



**Parent Handbook  
2017-2018**

**Gulf Beach Baptist Preschool  
10620 Hutchison Blvd.  
Panama City Beach, FL 32407  
850-249-5437 (KIDS)  
[www.gbbcprek.com](http://www.gbbcprek.com)**



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Panama City Beach, FL 32407  
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Dear Parents,

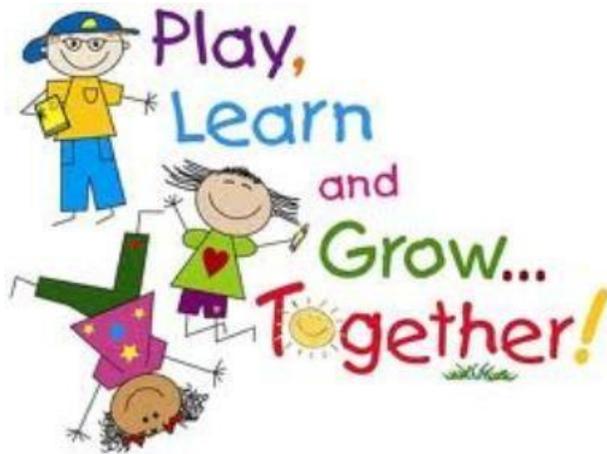
What an exciting time of year! Another school year is about to begin. The Gulf Beach Baptist Preschool Staff extends a warm welcome to you and your child or children. We are delighted you have chosen GBB Preschool for your child's extraordinarily important early childhood education.

Our preschool offers your child a secure and comfortable environment in which to explore and experience their world. We strive to provide the loving care and guidance that your child needs as he or she grows and develops. GBB Preschool is a place where every child is loved and accepted; a place where laughter and play are cherished and learning is fun. We believe that children learn in their play and by imitation and socialization. Based on that belief, we provide a variety of learning options to enhance your child's development.

This Parent Handbook has been prepared for your use throughout the school year. We hope that it provides you with answers to any questions you may have, regarding the preschool. We recommend that you read it thoroughly.

Sincerely,

Shea Johnson  
Director



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# Mission Statement

The mission of Gulf Beach Baptist Preschool is to provide a loving, nurturing, and Christian environment, which will be the basis for preparing each child to develop to his/her fullest potential spiritually, physically, emotionally, and intellectually. We believe that preschool children learn best through age appropriate structured activities that encourage and strengthen the whole child. These activities are what we consider a child's way to learn through play that, in turn, will foster a desire and life-long love of learning.

## Licensing

Gulf Beach Baptist Preschool is licensed by the State of Florida. Gulf Beach Baptist Preschool exceeds the minimum requirements by the state. For more information on child care licensing, please visit [www.myflorida.com/childcare](http://www.myflorida.com/childcare)

## Non- Discrimination Policy

Gulf Beach Baptist Preschool admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on color, race, national or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

Parents, by reading and signing the parent agreement form, place their child under the rules, regulations, discipline, and religious instruction of Gulf Beach Baptist Preschool.

# Life at Preschool



At Gulf Beach Baptist Preschool, the staff sees themselves as partners with parents in the faith education, as well as the general education of the child. Early Childhood Education is very important in the development of your child.

The Preschool program is planned to cater for each child's interest and needs and foster the development of certain abilities, attitudes and skills which will assist the child's educational development.

At Preschool, children learn by participating in a great variety of activities, both within and outside the Preschool grounds. The most natural way for a child of this age to learn is through play, by observation and by doing things themselves. This learning will be flexible, to cater to the interest, needs and abilities of the children.

## At Preschool Children are encouraged to:

- ◆ Express themselves and communicate with others
- ◆ Form basic concepts which help them understand their world
- ◆ Develop self-confidence
- ◆ Make friends
- ◆ Share and co-operate with others
- ◆ Develop physical skills and
- ◆ Develop a positive attitude to learning



Many people remain unsure as to just what preschool is all about. Preschool is not "child minding." It is about the development of important skills; those which are needed in everyday living, in relationships with other people, and in being ready for school. We strive to have each child working to his or her full potential, in all areas, and have them feel good about themselves and the prospect of school.

