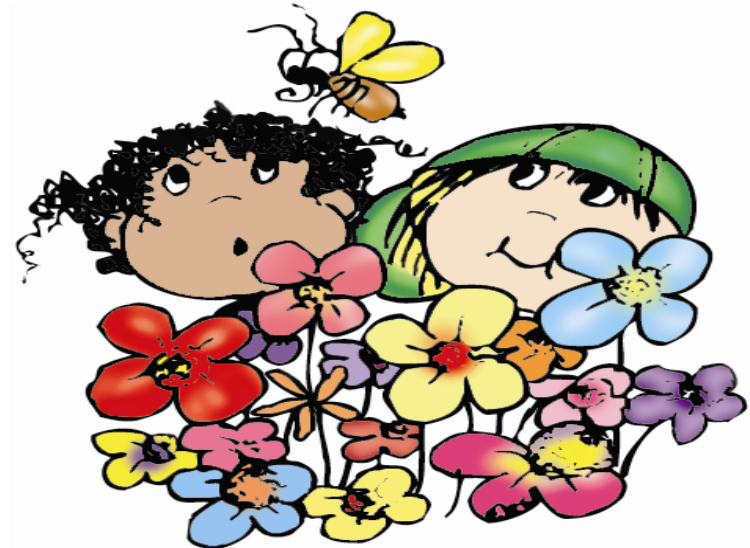


# 3C's Preschool

2011-2012

Handbook



at Christ Congregational Church

14920 SW 67 Ave • Palmetto Bay

(305) 238-0844



3C's Preschool

# NOTES

## Parents and Children,

Each child is allowed a **maximum of fifteen (15) absences per school year, regardless of monthly totals.** Normal tuition and fees will be assessed when total number of absences exceeds fifteen (15).

**PLEASE NOTE** . absences of five (5) consecutive instructional days without proper documentation will be considered a *WITHDRAWAL* from the VPK funded program at 3C's. Withdrawals of this nature are not eligible for reenrollment in the VPK-funded program.

Also, failure to provide required documentation (i.e. sick note, doctors note) within 3 school days upon return to school will result in an unexcused absence and such day is charged and payable by the parent and not considered a VPK funded, instructional day.

### **Absences due to Extraordinary Circumstances**

Five (5) additional days are available to each VPK student for absences due to extraordinary circumstances during the school year. Documentation from the appropriate agency or individual must be submitted by the legal custodial adult describing the extraordinary circumstances that justify the absence.

### **Verifying Your Child's Attendance and Absences for VPK**

Parents must complete and sign the mandatory attendance verification forms EACH MONTH. Your child's teacher will have it ready for you on the last three (3) instructional days of the month.

Your child's continued funding in the program depends on your cooperation in a timely fashion. These forms will verify that:

- your child's attendance is accurate for the month
- you direct payment to be made to 3C's
- you continue to choose 3C's as your VPK provider of choice

Welcome to 3Cs Preschool where our desire for every child is a happy, safe and creative experience!. Our office hours are 8:00 am - 3:00 pm, Monday through Friday. We have an open door policy and hope to be available to you and your family each day.

Our philosophy is that together as a team we will strive to develop the unique gifts in each child. Please feel free to talk with the teaching or administrative staff regarding any thoughts you may have to enhance our learning environment.

Another opportunity we have at 3 C's is to help the students develop good interpersonal relationships. Caring for and playing with each other is paramount in helping a child's overall social growth and classroom management . In addition, our hope as a staff, for your children, is that they learn the basic skills necessary to be successful in the many school years to come. Our school is committed to educational experiences that will enhance and peak a child's interest in learning.

Finally, this Preschool was organized and developed out of a vision that Christ Congregational Church members had for our community. That vision is that quality programs of religious education, a loving staff and a beautiful facility would provide a nurturing atmosphere for learning. Our church is open to all who wish to attend worship at 8:55am and 10:30am on Sunday, and church school at 9:30am. We would invite you to further enrich the faith of your family by joining us.

