



· MORRISON PRESCHOOL ·

PARENT HANDBOOK

Thank you for choosing Morrison Preschool. We take great pride in the opportunity to teach, encourage, and support your child.

Contact -----

Morrison Preschool
1019 West Main Street
Leesburg, FL, 34748

Office: 352-326-5942

Hours: 7 AM – 5:30 PM

www.morrisonpreschool.com

DCF License # C05LA0040



www.facebook.com/morrison.leesburg

www.facebook.com/groups/morrisonpreschool/

(approval required for group)

Enrollment Process -----

Initial enrollment at Morrison Preschool is contingent upon receipt of the completed Enrollment Packet, including the enrollment application and registration fee.

Continued enrollment is subject to both the parent and child's adherence of the policies and procedures as detailed in this handbook. It is the parent's responsibility to notify Morrison Preschool if any information collected at the time of enrollment changes.

In situations of divorce and/or joint custody, the parents are required to supply the appropriate court documentation outlining the agreement, and each parent's rights within the agreement. These documents will remain in the child's student file.

Morrison Preschool strives to ensure that every child's needs are appropriately met. With that being said, you will be notified within the first two weeks of enrollment if we feel that we are unable to meet your child's developmental needs.

Withdrawal

In the case of parent withdrawal, a two-week notice is required. Payment is still due during this time. A child may be withdrawn from enrollment in the following cases:

- Loss of Contact – Parent has not been in touch and child has not attended for 5 consecutive days
- Family moves out of the area
- Child never attended
- Parent withdraws child verbally or in writing
- Provider terminates enrollment due to behavior or attendance

Summer Childcare

Summer childcare is available to children currently enrolled in Morrison Preschool, as well as elementary-school-aged children. Summer rates can be found in the following section.

Tuition -----

Morrison Preschool requires tuition to be paid weekly, on Monday. We accept card payments, checks, money orders, and cash. All card payments must be done through Brightwheel. Please note that there will be a processing fee. Cash and checks (made payable to Morrison Preschool) can be turned in to the office, or placed in the gray drop box in the lobby hallway.

Returned checks are subject to a \$25 fee. This must be paid in cash, as well as the full amount of the returned check. If any future checks are returned, payments must then be made by either cash or money order.

Full tuition is due regardless of the child's attendance or school closures. No credit will be given for vacations, holidays, illness, emergency closures, weather, or other acts of God.

Morrison Preschool offers a multiple child discount for siblings enrolled during the same schoolyear. The youngest sibling pays the full tuition amount while each additional child receives a 10% discount. This discount does not apply to children enrolled in VPK.

Morrison Preschool only enrolls full-time students.

Registration Fee

Each child is required to pay a registration fee upon enrollment. This fee is addressed in the following section, and ensures your child's spot in the program. If for any reason your child is removed from the program and there is a gap in payment, a registration fee is required for them to return.

Private Pay: \$100

School Readiness: \$50

Weekly Tuition

Infants

\$175

Ones

\$150

Twos

\$140

Threes - Fives

\$135

VPK Extended Day (With Certificate)

\$120

Non VPK Childcare (see calendar)

\$20/day

Summer School-Age (12 years and under)

\$120

*tuition may be increased by Morrison Preschool with a minimum of one-month notice to parents

School Readiness Tuition

School Readiness is a program funded by a Florida State / Federal partnership administered by the Early Learning Coalition of Lake County. To apply for the School Readiness program, visit <https://familyservices.floridaearlylearning.com/>.

Every child has their own daily parent fee, determined by the Coalition, and a “difference” rate based on their age. These numbers are then put into a formula to determine the weekly tuition cost.

If a parent requests to transfer enrollment to a different center, any outstanding balance on the child’s account must be paid prior to the zero-balance paperwork being issued.

Daily Procedures -----

Brightwheel

Morrison Preschool uses Brightwheel for *daily reporting, attendance, billing, and parent communication*. Upon enrollment, you will be invited via email to create your account. With Brightwheel, you are able to add Family, Emergency Contacts, and Approved Pickups to your child's profile. Each adult listed in Brightwheel will have their own four-digit code. This code will be used when signing a child in or out for the day. It is important that you **do not share your code**, as it is specific to each adult.