A child's play is his/her work. It is the one way they have of making sense of the world in which the child lives, and of developing the child's skills - emotionally, socially, intellectually, and physically. Due to the unique nature and capabilities of each child, we cannot expect them to have all reached the same level at the same time. What we **can** strive for is to capture the learning interest and curiosity of each child, through the educational experiences we offer, and through providing an environment in which the child feels free to explore and learn without fear of failure.

As we are working towards developing all these skills in your child, we run a program around what is known as the "process-centered" approach; that is, "what is extremely important is the process by which the child discovers and learns." If we can instill good ways of learning things now, it will certainly help them in their efforts at school and all throughout life.



# Preschool Objectives

Our objectives as we teach your child:



- ◆ Provide an environment which is Christ centered and based on the gospel values
- ◆ Provide a PLAY BASED learning environment, which encourages children to participate in concrete activities through active learning experiences and based on their interest and curiosity
- ◆ To give each child unconditional love with smiles, friendly words, encouragement and care
- ◆ Showing each child respect by considering his/her opinions and validating feelings
- ◆ Integrating Christian ethics into daily activities
- ◆ To ensure that each child in our care feels safe, secure, and loved
- ◆ Promote positive self-esteem
- ◆ Being a good listener
- ◆ Stimulate intellectual development through teacher-directed and free-choice activities
- ◆ Giving opportunities to succeed and build confidence, being sure the tasks are challenging and not frustrating
- ◆ Continue development of social skills
- ◆ Foster self-expression through music, art, and free play activities
- ◆ Developing problem-solving skills, giving guidance while children work out their own problem
- ◆ Knowing the individual need of each child through a good knowledge of child development
- ◆ Celebrating accomplishments-one step at a time
- ◆ Enhance communications skills/ability to express self
- ◆ Asking open-ended questions that help children become critical thinkers (i.e., What do you think will happen? How might you fix it?)
- ◆ Encourage autonomy (independence)
- ◆ Offering experiences that will develop large and small muscle coordination and motor skills
- ◆ Establish an environment that helps the child to develop and practice good manners, kindness, and cooperation
- ◆ Expose children to varied social environments and situations
- ◆ Encouraging participation in group activities
- ◆ Offering a variety of art experiences that give children freedom to create
- ◆ Designing explorative activities that will help build enthusiasm for learning

# Operation Information

## School Address:

Gulf Beach Baptist Preschool  
10620 Hutchison Blvd  
Panama City Beach, FL 32407



School Website: [www.gbcbcprek.com](http://www.gbcbcprek.com)

School Email address: [gbcbcprek@knology.net](mailto:gbcbcprek@knology.net)

Phone: (850) 249-5437 (KIDS)

Fax: (850) 230-8892

**Tax ID # 36-4671611**



## Hours and Days of Operation

- ◆ Classes are held: Mon, Tue, Wed, Thu, Fri (8:30-12:00pm)
- ◆ 2-year-old classes are: Tue, Wed, Thu, Fri
- ◆ 3, 4 & 5-year-old classes are: Mon, Tue, Wed, Thu, Fri
- ◆ Lunch Bunch days are: Mon, Tue, Wed, Thu, Fri (12:00-1:30pm)
- ◆ Before Care: Mon, Tue, Wed, Thu, Fri (7:30-8:30) **You must register for this**
- ◆ After Care: Mon, Tue, Wed, Thu, Fri (12:00pm-4:00pm) **You must register for this per Semester.**
- ◆ **Open House: Wednesday, August 16<sup>th</sup>, (9:00-11:00am)**
- ◆ **1<sup>st</sup> day of Preschool: Thursday, August 17<sup>th</sup>**
- ◆ The preschool year is from mid to late August to the end of May
- ◆ The preschool is closed during Thanksgiving Break (1 week) Christmas Break (2 weeks), Spring break (1 week) and all statutory holidays.
- ◆ The preschool follows the Bay District School calendar year.