*Christ Congregational Church*  
*3C's Preschool*



## 3C's Staff

2011-2012

**Preschool Director**                      **Celida Camacho**

**Administrator**                              **Daisy Hidalgo**

### Staff

**Robin Adams**

**Betsy Beaugris**

**Luisa Bernal**

**Maria Fonte-Skinner**

**Gina Lever**

**Nayhet Lopez**

**Roxana Mendoza**

**Lisa River-Coast**

**Rosalba Suescun**

**Fary Vandevar**

**Sandra Vega**

**Olga Vela**

## ...Attendance/Tardy Policy

Since success in any learning environment depends largely on prompt and faithful attendance, it is necessary for providers and families to establish an agreement regarding absences and tardiness. The guidelines set forth in this handbook are the basis for your child's successful transition to Kindergarten.

### Tardy

Late arrivals and departures are disruptive to the learning process. All classroom curriculum time begins promptly at 8:45am. Exterior doors of all classes open at 8:45 for a period of 15 minutes to allow students entry directly to their designated classrooms. **During Circle Time (9:00am) classroom doors are closed. Late arriving students must wait with their parents in the school lobby until circle time concludes at 9:15am.** If arriving late, your child must be signed in at the main office and obtain a tardy pass before entering their class. (VPK: *Any student who is tardy more than five times in one month may be terminated from the VPK-funded program.* The child may continue to attend 3C's, but will be required to pay full tuition and applicable fees for the remainder of the school year.)

Classes end promptly at 11:45 AM. A student is considered tardy if not picked up by 12:00 PM unless he/she is enrolled in Extended Day. Although VPK funding is not affected by late pick-ups, 3C's reserves the right to charge a late fee of \$20.00 for the 1st occurrence and \$25.00 for the 2nd occurrence within one month. Upon the 3rd occurrence, the student is automatically enrolled in the Extended Day Program at which time all associated fees for such become due and payable.

### Absences

Pursuant to Rule 60BB-8.204 concerning attendance and funding for the Florida Voluntary Pre-Kindergarten Program, the following requirements apply: All absences from school must have written documentation

A parent/guardian may document the **first 5 days** absent in any one month period.

For absences of **more than 5 days** in any one month period, a person other than the parent, and unrelated to the child, must furnish written documentation, i.e. physician, officer of the court, etc.

## ..Extended Care

### LUNCH

If your child is staying for lunch, make sure that the lunch box is clearly labeled with the child's name and includes an ice pack. The refrigerator is too small to occupy all of the lunch boxes. Also, notify the teacher if the lunch needs to be heated.

**BE SURE to notify the school as well as the teacher if your child has any food allergies.**

Please send a crib sheet and a small blanket for nap time. The crib sheet fits perfectly over the plastic mats. This is necessary for all children staying beyond lunch time.



## ...Special Classes

During our extended care program we offer classes for Gymnastics, Ballet, Arts & Craft, Sports, Spanish, Science, Cooking, and Computers. This is an excellent opportunity for your child to enrich their knowledge as well as their physical needs. It also provides an opportunity for the child to socialize and interact with other children and staff.

**These classes have an additional fee and must be paid monthly.** For more information and scheduling, please contact the school office (305-238-0844).

Extended care closes at 6pm - *sharp!* It is important that your child be picked up before that time. There will be a late charge of \$5.00 for every minute or portions thereof.



7:30-8:35

8:45-11:45

11:45 - 12:00

12:00-12:30

12:45

12:45 to 1:30

12:45 to 2:15

1:30

2:15-2:30

2:30

3:00

3:30

4:30

5:30

6:00

## Daily Schedule



Morning Care in Rm. 3

Preschool Classes

Pick-up for children not enrolled in Extended Care

Lunch Bunch

Special Classes begin (refer to individual class schedules)

Rest Time (non-sleepers will have *quiet time*)