Arrival

Upon arrival, each child must be signed in by utilizing the tablet in the lobby. Make sure you are using your assigned code, as it is connected to your name and required by both DCF and ELC.

Parents need to walk their child to their classroom. It is best that you are prepared to say goodbye at the door. Prepare your child in advance that you will be leaving them in their classroom and that you will return at a specified time. A parent that remains in the classroom too long can make separation difficult. It can be hard to walk away from your child if they are crying, but rest assured that in most cases, by the time you are in your car, your child is content. Feel free to call or send a message via Brightwheel to check on your child, as we want you to feel confident about leaving your child in our care.

Departure

Under no circumstance will the child be released to anyone who is not on their approved pick-up list, unless written approval is given by the parent in advance. Current photo ID is required anytime a child is picked up by someone not recognized by staff. All children must be picked up on time. Students will be charged a late fee of \$1 per minute after 5:30.

Keep in mind that arrival and departure times are not convenient times for teachers to discuss your child. Let your child's teacher know that you would like to schedule a conference. Staff must give the children in their care their full attention.

Attendance

Regular attendance is requested in order to provide a solid early learning foundation for your child. **Children MUST be in their classroom by 8:30.** Entrance will only be permitted after 8:30 with a valid doctor's note. Parents must contact Morrison Preschool if the child will not be attending school that day. This is a requirement of DCF. All students may be absent a total of twenty days per school year. Any student exceeding this amount may face termination from the program. **A note is required for each day your child is absent.**

Allowable reasons for absences are as follows:

- Illness (with parent or doctor documentation)
- Hospitalization of parent or child (with documentation)
- Death in the family
- Court-ordered visitation
- Unforeseen military deployment
- Preplanned family vacation

Meals

Morrison Preschool provides breakfast and afternoon snack for children over the age of one. **Parents are responsible for providing a packed lunch.** Lunches must be in a labeled lunchbox and placed outside the classroom on the metal cart in the mornings. Keep in mind that food cannot be refrigerated or warmed, so please pack ice packs and/or a thermos if necessary. For children under the age of one, please refer to the Classroom Procedures for Infants. Meal times vary depending on class schedule.

Classroom Procedures -----

Welcoming Parents

Morrison Preschool has an open-door policy, and parents are welcome to visit at any time. It is important that classes are not disrupted and that parent visits add a positive dimension to the school day.

Supplies

Parents are responsible for supplying diapers, pull-ups, and wipes, as needed. Children may not stay if they do not have these required items upon arrival. Each child is required to have a **minimum of two full changes of clothes**, stored in a gallon Ziploc bag labeled with the child's first and last name.

Students must come to school with a backpack and water cup each day. Both items must be labeled with the child's full name. Bottles and pacifiers are only allowed in the infant room; the teachers will work with you on this transition when the time comes.

Supply lists for each classroom will be provided at the beginning of the school year. You will be notified by your child's teacher if and when additional supplies are needed throughout the year.

Infant Classroom

In addition to the supplies mentioned above, **infant parents are responsible for providing all meals**, including (but not limited to) breast milk, formula, and baby food. If supplying formula, parents must provide the number of bottles the infant will need pre-filled with water – OR – supply a gallon of nursery water that will remain in the classroom. Breastfeeding mothers are welcomed in the classroom at any time. A private space will be available, if requested.

Crib sheets are available for \$10 if one is not brought in.

Conferences

Parent / Teacher Conferences are held three times during the year (see the school calendar for these dates). Your child's teacher will send home information for you to schedule your conference. If you would like to request a conference at a different time during the year, please send your child's teacher a message through Brightwheel, or call us at 352-326-5942.

Classroom Transitions

Children will move to the next classroom as age, development, and ratios allow. Some rooms may not move until the following schoolyear. When it comes time for your child to change classrooms, you will receive a letter explaining the process, as well as a copy of your child's new classroom schedule. If you have questions about this process, please visit the office.

Potty Training

Parents are strongly encouraged to have their child potty-trained prior to entering the Yellow (three-year-old) classroom. Children are required to be potty trained before entering VPK. Children must use the bathroom without prompting, without assistance, and must be able to properly clean themselves.

