



# Parent Handbook 2016-2017

Trinity United Methodist Church  
4000 NW 53<sup>rd</sup> Avenue  
Gainesville, FL. 32653  
352-416-3025



**Mission Statement**  
"Caring for God's children each  
step as they grow."

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**Our facility is open from 7:30am  
until 5:30pm five days a week.**

Early Care hours are 7:30am-9am

School hours are 9am-12pm

Lunch and Afternoon Enrichment hours are 12pm-5:30pm



# SCHOOL CALENDAR

## 2016-2017

<b>AUGUST</b>	Thursday, Aug. 18th	Open House- Meet the Teacher
	Monday, Aug. 22nd	School Starts
<b>SEPTEMBER</b>	Monday, Sept. 5th	NO SCHOOL-LABOR DAY
<b>OCTOBER</b>	Fri., Oct. 14th	NO SCHOOL- UF Homecoming
	Fri., Oct. 21st	NO SCHOOL-Teacher Workday
<b>NOVEMBER</b>	Fri., Nov. 11th	NO SCHOOL- Veteran's Day
	Mon.- Fri. Nov. 21 – Nov. 25th	NO SCHOOL- THANKSGIVING HOLIDAY
<b>DECEMBER</b>	Thurs., Dec. 8th	Christmas Program @ 6:30pm
	Dec. 19th- Jan. 1st	NO SCHOOL – CHRISTMAS HOLIDAY
<b>JANUARY</b>	Mon., Jan. 2nd	NO SCHOOL- Teacher Workday
	Tues., Jan. 3rd	School Resumes
	Mon., Jan. 16th	NO SCHOOL- MLK DAY
	Tues., Jan. 17th	NO SCHOOL – Parent /Teacher Conferences (Enrichment watching kids)
<b>FEBRUARY</b>	Mon., Feb. 20th	NO SCHOOL- PRESIDENT'S DAY
<b>MARCH</b>	Mon.- Fri. March 20th-24th	SPRING BREAK
	Fri., March 31st	NO SCHOOL-Teacher Workday SPRING EVENT in the evening.
<b>MAY</b>	Wed., May 24th	Graduation for Pre-K
	Fri., May 26th	Last Day of School/ Pre-K Field Day!

# Our Vision

## **A Place to Belong—**

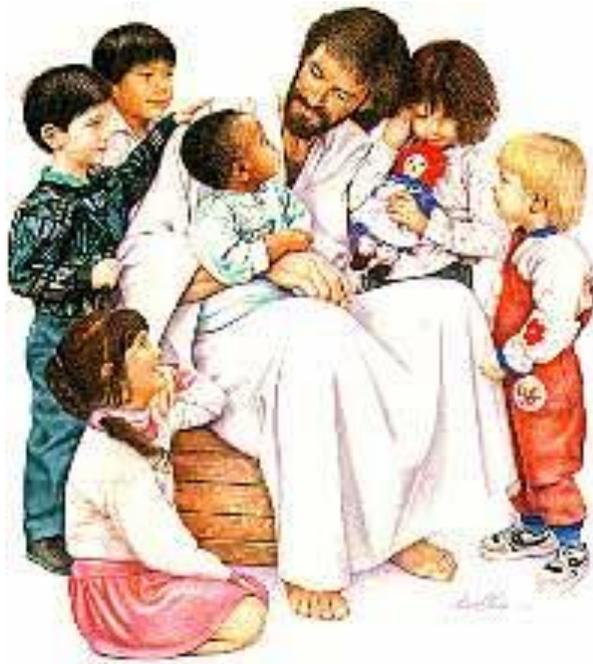
We believe each person is a child of God, and therefore worthy of love, acceptance, and encouragement. We seek to provide a place where the nurturing of children is of the highest calling.

## **A Place to Become—**

We believe we are made in the image of God and given the capacity to create. We seek to provide to all children opportunities for their cognitive, social, emotional, physical, creative, and spiritual growth.

## **A Place to Make a Difference—**

We believe that God's love is given freely to all of us. We seek to build a staff that is valued for their commitment to children, and a community where parents of all cultural, ethnic, and economic backgrounds are embraced for their uniqueness in our world.