## Gulf Beach Baptist Preschool Calendar 2017-2018

	Day	Month	Date
Open House	Wednesday	August	16 <sup>th</sup>
First Day of School	Thursday	August	17 <sup>th</sup>
<i>Labor Day- No School</i>	Monday	September	4 <sup>th</sup>
<i>Teacher Planning Day-No School</i>	Wednesday	September	20 <sup>th</sup>
<i>Columbus Day-No School</i>	Monday	October	9 <sup>th</sup>
<i>Teacher Planning Day-No School</i>	Wednesday	October	25 <sup>th</sup>
<i>Veterans Day-No School</i>	Friday	November	10 <sup>th</sup>
<i>Thanksgiving Break-No School</i>	Monday	November	20 <sup>th</sup>
Return to school	Monday	November	27 <sup>th</sup>
<i>Christmas Break-No School</i>	Wednesday	December	20 <sup>th</sup>
Return to school	Wednesday	January	3 <sup>rd</sup>
<i>Martin Luther King's Birthday-No School</i>	Monday	January	15 <sup>th</sup>
<i>Records Workday-No School</i>	Tuesday	January	16 <sup>th</sup>
<i>Teacher Plan Day-No School</i>	Wednesday	January	31 <sup>st</sup>
<i>Presidents' Day- No School</i>	Monday	February	19 <sup>th</sup>
<i>Teacher Planning Day-No School</i>	Wednesday	February	28 <sup>th</sup>
<i>Spring Holidays Begin-No School</i>	Monday	March	19 <sup>th</sup>
Return to school	Monday	March	26 <sup>th</sup>
<i>Good Friday- No School</i>	Friday	March	30 <sup>th</sup>
Schoolwide Graduation Program	Thursday	May	24 <sup>th</sup>
Last Day Of School	Friday	May	25 <sup>th</sup>

# Enrollment Information

## Registration Procedure



- ◆ Class placement is determined by the child's age on September 1<sup>st</sup> of the current school year.
- ◆ Preschool tours are welcome and encouraged prior to registration.
- ◆ Registration forms are available in the preschool office, church front office, and online registration on the preschool website. [www.gbbcprek.com](http://www.gbbcprek.com)
- ◆ Every February 1<sup>st</sup> registration is held for the upcoming school year.
- ◆ Currently enrolled families and church members are given 1<sup>st</sup> choice of available classes.
- ◆ A waiting list will be established after all classes are full.

## Registration Fee

- ◆ A registration fee of \$125.00 will be due at the time of acceptance in the preschool program along with a completed registration form.
- ◆ The registration fee is **NON-REFUNDABLE**.
- ◆ A book/supply fee of \$75.00 will be due by the first day of school.

## Tuition Fees



- ◆ Tuition payments are due the first of each month. Monthly statements will be emailed to the email address provided on the registration form. **Tuition for August is half a month and will be due the first day of school.**
- ◆ Forms of payment include Cash, Check, Money Order, Visa and MasterCard. Monthly automatic debit from Visa and MasterCard is also available for your convenience. See the preschool director to set this up
- ◆ Checks should be made payable to Gulf Beach Baptist Preschool. Checks can be placed in the tuition drop box located on the front desk in the Preschool foyer.
- ◆ Tuitions received after the 5<sup>th</sup> of each month are to include a late fee of \$25.00.
- ◆ Tuition is due regardless of attendance.
- ◆ If a check is returned from the bank for insufficient funds, closed account, etc. a \$40.00 fee will be charged to the person writing the check.

## School Directory

- ◆ A school wide directory is published at the beginning of each school year. The directory contains names and phone numbers of all students enrolled at Gulf Beach Baptist Preschool. **Contact the preschool director if you would like to be excluded from the directory.**

## Attendance



- ◆ Regular attendance is important if your child is to receive maximum benefits from the program.
- ◆ Please call the school office at 249-5437 (KIDS) if your child is sick, will be late, or is unable to attend.
- ◆ Please notify staff if your family is taking a vacation during the preschool year.