If at any time your child is showing interest in potty training, please let their teacher know. A team effort will ensure your child's success!

Rest Time

Children will have rest time each afternoon. This time varies slightly for each class, so please refer to your classroom schedule. Morrison Preschool provides the cot, sheet, and blanket. If a personal blanket or comfort item (such as a stuffed animal) is brought in, please make sure it is labeled with your child's first and last name. Each classroom launders their nap items weekly, or as needed.

Birthday Parties

Parents may provide a special snack for the child's class, with prior notice. Check with your child's teacher to ensure that you are adhering to potential allergies in the classroom. In-class party time is limited to thirty minutes, and may not interfere with instructional or outside time.

Toys

Children **are not** permitted to bring toys from home. **Parents** are responsible for enforcing this policy with their child. Morrison Preschool is not responsible for lost toys.

Dress Code

Keep in mind that children are engaged in various activities throughout the day that could result in them getting messy. Children also play outside, weather permitting. Please send your child to school in weather-appropriate clothing.

Dresses and skirts should be worn with shorts underneath.

The best shoes for children to wear are rubber-soled sneakers or tennis shoes.

Cowboy boots and flipflops are not permitted.

Morrison Preschool is not responsible for lost or damaged items of clothing.

Jewelry and Accessories

Children are not permitted to wear jewelry other than stud earrings. It is a safety hazard for your child, as well as the other students. It is the parents' responsibility to enforce this. If a child comes to school wearing inappropriate jewelry, the parent will be asked to take it with them. Morrison Preschool is not responsible for lost or stolen items.

Curriculum -----

HighScope

The HighScope Curriculum is research based and child focused. HighScope uses a carefully designed process called *active participatory learning* to achieve powerful, positive outcomes. During active learning, children learn about the world around them by exploring and playing. Learning and development are anchored by long-term, trusting relationships with caregivers, who are always close at hand to support children, and consistent yet flexible routines.



As teachers, parents, and educational researchers have discovered, the HighScope Preschool Curriculum not only helps young children excel in language and cognitive learning but also promotes independence, curiosity, decision-making, cooperation, persistence, creativity, and problem solving — the fundamental skills that help determine success in adult life.

COR Advantage

HighScope uses authentic assessment to measure children's growth and development. Teachers generate brief notes that objectively describe children's activities and analyze these notes with the tool's scoring and reporting features. They use the resulting information on children's development to plan activities, track individual and group progress, and exchange meaningful information with families. Children are assessed three times during the school year- beginning, middle, and end. The state also requires VPK students to utilize a VPK-specific assessment.

At Morrison Preschool, we use the following programs, activities, and practices to enhance our curriculum:

STEAM

STEAM refers to the concepts of science, technology, engineering, arts, and mathematics. You might be thinking your preschooler is “too young” to understand these concepts, and you wouldn’t be completely wrong. They are, however, the perfect age to begin fostering and encouraging a love for these disciplines.

In a Preschool setting...

Science is investigating, asking questions, observing, and conducting experiments to help us understand the natural world

Technology looks like simple tools or machines such as scissors, crayons, and wheels, not necessarily electronics like tablets or computers

Engineering is building, designing, recognizing problems, and testing solutions

Arts make learning visible! Music and drama are also included in the arts

Mathematics is the understanding of numbers, shapes, patterns, and more

Conscious Discipline

Conscious Discipline is an evidence-based, trauma-informed approach that is based on a Brain State Model that promotes safety, connection, and problem solving. By practicing Conscious Discipline, teachers are able to turn everyday situations into learning opportunities through the use of behavior management strategies and classroom structure.

The three components of the Brain State Model are:



1. **Executive State** - Problem-Solving
2. **Emotional State** - Connection
3. **Survival State** - Safety

A Little SPOT...

Diane Alber's "A Little SPOT" series provides both students and teachers an opportunity to express and understand their emotions. The main character in the series, SPOT, appears to be a colorful ball of scribbles. However, SPOT learns that he's actually just tangled up with emotions! By personifying the emotions, children are able to better understand and manage their own feelings! The series is a great resource for Social-Emotional Development as it provides a variety of resources to help children learn to regulate their emotions.