Sleepers

Non-sleepers go to playground

Wake-up/Bathroom Time

Story time

Bathroom & Snack

Activity for the Day

Playground

Clean-Up, Final Pickups

Closing

# ..School Calendar 2011-2012

First Day of School	August 24
No School - Labor Day	September 5
No School -Teacher Planning Day	September 29
No School - Veterans' Day	November 11
No School - Thanksgiving Holiday	Nov. 24-25
Christmas Vacation	December 19 to January 2
School resumes	January 3
No School—Martin L. King Day	January 16
No School - Teacher Planning Day	February 3
No School - President's Day	February 20
No School-Spring Recess	March 12-16
School resumes	March 19
No School-Teacher Planning Day	April 6
Memorial Day	May 28
Last Day of School	June 6

Month	No.	Color	Shape	Letters	Themes	Concepts	Science	Comm Helper
August					School, Manners	Loud, Soft		
September	0,1	Red	Circle	ABC	Family, Self, Senses, Safety	Large, Small Tall, Short, Long	Body Parts Fall, Fossils	Police Officer
October	2,3	Orange, Black	Triangle	DEF	Dinosaurs, Halloween	In, Out	Magnets	Fire Fighter
November	4,5	Brown	Square	GHI	Books, Thanksgiving, Native Americans	Over, Under	Liquids, Solids	Chef
December	6,7	Green	Star	JK	Helping Others, Holidays	Up, Down	Winter	Mail Carrier
January	8	Blue, White	Rectangle	LMN	Nutrition, Health, Exercise	Front, Behind, Between	Dental	Nurse / Doctor
February	9	Pink	Heart	OPQ	Valentine's, Grandparents	Near, Far	Wheels & Spring	Dentist / Hygienist
March	10	Yellow	Diamond	RST	Multi-Cultural Transportation, Space	Thick, Thin	Nature	Pilot
April	11	Purple	Oval	UVW	Insects, Pets, Plants & Farm Animals	First, Second, Third	Summer	Entomologist
May	12	Rainbow	Octagon	XYZ	Ocean, Mother's Day, Evaluations			Life Guard

## ...Curriculum and your Child

We use a “hands-on” creative curriculum at 3C’S. It is through participation that a child will gain full knowledge and understanding of his/her world. Piaget’s philosophy is

***“I hear and I forget,  
I see and I remember,  
I do and I understand.”***

This is so true and the reason why learning by doing is so important.

In a variety of ways, we underscore the curriculum with a multicultural and environmental focus. This helps children identify with all creatures, human and animal, which helps them to be sensitive to all living things.

A child’s body is growing, both cognitively and physically. Each child has his/her own needs in that growth process. All teachers have the responsibility to set a goal that is unique for each child’s individual needs.



## ...The Child’s Needs



Please dress your child in loose, comfortable clothing. Clothing should not be too tight. It should not bind in the crotch, arms, legs, or waist. The clothing should be appropriate for the season and the day, easily washed, with buttonholes or zippers so that the child can manage his/her clothing easily.

Most children try to stay reasonably clean at school. We do wear smocks or large t-shirts when we paint, but sometimes the paint brush slips. Sometimes we fall on the playground and get dirty. Please help your child *enjoy* the school activities and be relaxed and **not be afraid of soiling their clothes.** **They should not wear their Sunday best.**

Let your child wear sensible shoes. “Shower shoes” thongs, boots, and wedged heels prevent good outdoor play. **Sneakers are highly recommended.**

Do not allow your child to bring toys to school unless the teacher makes a request for show and tell day.

**Toys are very disruptive in the classroom.**

Children are invited to bring “scientific discoveries”, favorite books, and appropriate music to share with the class.

Do not allow your child to bring food, candy, gum, soda, or money into the classroom.



## ...Tuition and Fees

**Registration**.....\$325.00

Non-refundable.

**VPK Registration**.....\$0.00

### Tuition

#### **8:45 am—11:45 am**

5 Day Week.....\$3,800 or 10 payments of \$380/mo

3 Day Week.....\$3,100 or 10 payments of \$310/mo

VPK 5 days.....\$0.00

Payments can be made in 10 installments. The 1st payment is due August 1st and your last payment is due May 1st.