## Arrival and Departure



- ◆ The access doors to the preschool are located on the east end of the building between the two preschool playgrounds.
- ◆ Doors will open at 8:30am.
- ◆ Children must be accompanied into the classroom by an adult.
- ◆ **Adults (only)** must sign their children in and out of preschool using the computerized check in system. This is located on the reception desk in the preschool foyer.
- ◆ **PLEASE DO NOT** let your child check themselves in or out using the touch screens. These are very expensive and should only be used by adults.
- ◆ For safety precautions, the preschool doors will be locked at 9:00 and unlocked at 11:45 for pick up. If arrival is after 9:00 you will need to ring the buzzer located to the right of the preschool entrance.
- ◆ Unless prior notice is given by a parent/guardian, no child will be released to anyone not **designated in writing on the child's registration form. Everyone must have their own id code for the computerized system.**
- ◆ All children **must be picked up by 12:00 noon. Beginning at 12:05 a late fee of \$1.00 per minute will be charged to your account.**
- ◆ If you are unexpectedly delayed and are unable to pick up your child by 12 noon, immediately notify the school that someone other than yourself will be picking up your child. The school insists that the person's name is already written on the Emergency Contact Form, which is on file in the Director's Office and in the child's classroom. We insist on proper identification before releasing the child. (Photo ID)

## Withdrawal from program

- ◆ If withdrawal becomes necessary, **thirty-day written notice is required.** Tuition payment will be required during that 30-day period.
- ◆ Once a student is withdrawn, for your child to come back to preschool, you must reapply.

# Health and Safety



## Health

- ◆ If your child is ill, you must keep him/her at home. Examples of illness include acute colds, fever, diarrhea, hacking cough, vomiting, pink eye or any communicable disease. (see next page for details)
- ◆ Please call the preschool 249-5437 (KIDS) if your child is not going to be attending that day.
- ◆ If your child has an infectious condition, please notify the school immediately. (Head lice, chicken pox, measles, mumps, etc.)
- ◆ If your child becomes ill at school, he/she will be given a quiet place to rest and the parent will be notified to bring the child home.
- ◆ In case of an accident or illness requiring a physician, the ambulance will be called if the parent has pre-authorized permission on the medical release form. The parent will be called immediately.
- ◆ Please keep teacher informed of any special circumstances that might influence your child's experience at preschool.
- ◆ No medication (prescription or non-prescription) will be administered to any child. We ask that medication be given at home. **Children with severe allergies** requiring an EpiPen, must have written medical permission and instructions.
- ◆ Immunization must be current and a copy of the record must be submitted by the first day of school. (DPT, polio, measles, rubella, HIB, mumps, chicken pox)  
**Should there be an outbreak of the above diseases, any children who have not been immunized will be asked to stay at home until the child is no longer considered a risk.**

## Guidelines for Exclusion of ill or infected children

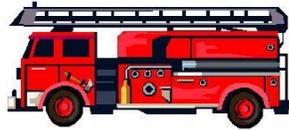
Illness or Infection	Sign or Symptom	Return
Temperature	Oral temp of 100°F, May be accompanied by Behavior changes or other Symptoms	<b>Fever free for 24 hours</b> or until a Dr. releases child to care
Symptoms Of severe illness	Unusual lethargy, irritability, uncontrolled coughing, Wheezing	Until Dr. Releases child return to care
Diarrhea	Increase in number of stools, Water and/or decreased form That cannot be contained in a Diaper or underwear	Until diarrhea stops. <b>must have no diarrhea for 24 hrs.</b>
Vomiting Illness	Two or more episodes in 24 hours	<b>Until vomiting has stopped for 24 hours</b> and child is not dehydrated or Dr. determines illness not infectious
Mouth sores With drooling		Until condition is determined to be noninfectious
Rash	Accompanied by fever or Behavior change	Dr. determines it is not infectious