Kindness Curriculum

The curriculum we will be using is called *Bucket Fillers 101*. The "Bucket Fillosophy" is to help all ages grow in kindness, self-control, resilience, and forgiveness, all leading to a happier life. This philosophy teaches three rules that lead to greater happiness:

1. Be a bucket filler. Be kind
2. Do your best not to dip. Don't be mean
3. Use your lid. Protect your bucket and the buckets of others



Yoga

The curriculum we use is called *Kids Yoga Stories*. Providing an exercise routine with young children from the start helps to establish healthy habits beginning at an early age. Yoga enhances a child's strength, coordination, and flexibility while it encourages body awareness and self-esteem. Improving flexibility can also reduce a child's chance of injury. Yoga has been proven to reduce a child's anxiety and stress and promote a sense of calmness in young children as well.

Yoga teaches discipline and reduces impulsivity as they are busy working on how to clear their minds to perfect their poses. Finally, Yoga helps young children develop confidence which is crucial to their social-emotional development.

American Sign Language

The curriculum we use comes from two resources. These are *Sign to Learn: American Sign Language in the Early Childhood Classroom* and *Sign Language Fun in the Early Childhood Classroom*. American Sign Language is not only the 4th most commonly used language, but research has shown that when learned at an early age, ASL can: accelerate a child's speech and emotional development; provide a child with the means to communicate effectively; enrich a child's cognitive process which can lead to higher creative thinking, acquire better problem solving, and better listening skills (Math, Science and Language); lower a child's level of frustration; improve the adult-child bonding; enable a child to achieve a higher IQ point average, attain better grades in school, obtain earlier reading skills and a larger vocabulary (Language and Literacy). It also benefits children with developmental disabilities including spoken communication skills and attentiveness to social gestures. But American Sign Language does even more! It also helps to promote cultural awareness.

Author Study

The students will learn about what an author does in the beginning of the school year. Throughout the year, each month will feature a popular children's author. Students will learn about, hear stories written by and do various activities that correspond to the author, the story or a concept which relates to the author.

Chapel

Chapel is held on Thursday mornings at 9:15 in the Family Life Center. Children will participate in singing worship songs, and a children's sermon will be given by the Pastor. Offering is collected each week during Chapel. Money can be placed in the "Chapel Fund" donation box in the Preschool lobby, and it will then be distributed amongst the classrooms, so each child is able to participate. Money collected is donated to Foster Love, which helps children in the foster care system.

Health and Wellness -----

Health Requirements

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be able to return to the program until they are no longer contagious. Morrison Preschool reserves the right to refuse a child to return if the director or designee believes the child to be too ill to participate in the program.

Children may not attend if they have the following symptoms:

- Severe coughing – causing the child to become red or blue in the face, or to make a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Diarrhea and/or Vomiting (more than once in 24/hr period)
- Temperature of 100.4 degrees Fahrenheit
- Pink eye
- Exposed, open skin lesions
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Ringworm
- Hand, Foot, and Mouth Disease
- Any other communicable disease symptoms

Parents are required to pick up an ill child within 60 minutes of notification. If a parent is unable to pick up their child, it is the parent’s responsibility to arrange for alternate pick-up with someone on the child’s approved pick-up list.

<i>Children sent home with</i>	<i>May return to school</i>
A fever of 100.4° (or greater)	After being fever-free for 24 hours <i>without</i> the use of fever-reducing medication
2 occurrences of diarrhea	Once they have had a solid bowel movement
2 occurrences of vomiting	After 24 hours (with no additional occurrences)
Any communicable disease	At Doctor and/or Director’s discretion

Medications

Medications may be administered by Morrison Preschool staff with written parental permission. Medications must be in the original container, with proper labeling. This includes the name of the physician, child, and medication, as well as the medication directions. Over-the-counter medications must be in the original box. A Medication Log will be maintained by staff stating the date, time, and amount of medication given. This applies to maintenance medication only. Sick children must stay home during their illness. It is the parent's responsibility to make sure the medication is in the child's backpack each day.