And Jesus said, "Let the little children  
come unto me." Matthew 19:14

## Our History

### **OurDay—**

OurDay, Trinity Mothers Day Out program, was founded in 1974 due to a need for stay at home mothers to have time for themselves while their children were cared for in a loving, Christian environment. The first director of the program was Diane Bacus, and the first teachers were the mothers that initiated this idea. From 1990- 2010, OurDay was under the direction of Teresa Alfieri Shewey.

### **Stepping Stones—**

Stepping Stones preschool was established in 1976, as an outreach ministry of Trinity United Methodist Church. It began with one class of three year olds, under the direction of Pat Kilby. In 1981, Susan Roach became the Director and two years later, Linda Kilmer was hired as Assistant Director to accommodate the quickly growing needs of the school.

## Our Future

### **Stepping Stones—**

In 2010, Trinity United Methodist Church decided to blend the existing preschools into one ministry, called Stepping Stones. Our school has expanded to include children twelve months old by September 1<sup>st</sup> through prekindergarten. Stepping Stones Preschool is designed to be a Christian ministry and a service to the members of Trinity United Methodist Church and the surrounding community. Stepping Stones is under the direction of Jan Banks, who was hired in 2010 to implement new programs and combine the two schools. Our objective is to combine all the finest qualities from both schools into one exceptional program that ultimately prepares children for elementary school and glorifies God!

**Trust in the Lord with all your heart.  
Do not depend on your own understanding.  
In all your ways remember him.  
Then he will make your paths smooth and straight.  
Proverbs 3:5-6**

# Program Overview

We provide a curriculum that encourages whole-child learning, self-esteem, positive self concept and social skills. Our young students are grouped according to their maturity and development. Each classroom has an age appropriate environment where the children learn from each other, as well as their teacher.

Research shows that children learn best through play which reflects real actions, tangible objects and direct encounters involving all five senses. Therefore, much of our program is child centered, permitting each child the freedom to act upon their own curiosity and ideas within a consistent framework. Activities are carefully selected to develop the cognitive, physical, creative, spiritual, and social domains.

Children are provided a variety of educational opportunities including: learning centers to explore and planned activities in art, religion, creative movement, cooking, gardening, nature and much more! Reading, phonics, math, history, science and geography skills are developed with the daily curriculum.

Our foundation is based on a constant supply of love and nurturing, a focus on Christ, and the fostering of a close family feeling in a carefully appointed classroom. Our student/teacher ratios are low affording each child individual attention as needed. Enrollment is limited to help achieve these goals. Every classroom has a teacher and an assistant.

In addition to our other curricula we use *Get Set for School* Readiness and Writing program. Young children are not ready to sit still and focus for long periods of time. They learn best when they move, manipulate objects, build, sing, draw, and participate in dramatic play. The Readiness and Writing program acknowledges that learning needs to be joyful, child-friendly, and active. We will be building skills in delightful ways, but also carefully, deliberately, and one step at a time.

## Chapel Time and Christian Education

As a ministry of the church, the school's primary objective is to help children become aware of God's love. Chapel is held weekly for the three and four year old children. Two year old children will join the school for chapel in January. One year old children do not attend chapel, but will be taught our Bible stories and songs in their classroom. Our *One in Christ* curriculum offers a Christ based lesson every week. Each lesson provides a framework for children to explore, express, create, and relate to one another each day.

Another benefit of our *One In Christ* curriculum is the weekly single sheet handout for parents. This family letter includes a fold-n-tell Bible story picture, the weekly theme, a simple telling of the Bible story, Bible words to learn, and faith-based family activity suggestions. We hope this will keep you informed and involved with the lessons we are teaching at school.

## Music

Many studies have shown the connection between music education and instruction and academic learning and achievements. Through music, children develop self-esteem, self-discipline, and individual creativity. Music time begins with a selection of familiar songs and movement games. New songs are introduced frequently. Some follow classroom themes to enhance the learning experience. Each class will meet bi-monthly. The music class will reinforce skills learned in the classroom such as listening skills, cooperation and sharing. The children will be learning all the above skills, but most importantly having fun!

