

PARENTS HANDBOOK

PHILOSOPHY

Resurrection Early Childhood Care believes that children learn best from a stimulating hands-on curriculum. Our early childhood educators embrace this belief by providing a fun and safe learning environment that promotes physical, social, emotional and cognitive development of each child.

An enriching Catholic atmosphere created by warm and nurturing educators conveys to each child a strong feeling of self worth and a love of learning. Celebrating the Catholic holidays provide spiritual enrichment for both the Catholic and non-Catholic child.

We believe that education is family centered and, to that end, we encourage parent involvement.

MISSION STATEMENT

The mission of Resurrection Early Childhood care is to provide, in equality, a loving and secure environment where children are free to develop socially, emotionally, physically, intellectually and spiritually in age appropriate programs run by a dedicated, loving and professional staff.

CURRICULUM

The high quality developmental curriculum includes both planned and free choice activities. We provide teach directed instruction as well as the opportunity for the children to initiate their own learning activities within a supportive environment. Our goal is to prepare your child for academic learning by emphasizing decision making and problem solving skills. Our children are also provided basic knowledge of the Catholic Church, its holidays, customs and traditions. Our Catholic programs emphasize morals, values, kindness, caring and being respectful of others.

FACULTY

Trained in early childhood development, our faculty meets or exceeds all county and state requirements. Our small class size and team approach provides the optimum in care and educational opportunities. We also stress that the faculty be sensitive to the non-educational needs of the child and family.

FACILITIES

Our facilities meet or exceed all county and state requirements. Our classrooms are outfitted with age appropriate furniture and equipment, complete with learning and play materials designed to keep your child's inquisitive mind active all day. Our extensive grounds and outdoor play areas offer a healthy and safe environment.

MORNING AT HOME

A positive beginning each day is important. Getting up with enough time to wash, dress and eat a healthy breakfast at the child's own pace will ensure a smooth transition into school time. We are happy to serve your child breakfast if your morning routine does not allow time for breakfast.

PARKING

Please be advised that you are not allowed to leave your car running in the parking lot of Resurrection Catholic Church. Children are never to be left unattended in the care and please remember it is NEVER okay to park in a handicapped space unless you possess a valid tag to do so.

SIGN IN/OUT POLICY

All students must be signed in and out of the classroom by a parent or guardian on file. This is essential for safety and recordkeeping. Children are not permitted to sign in and out by themselves. Children or siblings under the age of 18 are not permitted to sign students in or out.

Children will not be released to anyone other than parents, or guardian. Unauthorized release requests shall be denied and the child will be kept at school until the custodial parent or guardian can be reached for verification. If this causes after hour fees to incur this will be the responsibility of the parents.

ABSENCE POLICY AND NOTIFICATION

When a child is enrolled in our center we are reserving a space for him/her. You are, therefore, required to pay full tuition even when your child is absent.

EARLY PICK UP

If you wish to pick up your child during naptime, please notify us so we can have your child ready and cause minimal disruption to the rest of the students.

WITHDRAWAL

Please contact us immediately if you will be withdrawing your child from Resurrection ECC. Two (2) weeks notice is required in writing in order to allow another child to fill the vacancy. Schedule changes should also be handled in the same manner. If your child is withdrawn without advance notice, you will be responsible for one week of tuition.

TUITION PAYMENTS

Payments are due and payable on Monday of each week. NO credit for absences is issued for any reason. Any account more than two weeks late could result in that child being dropped from our program. A \$2.00 charge per day is assessed for non payment.

There is a \$25 fee for all overdrawn checks. After two returned checks, all future payments must be made by cash or money order only.

COMMUNICATION

Please feel free to contact the director with questions or concerns. Each classroom will send home weekly curriculum reports and important dates. Please take the time to jot down these dates.

It is the parent's responsibility to keep information forms up to date. We should be notified of changes in phone numbers, employment, etc. to have the proper information in case of an emergency. Please be vigilant in regard to this important matter.

Parents are expected to use mature judgment to avoid discussions about other parents, teachers or students. Please be aware of other people's feelings and concerns.

If a student only has one custodial parent, all mailings will go to only that parent unless otherwise requested by the custodial parent.

DAILY NOTIFICATIONS AND BELONGINGS

It is the parent's responsibility to read the notices posted by the teachers. Important information will be posted regarding special events, projects, etc.

Please take all artwork, etc. home from the cubbies daily so that you are informed of all that went on during the day.

BIRTHDAYS

School Parties

The school is delighted to cooperate with parents organizing birthday treats during school hours. Please speak with your child's teacher first so they may inform you of any classroom allergies, appropriate time, etc.

Home Parties

We all would like to remind parents to be sensitive to the feelings of all children when planning parties outside of school. We ask that you do not distribute invitations during class time unless there are no exclusions. If the whole class is invited, please distribute your invitations at school otherwise please do so outside of school hours.