Conjunctivitis Pink Eye	White or yellow discharge in eye (s) accompanied by pain And / or redness in eye (s)	<b>7 days after treatment has begun</b>
Head lice, Scabies or other Infestations	Infestation present	<b>Until all lice and nits are gone</b>
Tuberculosis	Cough, fever, chest pain, Coughing up blood	Until Dr. or health official allows child to return to care
Impetigo	Rash-blister to honey color Crusts; Lesions around the Mouth and/or chin	Until 24 hours after treatment has begun
Strep Throat	Fever, sore throat, throat Drainage, and tender lymph nodes	<b>After cessation of fever or 24 hours after treatment has begun</b>
Chicken Pox	Sudden onset of slight fever, fatigue, loss of appetite followed by skin Eruption	<b>Until 6 days after eruption of rash or until blister eruption has crusted over</b>
Whooping Cough	Severe, persistent cough	Until 5 days after Antibiotic treatment to prevent infection
Mumps	Tender/swollen glands And / or fever	Until 9 days after onset of gland swelling



## First Aid

- ◆ A complete First Aid box is in the preschool foyer with a guide. When a child is injured, it is the teacher's responsibility to fill out an accident report. All accident and incidents reports must be signed by the teacher, parents, and the preschool director.
- ◆ In case of minor injuries, the child will be cared for and parents will be told of the incident at the end of the school day. For more serious injuries, the parents will be notified immediately.
- ◆ The preschool staff is not permitted to remove splinters from children. This could result in infection.



## Fire Drills / Safety

- ◆ Fire Evacuation drills will be held once a month to familiarize the children with proper and safe procedures for emergency exit of the building.
- ◆ In the event of a fire or other emergency requiring evacuation, the children will be evacuated according to plan. Emergency evacuation plans are posted by the door in every preschool room. If we are unable to re-enter the building, children will be relocated to the youth building (across from the preschool) of Gulf Beach Baptist Church.
- ◆ In the event of a tornado warning, students will be escorted to a safe shelter in one of our inner hallways and instructed in proper safety procedures.
- ◆ Multi-Hazard Crisis and Emergency Management Plan is available in the preschool office upon request.

## Emergency School Closing

- ◆ The preschool will follow the direction of Bay District Schools when pertaining to emergency or bad weather conditions. Any school closings will be announced on any local broadcast media.

# Classroom information



## Teacher Qualifications

- ◆ All members of the staff are loving, devoted, highly qualified, educated, First Aid and CPR trained, and Florida Department of Children & Families certified. Gulf Beach Baptist Preschool also exceeds the State's Child Development Associate credentialing requirement.

## Staff/Child Ratio

- ◆ 2 - year old class: 2 teachers to 8-10 children
- ◆ 3,4, and 5-year-old classes: 2 teachers to 10-12 children



## Curriculum

- ◆ Gulf Beach Baptist Preschool uses the Christian based WEE Learn curriculum series. The series utilizes a developmental approach to teaching preschoolers. Children learn to the maximum potential when age appropriate materials and resources are used. Various forms of teacher-directed play (art, puzzles, fine and gross motor activities, dramatic play, science experiments, reading, etc.) aid in the development of the whole child and are used to teach the pre-writing, pre-reading, and pre-math skills.

## Music Class



- ◆ Each class attends music once a week for 30 minutes.
- ◆ A variety of musical instruments and props are used to enhance their learning.
- ◆ Performances are held throughout the year.

## Spanish Class



- ◆ The 3,4, and 5- year-old classes will attend Spanish class on Monday mornings for 30 minutes.



## Chapel

- ◆ Chapel is held every Thursday morning in the Sanctuary.

## Pastor Pals

- ◆ Pastor Pals is held every Tuesday morning in the fellowship hall. Dr. G (Pastor George) meets with the children for a short story and song.

## Parent Communication



- ◆ A Parent Board is located outside of each classroom informing you of the day's events, weekly schedules, and the snack calendar.
- ◆ Monthly newsletters will be sent home informing you of preschool happenings, including field trips, themes, areas of focus, hi-lights, celebrations, etc.
- ◆ Gulf Beach Baptist Preschool welcomes parent involvement in the classroom, and we believe it benefits both the program and the child/parent. If you are interested in volunteering in the classroom, please inform the teacher.
- ◆ Parents are welcome to assist the teachers by taking home projects that need to be traced, cut, assembled, etc. Please contact the teacher if you would like to help.
- ◆ It is a privilege to have parents share their expertise and knowledge with their child's classmates. If you have a special skill or talent that you would like to share, please contact the teacher to make arrangements.