We are looking forward to an exciting year. Some of the songs will be "old favorites" that you will recognize and some "new" to you, please encourage your child to share his/her experience with you.

## Happy Feet (Movement Program)

Organized movement helps children build motor skills, learn about physical fitness, and lay the ground work for an active, healthy lifestyle. Each class will begin with a loco motor/space awareness activity (walking through cones), then move to a manipulative activity (throwing, rolling, kicking), a non-loco motor activity (bending, stretching) and conclude with a rhythmic activity (ribbon sticks, dancing). New activities will be introduced weekly and all activities will be repeated frequently during the year so that success is achieved by every student. We will be moving and having a great time while developing our bodies as well as our minds!

## Enrollment

1. Children must have reached the age of 1 by September 1<sup>st</sup> of the year of enrollment. Applicants are considered upon the basis of their developmental level as well as availability of space in the appropriate class.
2. Children ages 3 and 4 must be potty trained.
3. Children are enrolled on a first come, first served basis until the program capacity is met. Returning students, siblings, TUMC members, and alumni siblings are enrolled subsequently.

4. A waiting list for perspective students is established once classroom capacity is met. To be placed on the waiting list, please call the school office at 352-416-3025. A new waiting list is established each year.
5. Enrollment documents along with a **non-refundable** last month tuition plus a registration fee are required upon acceptance into Stepping Stones Preschool.
6. Parents will receive a confirmation of enrollment.
7. Parents have a 30 day grace period from the time of enrollment to change their school program times. After that date, a \$25 fee will be assessed.

## Fees and Tuition

1. Tuition payments are due by the first of the month and late by the tenth.
2. A late fee of \$20 will be charged if payment has not been received by or on the tenth of every month.
3. Checks should be made payable to Trinity United Methodist Church (TUMC). Please note child's name in memo, if different than name on check.
4. We offer automatic withdrawal for your convenience. A form to initiate automatic withdrawal is enclosed in your Open House folder. Automatic withdrawal will begin in October.
5. Accounts in arrears for 30 days or more may result in withdrawal of your child from the program. Parents must contact the Assistant Director and arrange for payment before their child may be readmitted to the program.
6. Tuition must be paid regardless of whether or not your child is in attendance. There are no reductions of tuition for absences or holiday closings.
7. The Registration fee, and last month's tuition are due at the time of registration.
8. Parents have a 30 day grace period from the time of enrollment to change their school program times. Afterwards a \$25 fee will be assessed for changes. To change your program, please contact the school office.

9. A **late fee of \$20** will be charged for any child picked up after their scheduled pick-up time of 12pm, 1pm, 3pm, or 5:30pm. Frequently "late pick-ups" will result in your child being unable to use the Afternoon Enrichment Program. Our employees have responsibilities after work hours and need to leave the premises promptly.
10. When using the occasional drop off, it will be necessary to make these arrangements in advance. There will be a \$10 fee per hour for this convenience. This is contingent on available space in the classroom. Please make these arrangements in advance with the school office.
11. If for any reason you have to withdraw your child from the program, only May's tuition will be refunded when your child's spot has been filled.
12. If you withdraw your child from our program your May tuition (paid at registration) may not be used as replacement for your child's last month of school tuition.
13. There is a depository next to the door of the Stepping Stones office Room E107 or Room E114 to deposit your checks.

## Before Care and Afternoon Enrichment

If you utilize Before Care (7:30am-9am) in the morning please bring your child to room 124. Teachers will escort the students to their classroom at 9am.

Children need to be in attendance for the school day (9a-12p) to participate in the Afternoon Enrichment Program. **If you need to contact the Enrichment Coordinator after 1pm, please call 416-3026.**

Children using our Afternoon Enrichment Program are encouraged to bring a school tote each day with their name clearly marked on the outside. This school tote is for lunches, clothing, diapers, or any item that will make the transition easier. Your child's school work will be placed in the tote at the end of the school day. School totes are taken home on a daily basis and are replenished.