**Any payments not received by the 10th of the month are considered late and are subject to a \$50 late fee. If after 30 days we still have not received payment, your child will be cut back to a minimum program (8:45 to 11:45). After 60 days your child will no longer be able to attend school until arrangements have been made or your balance is paid off.**

### Extended Care ( In addition to tuition)

Occasional Use.....	\$ 10/hr
Plan Care A: 7:30am-6:00pm Daily	\$320/mo
Plan Care B: 8:30am-2:30pm Daily	\$220/mo
Plan Care C: 7:30am-.6:00pm 3 Days	\$220/mo
Plan Care D: 8:30am-2:30pm 3 Days	\$160/mo
Lunch Bunch 12:00pm-12:30pm Daily	\$ 50/mo
Lunch Bunch 12:00pm-12:30pm 3 Days	\$ 40/mo

Extended Care is available on all school days during the hours of 7:30 am.- 6:00 pm. **Children picked up after 6:00 are charged at the rate of \$5.00 per minute interval, per child.** Plan Care is billed with monthly tuition, in advance. It provides unlimited use of extended care, within the hours of the selected Plan on every school day.

### Discounts:

Active Members of CCC.....\$75.00/mo

Sibling Disc., per additional child.....\$25.00/mo

VPK.....\$0.00

**There are no refunds for students withdrawn during the month, school days missed due to illness, vacation trips, or other conveniences of the parents.**

## ...Discipline



Discipline is handled in a loving and caring manner. We talk about what happened and use a very positive approach. If necessary, a “thinking chair” will be used. No physical punishment is tolerated. Discipline is not humiliating, shaming, or frightening. Furthermore, it will not be associated with bathroom time or snack time.

Notes home to parents, isolation in the school office and parent conferences are also used whenever helpful.

Our program will insure that age-appropriate, constructive disciplinary practices are used for the children. This care will allow each child time to look over his or her behavior. We will encourage children to choose alternatives to improper behavior. To insure a safe and successful program, discipline is a must. We welcome the ideas of parents and staff, so feel free to share them with us.

The following steps will be used for improper behavior:

1st - Children will be corrected and asked to change their behavior.

2nd - Children will be re-directed from situation.

3rd - Children will be placed in “The Thinking Chair” for minutes equal to their age.

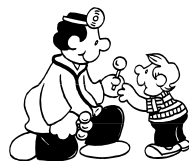
4th - Parents will be contacted if behavior is not corrected.

5th - Children shall not be subjected to discipline which is severe, humiliating or frightening.

6th - Discipline shall not be associated with food, rest or toileting.

7th - Spanking or any other form of physical punishment is prohibited.

## ....Medication



We prefer not to administer medication, but if it is absolutely necessary prescribed medication will be administered to children **ONLY** when brought to school by the parent. It **MUST** be in the original container with the name of the physician, child, and medication directions written on the label. **A medication form must be signed by the parent.**

**Do not send the medication in your child's lunch box!** This can be a dangerous situation if the medication gets into the wrong hands. All medications must go through the proper procedures and be brought to the school office.

Scrapes are washed and bandaged. Ice is applied when necessary for bumps and bruises.

Communicable diseases (head lice, chicken pox, impetigo, etc.) should be reported to the school office immediately. The child's teacher should be alerted as to specific needs resulting from illness or injury. **Please do not send your child to school if he/she has been given cold medication.** Children often become drowsy or irritable when taking this type of medication.

Any head injury will be referred to the parents upon injury. All injuries will be followed up with an accident report from the child's teacher. Parents are required to sign all accident report forms.

## ....Enrollment

To enter 3C's Preschool, a child must be at least 2 years old. It is not necessary that they be completely toilet trained, **diapers and pull-ups are allowed**. The child should be enrolled for the entire year. Parents should understand that *the tuition is payable whether or not the child attends*, unless the child is taken out of the program due to circumstances which could not be foreseen. If this action becomes necessary, the school requests that proper notification be given to the Director.