## Snacks



- ◆ Parents are asked to provide a drink and snack for the class once a month. The teacher will provide a snack calendar at the beginning of each month. Healthy snacks are recommended. Contact the teacher for any food allergies. **NO popcorn, nuts, whole grapes, or raisins. These foods can be choking hazards**

## Pictures



- ◆ Individual and class pictures are taken in September. Family and individual Christmas pictures will be taken in November.
- ◆ Spring and Graduation photos will be taken in late March to early April.
- ◆ Throughout the year, photos will be taken, collected and given to families at the end of the year. We hope that these photos will be a memorable collection that you and your child will enjoy. If you do not wish to have your child photographed, please indicate on the video/photo consent form.

## Book Clubs



- ◆ Throughout the year, you will receive a Scholastic Book Club order form. These books are offered at a reasonable price to help you build your home libraries or for giving as gifts. There is no obligation to purchase books.
- ◆ Book fairs are held in the Fall and Spring with Usborne books. The preschool receives bonus points to select books to add to our library.

## Celebrations



- ◆ We strive to maintain a Christian perspective in the celebration of various holidays. However, it is not our policy to undermine the way your family celebrates holidays. As a school, we focus on Christ's birth as the message of Christmas, God's love as we celebrate Valentine's Day, and Christ's resurrection as we discuss Easter.
- ◆ You are welcome to celebrate your child's birthday in their class during snack time. The teacher will work with you on the details. Exchanging of gifts is not permitted.

## Field Trips

- ◆ Field trips are an important part of our program and will be scheduled at various times of the year. Teachers will send home notices to inform you of the place and time. Parents are to provide transportation for their student. Parent chaperones are required on all trips.

## Potty Training



- ◆ All students entering a three or four-year-old program must be completely potty trained.

## Outdoor Play



- ◆ While spending time playing outdoors on the playground, children will be involved in acceptable physical activities for the development and coordination of large muscles. Children will take turns, encourage others and share equipment as they slide, climb, crawl, hop, skip, jump, run, throw, kick, and balance.
- ◆ Weather permitting, outside play is 30 minutes a day.

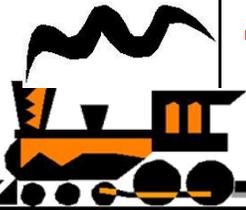
## Clothing



- ◆ Play clothes should be worn to preschool. Slacks or shorts are preferable as a safety measure in active games and outdoor play.
- ◆ **Pointed toes boots and flip flops are not recommended.**
- ◆ Paint smocks will be worn in messy art activities.
- ◆ All personal belongings and clothing must be marked with the child's name.
- ◆ In case of accidents, it is recommended that a complete set of extra clothing (labeled) be left at school or in your child's backpack.

## Before and After School Program

- ◆ Lunch Bunch is an after-school program offered to all classes, Monday through Friday.
- ◆ Student's must bring a packed lunch and drink.
- ◆ The cost is \$6.00/child
- ◆ Sign-up sheet will be located on the front desk in the preschool reception area.
- ◆ Charges will appear on monthly tuition statements.



# The Value of Play

## The value of Play Dough:

- ◆ It is a soothing activity
- ◆ Develops fine motor skills, strength in fingers and pre-writing skills
- ◆ Develops social skills by sharing, taking turns and engaging in conversation
- ◆ Develops language concepts by talking about color, texture, weight, and smell
- ◆ Gives emotional release through pushing, pulling, and squeezing

## The value of Dramatic Play:

- ◆ Provides opportunities to play out real life situations, such as having supper, talking on the phone, driving the car, dressing up in adult clothes, and role playing
- ◆ Provides a chance to act out emotional experiences and practice problem solving
- ◆ A puppet provides a safe outlet for the child to say anything through it, which the child may find difficult to say directly
- ◆ Provides a chance to expand a child's concept of roles and occupations that avoid stereotyping
- ◆ Provides the opportunities for social interaction