Head Lice

A child identified as having head lice may not return to school until the following day, **only** if treatment has occurred and been verified. Verification of treatment may include a product box, box top, empty bottle, receipt, or a signed, written statement by the parent. Teachers will check your child's hair upon returning to school to ensure that they are lice and nit free.

COVID-19

The following procedures have been put in place in response to the Coronavirus:

- Teachers are following all recommended cleaning guidelines
- If you have an at-risk person in your household, we recommend that you do not bring your child in
- If anyone in the household has a fever, your child *should not* come to school
- Utilize the Quick Scan feature on Brightwheel to avoid touching the tablet
- Teachers will be conducting wellness checks during drop off to make sure your child is eligible to stay for the day (the decision will be made by Admin)
- A fever is considered any temperature of at least **100.4 °F** (CDC)
- If your child has *2 or more occurrences* of diarrhea and/or vomiting, your child will be sent home
- If your child is sent home due to illness, they cannot return until they are ***symptom-free without medication for twenty-four hours***
- A sick child must be picked up within *thirty minutes* of being notified

Emergency Procedures -----

Medical Emergency Procedures

If a medical emergency occurs that requires immediate medical assistance, 911 will be called by staff. First aid kits are located in each classroom, as well as the playground and gym. In the event of a medical emergency, the parents will be contacted immediately. Staff will remain with the child until the parent(s) arrive. An Incident Report will be filled out by the teacher and signed by the parent. Individual Emergency Action Plans will be created for students in the case of severe allergies.

Emergency Preparedness Plan

In the event of an emergency requiring an extended evacuation from the Preschool, all classes will meet in the Family Life Center, 1005 W. Main Street, Building #3, which can be accessed from either the preschool parking lot or Main Street. Parents will be notified of the situation and given instructions for pick-up. If we need to relocate off-campus, we will go to the Morrison Opportunity Shop at 222 S. 9th Street.

Any special needs will be met as directed by a doctor's orders.

Parents will be contacted via Brightwheel and Facebook regarding the status of the evacuation of the Preschool.

Emergency Procedures and Code Definitions

Fire Safety: **Code Orange**

Fire drills are completed monthly. In the case of fire, the fire alarm is pulled and 911 is called. Teachers are to follow their evacuation plan that is posted in their classroom. They are to take their class roster and contact information with them. Visual attendance must be taken prior to leaving the classroom, upon arrival to designated area, and once the class returns to their room. The director will go through each room prior to leaving the building.

Storm Safety: **Code Yellow**

During a tornado or severe storm, classrooms will be notified via all-call on the phone system, saying "Code Yellow". This will alert the teachers to immediately take the children to their designated safe space, which is specific to each classroom. A storm drill will be conducted within the first month of school, and occasionally throughout the year.

Security Safety: **Code Red**

Classroom doors remain locked at all times throughout the day. In the event of a suspected problem, teachers will be notified via the all-call on the phone system, saying "Code Red". This will alert the teachers to close the blinds and place children away from the windows and doors. The exterior doors of the Preschool will be locked at this time.

In the event that one of these emergencies should happen, parents will be notified using these codes.

School Policies -----

Security

Cameras are installed at each exterior door and in the lobby. The classroom and gym doors remain locked at all times and all Preschool staff have keys to these doors. If the gym doors are closed when you come to pick-up your child and you do not see someone in the office, please use the phone to call your child's classroom. Classroom extensions can be found next to the phone. In the event that the doors are closed, and a class is playing in the gym, please use the doorbell located to the right of the doors to notify them. While playing on the playground, teachers are required to close and latch the gate. Please do not open the gate yourself; wait for the teacher to open it for you.

Smoking

Smoking is prohibited anywhere on Preschool property, including the parking lot. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

Social Media

Teachers are not permitted to discuss students of Morrison Preschool with *anyone* over social media. **Do not** contact your child's teacher through these platforms in regard to your child. All school-related communication **must** happen at school, through Brightwheel, or by calling the Preschool at 352-326-5942.

Morrison Preschool will not be held responsible for anything said or done outside of Morrison Preschool.

