needing to come home before we make the call. However, 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 call or text to notify the school. (904) 254-7304. VPK absences apply even when children are sick.

Allergies

If your child has ongoing allergies. Please let us know in writing and with a Dr. note so that we identify it as allergies and not a cold, flu or other illness.

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. You can call, text or email.

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.

Hand, Foot and Mouth 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.

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.

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. The person authorized for picking up 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.

ACCIDENT / INCIDENT REPORT

Facility / Home: _____

Child's Name: _____ Age: _____

Date & Time of Accident / Incident: _____

Place of Accident / Incident: _____

Describe Accident / Incident: _____

Witness(es) to Accident / Incident: _____

What Action Was Taken? _____

Describe Medical Treatment / First Aid: _____

Was Parent / Guardian Contacted? _____ Time: _____ How? _____

Other Persons Contacted: _____

Signature of Staff Completing the Form Date/Time

Parent/Guardian Signature Date/Time

Director/Person in Charge Date/Time

(Retain in child file for a minimum of one year)

Disaster Preparedness

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.
- The Director or Assistant 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 to our social media accounts for an 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. Covid-19 will be considered for unsafe conditions.