## The value of Block Play:

- ◆ Develops pre-math skills and pre-science concepts such as long, short, circle, and balance
- ◆ Gives the experience of cause and effect; i.e., when stacking, what will stand/fall
- ◆ Categorizes blocks by size, shape, and color
- ◆ Develops imagination; i.e., building houses for dinosaurs and making roads
- ◆ Develops gross motor skills by using large muscles to move the blocks
- ◆ Develops spatial awareness
- ◆ Develops cooperative play-opportunities to negotiate building plans and share ideas





### **The value of Math / Science Center:**

- ◆ Develops curiosity; i.e., I wonder what will happen if I add this
- ◆ Gives hands - on experience with weights, magnets, color mixing, etc.
- ◆ Provides opportunities to question, experiment, explore and discuss
- ◆ Develops pre-math concepts of sorting, counting, ordering, etc.

### **The value of Sand Play:**

- ◆ Provides soothing, relaxing opportunities
- ◆ Develops motor skills
- ◆ Provides a chance to experiment and measure with containers of different sizes and shapes
- ◆ Provides opportunities for dramatic play with animals and vehicles

### **The value of the free Art Table:**

- ◆ Develops fine motor skills and pre-writing skills
- ◆ Provides opportunity to be creative and imaginative
- ◆ Develops eye-hand coordination
- ◆ Provides opportunity to experiment with various materials

### **The value of Painting:**

- ◆ Gives a chance to express feelings and moods
- ◆ Children naturally experience colors with mixing and changing colors
- ◆ Develops fine motor (pre-writing skills) and gross motor control
- ◆ Provides a soothing release of tensions, especially finger painting
- ◆ Provides opportunities for creative expression by using different mediums
- ◆ Develops language concepts of directionality (up, down, zigzag), colors, shapes, and textures





### **The value of Water Play:**

- ◆ Provides soothing relaxing play opportunities
- ◆ Gives a chance for pre-science exploration opportunities with strainers, funnels, sponges, and observing what sinks/floats
- ◆ Develops motor skills and eye-hand coordination by filling different sized containers
- ◆ Provides fun with bubbles and color mixing
- ◆ Provides opportunity for social interaction

### **The value of Music:**

- ◆ Provides opportunities to feel the emotional impact of music
- ◆ Gains a feeling of rhythm and beat
- ◆ Gives opportunity to learn the concepts of soft/loud and fast/slow
- ◆ Provides opportunity to enjoy singing and dancing to familiar songs

### **The value of Puzzles, Manipulative Toys:**

- ◆ Develops fine motor skills and pre-writing skills
- ◆ Develops eye-hand coordination
- ◆ Develops pre-math skills; i.e., matching shapes and colors

### **The value of Circle Time/Reading Center:**

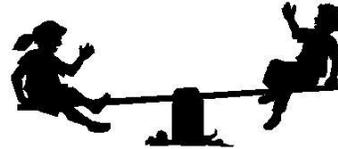
- ◆ Provides emotional satisfaction, fosters self-expression and gives reassurance of various feelings
- ◆ Fosters language growth, listening skills and pre-writing skills (associating printed word with spoken word)
- ◆ Develops imagination



## Guiding Behavior

**We strive to create a classroom environment that fosters positive social behaviors. This is accomplished by these prevention strategies:**

- ◆ Using positive statements with children, directing them as to what to do instead of what not to do
- ◆ Providing appropriate choice opportunities to encourage independent decision-making
- ◆ Involving children in establishing classroom rules, giving them ownership of logical simple rules
- ◆ Reinforcing/modeling problem solving skills
- ◆ Being an active listener
- ◆ Anticipating problem situations before they occur and making necessary changes
- ◆ Structuring the environment by providing curriculum which is interesting and stimulating, providing predictable guidelines and providing routines and appropriate spaces for productive play
- ◆ Modeling the behavior expected from the children



**The prevention strategies help create a positive play and learning environment. However, when unacceptable behavior occurs, the following strategies are implemented, not necessarily in order. At all times, the child's dignity is kept intact:**

- ◆ Gaining the child's attention in a respectful way, such as eye level contact
- ◆ Asking the child to try to use their words to explain how they feel about the situation
- ◆ Gently reminding children of classroom rules
- ◆ Moving close to the situation helps the child re-establish self-control
- ◆ Acknowledging the child's feelings
- ◆ Asking the children what they think would solve the problem, giving suggestions and modeling problem solving skills as necessary
- ◆ Redirecting the child to another activity, removing the play option
- ◆ Directing the child to a place where they can "re-group" and re-join play when he/she is ready
- ◆ Affirming any positive steps towards a choice of positive behavior

## **Biting**

Biting is a natural developmental stage that many toddlers go through. Biting occurs for many reasons whether it is teething, lack of language, frustration, attention getting, being overly tired or simply trying to get a reaction from someone. The safety of the children is our primary concern.

