



Parent Handbook

Preschool Information:

Director: Robyn Brant

Address: 6316 Matchett Rd Orlando, FL 32809

Phone: 407-851-4723

Website: www.stmaryspreschool.org

Facebook: [Stmaryspreschoolorlando](https://www.facebook.com/Stmaryspreschoolorlando)

Email: Info@stmaryspreschool.org

Thank you for choosing St. Mary's Preschool for your child's early education. We are confident that we can provide your child with an exciting, enriching and educational preschool experience in a Christian environment. St. Mary's Preschool does not discriminate based on race, religious orientation, or sex. All children will be admitted to the school on a first come first serve basis according to the approved policies of the preschool. Our curriculum is based on educating the whole child through play. We provide daily activities and schedules to promote growth in all areas of child development: emotional, physical, cognitive, and social. We have a faith-based curriculum incorporating core Christian beliefs with weekly Children's Chapel and meal time prayers. Our teachers plan lessons around the individual needs of each child. All children learn at different speeds and in different ways. We offer lessons that will allow all children to participate at their own level and at their optimum rate.

St. Mary's Preschool is licensed by the Department of Children and Families. We have quarterly inspections to remain in good standing with our license. Our license number is C09OR0360.

OUR VISION: Through quality education & dedicated teachers we strive to instill a lifelong love of learning. To show Christ's love through ministry & service to all who enter our preschool. Our Mission is: To serve children and their families by offering a high-quality early education program in a safe, nurturing Christian environment.

CURRICULUM:

St. Mary's Preschool is a play-based emergent curriculum program that has supported parents and nurtured children for over 50 years! Our preschool provides a peaceful, caring, cooperative environment. Children in our preschool will learn not just with pencils and paper but with hands on experiences in both the indoor or outdoor classroom. Beyond Centers and Circle Time and a combination of Nemours BrightStart, learning without Tears and character development activities make up our unique curriculum.

PROGRAM HOURS:

St. Mary's closely follows the Orange County Public School calendar (St. Mary's will supply a list of days off at the beginning of the school years) Preschool hours are from 9 am - 12 pm. Extended hours 7am -4pm.

TUITION PAYMENTS: Tuition is based annually that is divided into 10 equal payments for your convenience. Tuition is due before the last day of the month beginning in August. If tuition is not paid by the last day of the month you will be charged a late fee of \$50. If payment is not received by the 5th of the following month, your child will not be able to return to school until it's paid in full.

The first tuition payment is due by August 31st. You can drop it off at the preschool office or mail it to 6316 Matchett Rd. Orlando, FL 32809

Check or Money orders are accepted. St. Mary's Preschool will be offering an on-line option in January 2021. Returning parents may continue to make payments through the SmartCare system, if registered.

RETURNED CHECK POLICY:

If your check is returned, you will be contacted by email and asked to pay the amount due plus a \$35 returned check fee. If we receive more than 2 returned checks from you, you will be required to pay by money order **only**.

ATTENDANCE POLICY:

Due to the nature of our program and our desire to provide a safe and positive daily experience, St. Mary's Preschool has a strict arrive by 9:15 am policy.

LATE PICK -UP:

A dollar a minute fee will be charged for every minute the child remains after their program end time. To avoid this fee at the noon pick-up, children may be placed in "Lunch Bunch". To avoid charges after the 2 pm pick-up ask about our "Happy Endings" program. St. Mary's extended hours end at 4:00 pm, Monday thru Friday. All children should be picked up prior to our closing time.

BAD WEATHER:

We follow the Orange County School District when deciding to close for severe weather.

DISCIPLINE POLICY:

St. Mary's prohibits the use of physical punishment at our facility.

We give clear expectations. We follow through and we use logical consequences and positive re-direction.

We disagree with punishing the child by bribing or rewarding desired behavior.

EMERGENCY PLANS:

St. Mary's has an emergency preparedness plan for all emergent situations including fire, severe weather, relocation, shelter in place, and lockdowns. The plan includes how to contact the parents of each child and how to meet the needs of the children during this time. Teachers will have a current roster of all children in attendance and all parents will be contacted as quickly as possible by phone for reunification. Please be sure we have your current phone number.