**Occasional Drop Off-** For the convenience of our parents we are offering an occasional drop off when no other childcare options are available. This is a pre-pay program

based on availability for \$10 an hour. Children must be in attendance during school hours (9a-12p) to participate in Occasional Afternoon Enrichment. A 24 hour notice is requested.

## Tuition for each class is as follows:

### Early Drop Off: 7:30am to 9:00am

# of Days	\$ due per mo.
2 days	\$50
3 days	\$75
5 days	\$125

### 2 Years and Under

Program time	2 days	3 days	5 days
9am-12pm	\$210 per mo.	\$235 per mo.	\$300 per mo.
9am-1pm	\$260 per mo.	\$310 per mo.	\$430 per mo.
9am-3pm	\$300 per mo.	\$385 per mo.	\$540 per mo.
9am-5:30pm	\$375 per mo.	\$505 per mo.	\$720 per mo.

### 3 and 4 Years Olds

Program time	2 days (just 3's)	3 days	5 days
9am-12pm	\$210 per mo.	\$225 per mo.	\$300 per mo.
9am-1pm	\$260 per mo.	\$300 per mo.	\$420 per mo.
9am-3pm	\$300 per mo.	\$360 per mo.	\$500 per mo.
9am-5:30pm	\$375 per mo.	\$470 per mo.	\$690 per mo.

# Health

Our staff will continually encourage good personal health and hygiene habits for your child while in attendance at school. We will require hand washing before snacks and lunch, after toileting and at other appropriate times. Instruction in personal hygiene will be emphasized as part of our curriculum.

1. Should your child exhibit signs or symptoms of illness while at school, he/she will be isolated and **you or your designee will be called to pick up your child immediately.**
2. In case of a communicable disease exposure at school a notice will be posted and parents will be encouraged to consult their child's physician. Children absent due to a contagious disease may not return to school until their physician provides a signed statement that they are no longer contagious and may resume activities.
3. All medication administration policies and procedures are state regulated. Any prescription medication administered by our staff must be in the original container. **A Medication Administration Authorization Form** must be completed each time your child is to receive medication at school. Please come to the school office to fill out this form and drop off the medication.
4. Immunizations: All students must have on file a current immunization record (form 680) and a well physical (form 3040) within 10 days of entering school. These medical records must be updated annually or as needed to remain in compliance with state law. **Your child cannot be in attendance at the school if he/she is out of compliance with the Department of Children and Family Services' rules and regulations.**
5. Allergies are common in young children. Whether environmental or food induced, please provide sufficient information on your child's enrollment form so we may take appropriate precautions to protect your child's health.
6. All parents are asked to complete **two** Emergency Cards **per** child. It is important that this information remains updated and correct.

# Guidelines for Childhood Illnesses

## **Keep your child home from school when exhibiting signs of:**

- Fever within the last 24 hours
- A cold or nasal discharge that is cloudy
- A constant cough or croup
- Irritability or fatigue (signs of impending illness)
- Any communicable disease (see chart for Guidelines for Communicable Diseases, Must have a doctor's note to return to school.)
- Lice or nits
- Scabies
- Impetigo
- Diarrhea or vomiting
- Rapid or difficult breathing
- Conjunctivitis (pink eye)
- Infected sores

## **Most common reasons for sending a child home from school are:**

- Diarrhea
- Vomiting
- Fever of 100 or above
- Symptoms of communicable disease
- Impetigo
- Herpes
- Head lice or nits
- Croup (barking cough)
- Stiff neck

## **Your child may return to school when:**

- Free from fever for 24 hours
- Nasal discharge has subsided
- Vomiting or diarrhea has been resolved for 24 hours
- Cough or croup has subsided
- Incubation period of communicable disease has transpired and your child is no longer contagious (must have a Dr.'s note to return to school)
- No lice or nits are visible in hair or scalp
- No open sores are visible.