Before a child is able to attend classes, the school office must have on file a completed enrollment form and current medical and immunization information. This form - HRS form 3040 - may be obtained from your child's pediatrician or clinic. **This form MUST be provided prior to enrollment or the child may not attend school.** All registration forms must be updated when information changes. You will be notified if your forms need to be updated. If medical forms lapse, your child will be subject to dismissal. Please keep in mind that Florida law requires that we have these HRS forms on file for each and every child.

If you enrolled your child in a 3-day program you must adhere to Tues, Wed, Thu. There is no make-up for holidays or illnesses. You must realize that the holiday is for the 3 day program as well as the five days and arrive on your next scheduled day. Teachers plan around the children being there and if they show up on a day they are not expected it will throw of their lesson plan and materials.

We must have the names of one or more persons who will be able to pick your child up in case of an emergency when parents can not be reached. It is the responsibility of the parents to make sure all phone numbers are current.

When vacancies occur, children will be accepted from the waiting list in the order in which they applied.

## ...Policies and Procedures

Our program is designed to prepare your child for a positive formal school experience. We are not a daycare and as such follow structure and routines similar to a regular school day. Our school day is from **8:45 to 11:45 am**. All parents must sign their child in and out of school on a daily basis. **Please do not bring your child to the classroom prior to 8:45.** The teachers are there, but they are “setting up” and getting ready for the day. Parents must escort their child to the classroom when picking up and dropping off each day. If your child is enrolled in the 8:30-2:30 or 7:30-6:00 program, you must bring your child to morning care in room #3. Morning care is available from 7:30am to 8:35am. After 8:35am parents should have morning care call their child’s class so the teacher will know to expect the parent and child. Any conversations/conferences with teachers should be done before or after class time or by telephone.



Classroom doors open and school starts every morning at 8:45am. Your child should not be entering the classroom any later than 9:00am. **During Circle Time classroom doors are closed. Late arriving students must wait with their parents in the school lobby until circle time concludes at 9:15am.** If arriving late, your child must be signed in at the main office and obtain a tardy pass before entering their class.

### DISMISSAL

Pick-up time is at 11:45 am. The children are to be dismissed in their individual classrooms. A sign-out sheet will be provided. **Parents must sign in and out daily.** Rainy day policy will follow regular procedures. If you wish to have someone other than a parent pick up the child we must have on file the names of these individuals authorized to pick up the child. Parents as well as persons other than the parents will be required to show I.D.

*If you will be late picking up your child, please notify the school and we will advise the child. This will ease any anxiety your child may experience.*

If there is an individual **disallowed** from picking up your child, we strongly urge you to provide us with a photo of this person and court orders (when necessary) for our records.

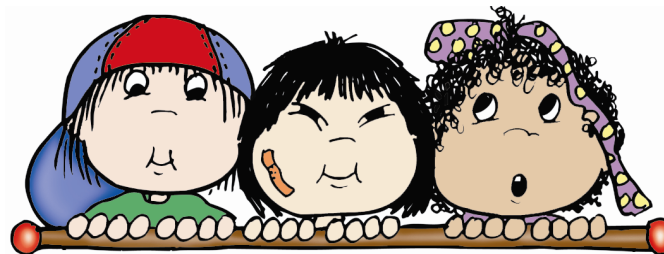
## ..Illness / Accidents

Should your child become ill or injured at school, you will be notified immediately. We will comfort and isolate him/her until the child can be picked up. We are not staffed or equipped to care for children who are ill. It is essential that we have on record the telephone numbers of persons who can come for your child if the parents can not be reached. **Please make plans for sick child care in advance.**

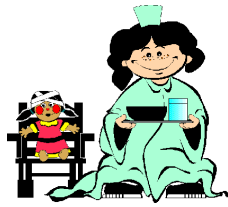
### **101 degrees = 911**

If while in our care your child has a fever of 101 degrees we will first call the parent immediately and calculate a time frame for arrival. If you are not here within that time frame we are obligated and authorized by the Department of Children and Families to call 911.

Do not send your child to school with any type of draw string clothing or necklaces of any kind. The teachers have instructions to remove these items from the child to prevent accidental strangulation.