CLOTHING AND EXTRAS

Please dress children appropriately for school. Children may get dirty as they learn to play. Clothing with straps, complicated buttons, zippers, etc. may cause frustration for the child. Closed shoes or sneakers are required – no open toed shoes are permitted for safety reasons. A full labeled set of replacement clothes should be kept in the class at all times

Parents are responsible to provide the following for their child:

- Sunscreen
- Bug repellent
- Full change of clothing
- Blanket (naptime)
- Lunch

ILL CHILD POLICY

The first line of defense against illness is prevention. We will do our utmost to see that good health habits are instilled and enforced in our school. Even with prevention methods, there will

be times when your child will be too ill to attend. It is best to plan ahead and have alternative care lined up if you should need it. Please keep us informed of illness that may occur. In accordance with Hillsborough County Regulations, any child who is suspected of having a communicable disease or exhibits signs or symptoms which include those listed below, will be placed in the isolation area, the condition will be reported to parent for immediate pick up.

- Severe coughing
- Difficult or rapid breathing
- A stiff neck
- Diarrhea (more than one abnormally loose stool in a 24 hour period)
- A temperature of 100 degrees Fahrenheit or higher taken by the axially method.
- Conjunctivitis (pink eye)
- Untreated infected skin patch(es)
- Head lice
- Unusually dark urine, yellowish skin or eyes and gray or white stools
- Any other unusual sign or symptom of illness

Children must be free of any of these symptoms for 24 hours before returning to school. Children should also be kept home at least 24 hours after antibiotic therapy has begun. Please use conservative judgment as it is imperative we isolate any contagious illness so it does not spread to others. Children with runny noses will not be accepted at school unless the mucous is clear.

CONTAGIOUS / INFECTIOUS DISEASES

Please notify the school immediately if your child comes down with any contagious or infectious diseases. It may be necessary to alert faculty, other families and in some cases Hillsborough County officials.

- Chicken Pox
- Conjunctivitis (pink eye)
- Ear Infections
- Common Cold
- Diarrhea and Vomiting
- Fifth Disease
- HIV Infection
- Impetigo or other Staph Infections
- Lice
- Ringworm
- Strep Infection

ADMINISTRATION OF MEDICATION POLICY

In accordance with Hillsborough County Regulations, prescription and non-prescription medication provided by the parent and dispensed by the director must be in the original container. Prescription medicine must have a label stating the name of the physician, child's name, name of medication and dispensing instructions. Medications will only be dispensed

according to those instructions. Additionally a written request must be on file to dispense medication.

ILLNESS, ACCIDENTS OR INJURIES DURING SCHOOL

In the event of illness or injury the parents are notified. If unable to reach a parent the person listed on the medical emergency form is notified as well as the child's physician that is listed. If the child needs immediate treatment, she/he is brought to the local hospital, unless otherwise requested by the parents.

A written record is made for accidents at our school. The parent of the child of involvement in the accident or incident will be notified of the occurrence and must sign the record verifying notification.

FIRST AID

First aid kits are available at Resurrection ECC and are available in the playground area.

FOOD

Parents are to provide food for their children. Resurrection ECC will provide breakfast, mid morning and mid afternoon snack.

Please do not send the following items with your children:

- Gum
- Hard Candy
- Lollipops

We do not allow children to share or trade food due to allergies and dietary restrictions. We do not have refrigeration for lunches so if food is sent that requires refrigeration, please use cold packs.

PETS

Do not bring any pet into school when dropping off or picking up your child. If your child wishes to share their pet with the class for show and tell, please notify your teacher.

NAPS

During naptime all children will sleep or rest on individually assigned cots. Please send a small blanket for your child. Linens should be dropped off on Monday and picked up Friday for laundering by parents.

DISCIPLINE POLICY

In keeping with the guidelines of the National Association of the Education of Young Children (NAEYC), the faculty of Resurrection ECC will be responsible for promoting the development of self control in children by respecting, accepting, comforting and guiding children. In order to facilitate the development of self control in children while simultaneously promoting positive self-esteem, our faculty will use developmentally appropriate techniques illustrated in the following examples:

- Setting limits

- Redirecting children to behavior or activities that are acceptable and appropriate
- Providing praise and complements as often as possible
- Offering encouragement and comfort regularly
- Validating the child's emotional responses
- Giving children choices as often as possible
- Guiding children to resolve conflicts
- Modeling skills that help children to solve their own problems
- Patiently reminding children of rules and their rational

In the case of enduring and problematic behavior, the classroom teacher and director will meet with parents in order to cooperatively develop a more formal and detailed individualized behavior management plan. Depending on the complexity of the problem, consultation with specialists such as speech therapists, school psychologists, or a pediatrician may be requested.

My Rights

My Responsibilities

Compassion

I have the right to be happy and to be treated with compassion this means no one will hurt my feelings.

I have the responsibility to treat others with compassion in all situations. This means that I will not hurt the feelings of others.

Respect

I have the right to be treated with respect. No one will treat me unfairly because of my age, size, gender, skin color and beliefs.

I have the responsibility to respect others as individuals and not treat others unfairly regardless of their age, size, gender, skin color and beliefs.

Physical Safety

I have the right to be safe in this school. This means that no one will bite, pinch, hit, push, hurt, spit, kick, threaten, etc.

I have the responsibility to keep the environment safe by not biting, pinching, hitting, pushing, hurting, spitting, kicking, threatening, etc.

Independence

I have the right to play undisturbed and undistracted by others.

I have the responsibility to allow others to play on their own without interruption.

Environment

I have the right to go to school in a clean, orderly and safe environment.

I have the responsibility to maintain a clean, orderly and safe environment.