Biting policy is as follows:

- If your child bites 2 times without breaking the skin on any one day, the parent will be called and the child will be sent home for the remainder of the day.
- If at any time the skin is broken due to a bite, the parent will be called and the child will be sent home immediately.
- If biting continues and the child is sent home daily or is adding undue stress on the other children or the classroom, it may become necessary to terminate child care arrangements.

## **Termination of Enrollment**

In certain circumstances, it may be necessary for the Director to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child. Every effort will be made to correct a problematic situation before a final decision is made. This is done to preserve a harmonious atmosphere in the classroom. Termination of enrollment may be the result of the following:

- ◆ Abuse of other children, staff or property
- ◆ Disruptive or dangerous behavior
- ◆ The center's inability to meet the child's needs
- ◆ State required documents for each child

# Gulf Beach Baptist Preschool

## Registration Packet

**State required documentation must be turned in to the Preschool Office within 30 days (Of the 1<sup>st</sup> day of preschool) for the child to remain in the program.**

Child's Name: \_\_\_\_\_

Permissions For Food- related Activities \_\_\_\_\_

Birth Certificate \_\_\_\_\_

Teacher Information Sheet \_\_\_\_\_

HRS 680 Shot Record-blue  
(copies accepted) \_\_\_\_\_

HRS 3040 Physical-yellow  
(copies accepted) \_\_\_\_\_

**(Page 26 Handbook)**  
Discipline Policy, Medical Authorization  
Video/Photo Consent Form, Know Your  
Child Care Facility Brochure, Influenza  
Brochure, Parent Agreement \_\_\_\_\_

**Please include this checklist with your packet**

### **Discipline Policy**

The discipline policy is based on modeling desired behavior, founded on God’s Love and a respect for the rights of others. Rules and limits are established at the beginning of the year so that the children will understand what is expected of them. Adult assistance and guidance is offered to help the children develop self-control in their physical and emotional growth. Sometimes it may be necessary to separate a child from the other children, redirect their attention to another activity, or merely have a teacher move closer to an area to help control their behavior. For unacceptable actions, (biting, hitting, kicking, etc.), a “take a break” chair may be used briefly to calm the child and help them consider the desirable alternatives to their misbehavior. Limits are stated as positively as possible. Children will not be subjected to discipline, which is severe, humiliating, or frightening. Spanking or any other form of punishment is prohibited. Discipline shall not be associated with food, rest, active play or toileting.

### **Medical Authorization**

I give the staff at Gulf Beach Baptist preschool permission to perform First Aid and/or CPR in the event of an emergency. It may also be necessary to call 911 or transport the child to the closest hospital for professional medical treatment.

### **Video/Photo Consent**

My child \_\_\_\_\_ (DOB \_\_\_\_\_) has my permission to be videotaped and /or photographed while participating in the Weekday Preschool Program at Gulf Beach Baptist Church. I understand that these photographs or videos may be used by the various preschool, children or youth programs. I also understand that these photos/videos may be used on the church’s web site as well as on televised news announcements.

### **Gulf Beach Baptist Preschool Parent Agreement 2017-2018**

I, \_\_\_\_\_ whose child \_\_\_\_\_ is enrolled in the Gulf Beach Baptist Preschool Program; have received a copy of the Parent Handbook and a “Know Your Child Care Facility” brochure and Influenza brochure. I have read and understand the policies and guidelines as described in the handbook, and agree to abide by them.

\_\_\_\_\_  
(Signature of Parent / Guardian)

\_\_\_\_\_  
(Date)