# Guidelines for Communicable Diseases

Illness	Period Child is Contagious	Incubation Period
Chicken Pox	7-10 days until no fresh sores appear, no fever	14-16 days from exposure
German Measles	1-2 days before rash - until rash is gone	12-22 days from exposure
Measles	1 day before rash to 5 days after rash is gone	7-18 days from exposure
Mumps	2 days before swelling - until swelling is gone	7-21 days from exposure
Pink Eye	While eye is draining and red	not known
Impetigo	Until sores have cleared	not known

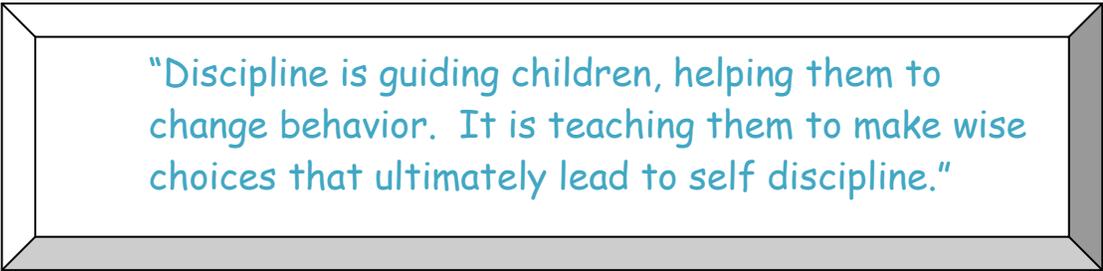
## School Policies

**Positive Behavior Modification:** The core of our approach to guidance is to foster a nurturing and trusting atmosphere enabling the children to try new things without the fear of failure. Boundaries (with logical consequences) will be set within this atmosphere so that children learn to work and play cooperatively and take pride in their accomplishments.

Teachers use the following method of guidance with the children:

1. The teacher redirects the child's attention to an acceptable activity.
2. The teacher talks to the child regarding his/her behavior.
3. The teacher tells the child the desired behavior.
4. The teacher administers supervised time-out in the classroom. A child will never be away from the care of a teacher or staff member.
5. In the event of continual disruptive behavior such as biting, excessive hitting, pinching, etc., the following steps will be taken:

- a. Each incident will be documented in the child's records, noting the date, circumstances leading up to the incident and guidance actions taken. We ask parents to sign the incident report immediately indicating they were notified of the incident.
- b. If there is a second incident, a conference will be held with a parent or guardian of the child committing the incident. This conference will be with the director and the child's teacher.
- c. If the inappropriate or disruptive behavior continues, the parent will be contacted and required to pick the child up from school.
- d. After all of the above steps have been exhausted, the child may be asked to leave the school. Our goal is to help children learn to behave within acceptable limits, as well as maintain a safe and secure environment for all of the children in our program.



"Discipline is guiding children, helping them to change behavior. It is teaching them to make wise choices that ultimately lead to self discipline."

**Non-Voluntary Dismissal:** In rare cases, there may arise a situation in which the preschool, after due time and concentrated effort, may be forced to ask for the dismissal or withdrawal of a child. There may be certain children who are unable to interact in a preschool situation and may be a threat to the staff, other children, and possibly themselves. Often they need a specialized small group for interaction, and sometimes they need professional counseling. The preschool pledges to work to the best of its ability, but reserves the right of dismissal without recourse.

**Child Placement:** As a ministry of Trinity United Methodist Church, it is our mission to provide children with a positive and loving, learning experience with an emphasis on Christian teachings. Child placement is decided by:

- Age of the child
- Availability of class openings
- Student/teacher ratios as mandated by the Department of Children and Families and UMAP
- Health of the child
- Independence in toileting - three and four year old classes

- Emotional, social, and intellectual development of the child
- The needs and personalities of the individual child, with input from the teacher and parent at the Parent/Teacher Conference and/or with input from the director and assistant director.
- The need to create group dynamics that are beneficial to spiritual, social, emotional, and cognitive learning for **all** children.

The Stepping Stones staff and administration will be responsible for the placement of each child into the proper classes to benefit each group of children.

**Arrival and Dismissal:** Please be prompt. Your promptness in **bringing in and picking up** your child will be reassuring to him/her and will greatly facilitate the staff's pre and post planning time. Children enrolled are expected to attend school between 9:00 a.m. and 12:00 p.m. We strongly discourage drop-offs after 9:00 am due to the disruption it causes to the classroom teacher and other students. It is very difficult for your child to transition into the class once activities have started.