## ...Health



The school will make every effort to protect the health and safety of the children.

**Children should not attend school if they show any of the following symptoms:** sore throat, fever, rash, red or irritated eyes, diarrhea, runny nose, or impetigo. **Child must be fever free, without medication for 24 hrs before coming to school.** We do not have the facilities to keep sick children. Children who are not well have a lower physical resistance. For their own good, and the protection of others, children with any signs of contagious diseases (including colds) **SHOULD NOT COME TO SCHOOL.** **After any absence a note from a parent/doctors note for admittance into school. After and extended illness we need a doctors not for your child to return to school**

### Stay at Home Guidelines

- Fever above 101 degrees orally, above 102 degrees rectally, accompanied by behavior changes or other signs or symptoms of illness.
- Signs of possible severe illness including lethargy, uncontrolled coughing, irritability or persistent crying, difficulty breathing or wheezing.
- Two or more episodes of vomiting within 24 hours.
- Persistent abdominal pain for more than two hours or intermittent pain associated with fever or other symptoms.
- Diarrhea or blood in stool.
- Mouth sores with drooling.
- Rash with fever or behavior change.
- Infectious conjunctivitis (pink-eye) until there is no discharge and eye is clear.
- Communicable diseases such as chicken pox or strep throat until no longer infectious or until 24 hours after initial treatment, depending on illness or condition.

## ...Individual Conferences

Good communication is essential for the parents as well as the teachers. We are more than happy to talk with you at any time. **Twice per year, we schedule individual parent / teacher conferences.** Children should not be present. If baby-sitting is a concern, please speak with the Director. We will arrange for an aide to care for your child during the conference time. We ask that you come prepared with questions for your child's teacher, and she will share her observations with you.



## ...Snacks

Snacks are provided by the school. We will provide natural juice (apple, orange, grape, etc.) each day. Our mid-morning snack is a time for relaxation, nutrition, conversation and exploring new foods. We always say a blessing before we eat.

### snack menu

#### drinks

water  
2% milk  
juice

#### Food

crackers  
gold fish  
pretzels  
cookies  
seasonal fruits  
cereals  
yogurts  
cheese  
seasonal vegetables

## ...Birthdays "Snack Time Event"



Birthdays are very important to the young child. It is the child's own day, and the day will be centered around him/her. There will be a birthday song and a prayer. If the parents wish, they may bring refreshments on that day during snack time. Please make arrangements with the teacher *in advance*. Elaborate celebrations or gift exchanges are inappropriate at school. Simplicity is best!

## ...Special Programming..

Several times throughout the year special activities will occur at 3C'S. The first is the Fall Festival in October. The children and adults wear costumes and come in the evening to enjoy food, a spooky tunnel, Boo-Ville, Trick or Treating, a book fair, children's games and more.

The children perform for the parents in December and Santa Claus comes to visit in "Candy Cane Lane".

In February the children go to their first school dance on Valentines Day and the highlight of the year is the Multicultural Festival in the Spring.

The school year ends with pre-kindergarten graduation in June.

A monthly newsletter is published at the beginning of the month notifying everyone of all upcoming events.

## ...Chapel and Classroom Bible



Every Thursday Morning, the Pastor, and the Director meet with the children and the teachers in our sanctuary. We sing, have prayer, celebrate birthdays and share a Bible story. Denominational differences are not emphasized. Good beginnings start at a young age. The Bible lessons are age appropriate and told in a loving, non-fearing Christian environment stressing the importance of good moral character. This may be emphasized with the use of puppets, stories, songs, prayers, poems, or crafts. We use a religious education curriculum which is appropriate for our young children.

## ...Music

Every Wednesday our director Celida Camacho, a gifted musician on staff, will teach the children music. All musical programs throughout the year will be an expanded use of her creativity.



## ...School Pictures

Individual pictures of the children are taken in the Fall by a professional photographer. In the Spring, group class pictures are taken. You will be given plenty of advance notice about when the pictures will be taken.