Discipline / Guidance Policy

Morrison Preschool utilizes Positive Reinforcement, meaning that teachers use verbal praise and positive recognition with the children. If disciplinary action is required, we will first discuss the improper behavior with the child and utilize proper redirection. Age appropriate thinking time (1 year old = 1 minute, 2 years old = 2 minutes, etc.) will be used if the behavior is repeated.

Disciplinary issues will be discussed with the parent as needed, and any parental questions or concerns will be addressed immediately.

Corporal punishment by either staff or family is not acceptable and is not allowed on school or church property. Children will not be subjected to discipline that is severe, humiliating, or frightening. Discipline will not be associated with food, rest, or toileting. Children will not be denied active play as a consequence of misbehavior.

Expulsion Policy

This policy applies to all students enrolled at Morrison Preschool

A major goal at Morrison Preschool is to provide a safe and suitable learning environment for our children. This requires the combined efforts of teachers, parents, administration, and professionals who specialize in supporting children's social and emotional skills. Every effort will be made to prevent the expulsion of children in our program.

In the event of severe misbehavior, Morrison Preschool will utilize the **strike system**. With the first strike, the child must leave for the day. Second strike, the child must leave for the day and stay out the following day. After a child has received three strikes during the school year, they will not be eligible to return. Causes for strikes include, but are not limited to:

- Unacceptable and/or disruptive behavior that threatens the safety of the child, other children, and/or the staff
- Inappropriate language
- Refusal to follow classroom rules
- Damage of school property

Morrison Preschool reserves the right to terminate enrollment at any time.

In regard to any special-needs situation, steps recommended by the parent or physician will be followed prior to expulsion or termination. In the event that your child requires a Behavior Notice to be completed, you will be notified. At this time, we will determine if a conference is needed to establish a behavior plan, or if termination is appropriate.

Accident / Incident Reports

In the event that an accident or incident should happen to your child, a report will be filled out by the witnessing staff member, and you will be contacted immediately. You will be asked to sign this form when you come to pick-up your child, and you will be given a copy of the report for your own records.

Biting

Morrison Preschool recognizes that biting is a developmentally appropriate behavior. We understand that this behavior can be concerning, and we work to prevent biting incidents from occurring. Staff will not punish or harshly discipline children for biting, but will simply redirect the child to different activities after discussing better choices with them. Biting incidents will result in an incident form for all children involved. In repeat biting cases, a meeting might be called for the teachers, parents, and administration to create a biting modification plan for the child. Parents of all children involved in these cases are expected to cooperate with staff to assist their child in controlling this behavior. **Uncooperative parents risk having their child terminated from the program.**

Field Trips

Parents will be notified in advance of field trips and any additional charges. Parents are welcome to participate, but must provide their own transportation. We ask that you and your child remain with the group, but **you are ultimately responsible for your own child.**

VPK Program -----

Children who turn four-years-old by September 1st of the current school year are eligible to participate in Florida's free voluntary pre-kindergarten, VPK. This program prepares children for kindergarten by providing a developmentally appropriate and quality curriculum focusing on early literacy skills. *Children must be completely potty-trained prior to entering VPK.*

Buddy Bags

Buddy Bags are designed to be a fun way for families to share literacy and learning experiences at home and help connect our school family with your home family in a meaningful and enjoyable way! These special bags contain journals, and our Class Mascots, Moose and Mouse the Monkeys!

Attendance Policy

Morrison Preschool's attendance policy states that students may only be absent a total of twenty days per school year. VPK students exceeding this amount may face termination from the program. A doctor or parent note is required when a child is absent. In addition to signing your child in and out through Brightwheel, parents are required to sign a monthly attendance form that is required by the state.

Children enrolled in VPK will be withdrawn for any of the following reasons:

- Loss of Contact – Parent has not been in touch and child has not attended for 5 consecutive days
- Family moves out of the area
- Child never attended
- Parent withdraws child verbally or in writing
- Provider terminates enrollment due to behavior or attendance

Kindergarten Assessment

Every student graduating from VPK will be screened by Lake County Schools through the STAR system, if enrolled in a public school. Students attending a private school must still be assessed, and Morrison Preschool administration will contact you with information regarding this when the time comes.