If you need to speak with a teacher, please arrange to do so after class. No child will be released to anyone other than a parent or authorized substitute indicated on your child's enrollment form. Please let us know of any changes. If you are late picking up your child from school, you will be charged a \$20 late fee.

- Please be prepared to show a photo ID when picking up children. (babysitters, aunts, grandparents....etc.)
- The Afternoon Enrichment Program is intended to be a supplemental enrichment program for the students who have attended a full day (9am-12pm) of school. Children who have not attended a full day of school will not be permitted to use the Afternoon Enrichment Program that day.
- For the safety of your children we ask that you please sign your child in when you bring them to school and sign them out when you pick them up. **This is a Department of Children and Families requirement.**
- Even if only temporarily, authorized adults **MUST** sign children out when leaving the classroom. (therapists, grandparents, parents..... etc.)
- Please remember to check your child's folder daily, located in your child's classroom for important information.

**Diapers and Toilet Training:** Potty Trained means the child can verbally tell the teacher they need to use the toilet. Children can pull clothes up and down independently.

Children in our three and four year old classes must be completely potty trained. We do not have diaper changing stations in these rooms as required by the Department of Children and Families. If your 3 or 4 year old is not completely potty trained at the beginning of the school year, the following steps will apply:

Step 1: If your child has a potty accident while at school you will be called to come and change your child.

Step 2: You will be asked to keep your child at home for concentrated potty training. In order to secure your child's place in our school, tuition must be kept up to date.

Step 3: Conference with the Director and Teacher.

For our younger students, ages 1 and 2, because of sanitary reasons, we ask the following:

1. Please send **disposable diapers**
2. If you are in the process of potty training, your child must wear pull ups (that open and close on the sides) until they are completely potty trained.
3. If you begin potty training during the year, please ask your teacher for our Potty Training Procedures.
4. If your child is potty trained or in the process of potty training, please dress them in clothes that are easy for them to pull up and down.
5. If your child is two and in underwear and has frequent potty accidents at school, we ask they wear pull-ups or diapers during the school day; until they can go through a school day without a potty accident.



**Sharing Time:** Teachers will allow "Show and Tell" items on specified days. Please do not bring toys from home, except on your specified sharing day, as we cannot replace any items that may be lost or broken. Do not bring guns, ropes, knives, war toys, or other toys of destruction.

## Clothing and Personal Items:

1. Please dress your child in comfortable and washable clothes. Clothing with complicated fasteners and one-piece outfits should be avoided. Clothing should be compatible with food stains, paint, sand, water, mud and grass stains.
2. Children must wear shoes at all times. Tennis shoes, sneakers or rubber-soled, fully enclosed shoes are recommended.
3. Please label all clothing, including hats, sweaters, jackets or other items that might be removed and placed in cubbies during the day. Blankets, towels or sheets used by children in Afternoon Enrichment for naps should also be clearly labeled.
4. Please provide a complete change of clothing for your child in a labeled zip-lock bag, we will need one for morning and one for Afternoon Enrichment, if your child stays. Any children who wear diapers or pull-ups should bring a clearly labeled package at the beginning of the year and replenish the supply as necessary.
5. Unless it is necessary to assist your child's transition at the beginning of the year, we discourage bringing toys or other personal items to school because of the potential for loss or breakage. Occasionally, the teachers may request items from home. Please label these items clearly and take them home at the end of the day.
6. School totes are requested for the children. We ask that lunches, diapers and nap items that your child needs are placed in their tote. As stated in the Afternoon Enrichment section, we will place all of your child's artwork from the school day in the tote at the end of the day. Please make sure that the tote stays replenished with essentials for your child.
7. **LABEL EVERY PERSONAL ITEM-** Please make sure EVERYTHING is labeled with a first and last name. Some of these items include: **water bottles**, lunch boxes, jackets, blankets, pacifiers, and backpacks or tote bags.



**Birthdays:** Birthdays are special and we enjoy helping your child celebrate. If you wish to provide a special snack, please contact the teacher in advance. Please do not bring written invitations to your child's party unless the entire class is invited.