- Fire/Emergency drills must be practiced once monthly while children are in our care. Prior to a practice fire drill, your child will be told what to expect and how to respond in a calm and friendly manner.

Emergency phone numbers and our location are posted by each phone in our center.

SICK POLICY:

St. Mary's Preschool prides itself on strictly enforcing our sick policy to ensure that St. Mary's families are not burdened by consistent illness.

We strive to keep our center healthy! Please understand our policies as follows. If your child has any of the following, they may not attend and will be sent home from our school:

- A temperature of 100 degrees or greater
- Symptoms or signs of possible illness, such as; coughing, irritability, persistent crying, wheezing, sore throat and if lethargic or displaying other unusual behaviors.
- A low-grade fever accompanied by other symptoms.
- Diarrhea; runny, watery, or bloody stools within the last 24 hours
- Vomiting in the last 24 hours
- Rash with fever or behavior change
- Any type of infestation; for example, head/body lice (St. Mary's Preschool requires that all lice nits be removed before children may return).
- Any infectious disease.
- Eye discharge (white or yellow) or pink eye.

Your child may return when:

When they are fever or symptom free for at least 24 hours without fever reducing medication.

CHILD ABUSE POLICY:

All employees of child care facilities in the state of Florida must report any signs of child abuse to the abuse hot line as per the Department of Children & Families. St. Mary's Preschool will meet with the family (if possible) when cause or concerns arise.

More about St. Mary's Preschool

Parting ways.

We require a 2-week written notice of withdrawal. Because tuition is collected after care is given, you are responsible for all months your child attends.

Your child may be discharged if a problem continues which negatively affects your child, other children or staff in attendance at St. Mary's Preschool, there has been no payment made, or failure to meet St. Mary's Preschool policies. Children will be discharged if they act in an unsafe or injurious manner to themselves, other children, or staff.

Who is Picking up?

Your enrollment form will ask you to list alternative persons whom you are authorizing to drop off or pick up your child. All persons, whom we are not familiar, must supply us with a state driver's license. Please be sure to advise anyone you authorize in this capacity to have their driver's license with them.

What to Wear?

Children need to be dressed in appropriate clothing. This is a "learn through play" environment and children may get messy. For safety reasons, all shoes should be closed-toed and should have a back to them. No crocks or flip-flops. All children should have one change of clothes placed in a clear bag with their name on it.

Our discipline philosophy.

Children cannot become self-disciplined unless adults teach them right from wrong. At St. Mary's Preschool, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in the school. We will utilize positive discipline and guidance techniques. The purpose of discipline is to help children develop self-control, and to teach children that each person is responsible for his own actions.

Birthday Time.

St. Mary's ensures that everyone child receives recognition (unless asked not to) on their special day.

Due to the nature of our program time for cake/cupcakes is not available. If you wish to invite classmates to a party outside of the facility please provide our staff with the invitations and they will ensure that each student in the class receives one. Think about booking a St. Mary's Birthday Party!

What can my child bring?

Personal belongings need to stay at home. Toys and backpacks will be given back to the parent upon arrival.

Eating at Preschool

Your child will have a snack time during the preschool day. Snack item must arrive in a Zip-lock bag (or if a dry item in a brown lunch bag) LABELED with your child's name. The snack must be disposable – nothing to return home. St. Mary's will be providing filtered water at snack, lunch and throughout the day. Your child will be kept hydrated, but water bottles must stay at home.

If your child is staying for "Lunch Bunch", lunch boxes must be clearly labeled and contain a cold pack if needed. Lunches will NOT be refrigerated. Lunches are not heated but you may use a thermos for hot items. NO drink, cookies, candies or cakes, please.

They'll be Okay.

We know that leaving your child in the hands of others whether for the first time or in a time of changing procedures can be a very emotional and challenging process. Feel free to stay close and trust that we will call you if the transition does not go well, and parent comfort is needed. Parents are welcome to call during the day to check up on their child. We share a common goal of a successful transition and a positive preschool experience.

Staying connected.

St. Mary's monthly calendar will help you stay connected with the weekly theme and classroom events. St. Mary's will be using emails to communicate along with parent flyers, newsletters, Facebook and the St. Mary's Preschool website will be kept up to date.

I have read and agree to the policies listed in the St. Mary's
Preschool Handbook.

Parent (Please Print)

Signature

Date