**Developmental Reports:** Children in the 3 and 4 yr. old classes will be evaluated between semesters. Each child is unique and develops at his/her own pace. These evaluations are primarily to provide information on your child's development.

**Parent/Teacher Conferences:** Conferences will be scheduled in January at which time teachers will advise you of your child's progress in school. Additional conferences may be scheduled by appointment when children will not be present.

**Insurance:** We would like to point out that our insurance does not cover non-enrolled children visiting our school; unfortunately, we must deny any request to have a friend or relative attend class with your child.

**Parties:** Teachers will plan occasional class parties (usually corresponding to holidays). Parents and other family members are always welcome to attend any school activities. Some of the special occasions celebrated are: Fall Festival Costume Parade, Thanksgiving Feast, Christmas programs, End of the Year Celebration, Teacher Appreciation, Mother's Day Tea, and Graduation for Pre-K classes.

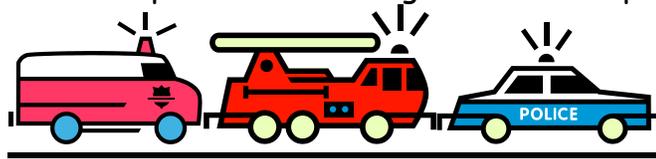
**Snack:** Parents sign up monthly to take a turn bringing a snack to share with the class. We have listed snack suggestions below. If your child has numerous food allergies please bring your child their own snack from home.

- ❖ Baby carrots, celery, cucumbers, and other sliced vegetables
- ❖ Fresh Fruits—sliced apples, grapes (halved for 2's and 3's), bananas, melons, strawberries
- ❖ Applesauce/fruit pouches
- ❖ Fruit and cheese kabobs—alternate fruit/cheese
- ❖ Yogurt w/wo fruit, drinkable yogurt, cheese cubes, sticks or slices
- ❖ Jell-O w/wo fruit
- ❖ Raisins, yogurt covered raisins
- ❖ Pretzels
- ❖ Goldfish crackers
- ❖ Dry, nutritious cereal w/wo milk

- ❖ Popcorn—not for younger children
- ❖ Crackers with cheese, peanut butter
- ❖ Bagelettes with cream cheese, etc.
- ❖ Graham crackers
- ❖ Rice cakes with cream cheese or peanut butter
- ❖ Pudding
- ❖ Granola bars
- ❖ Cereal bars

**Volunteers:** We welcome parent participation. Mothers and fathers are wonderful personal resources. Any parent or adult who volunteers in the classroom will be required to complete a Volunteer Acknowledgement as required by the Dept. of Children and Family Services. This form is included in your Open House packet. **Volunteers must check in with the school office and receive a visitor badge.**

**Governance:** Stepping Stones is an extension of the ministry of Trinity United Methodist Church and is accountable and responsible to its organization and policies.



## Safety & Emergency Procedures:

The safety of our children is our number one concern at Stepping Stones Preschool. The following safety measures are a part of our daily/monthly schedules:

**Sign In and Out** - only those authorized on the Department of Children and Family Services (DCF) enrollment form can remove children unless written notice is given ahead of time. A picture ID will be required if person is not known to staff.

**Locked Doors** - all exit doors, with the exception of the two sets of double doors at the main entrance to the education building, will remain locked at all times.

**Parking** - please adhere to the following rules at all times; it could save lives.

1. Park only in designated parking areas. Hold your child's hand at all times in the parking lot and driveway areas of the church grounds.

2. Use the walkway provided for entering and exiting the building.
3. Do not double-park for any reason.
4. If you are having lunch or visiting at the picnic tables or playground areas, please supervise your children at all times. Please do not allow children to climb trees or defoliate the plants.
5. Finally, and most importantly, **do not park in the covered driveway or along the curb for any reason. This is a fire zone area.**
6. **NO RUNNING OUT OF BUILDING!** Please make sure you have your child's hand when exiting the building. So much can happen in a moment or two, and we request your cooperation.

**Emergency Procedures** - In the event your child is injured, emergency procedures are posted in each classroom. Teachers have walkie-talkies in the classroom and with them on the playground. There are First Aid kits located between each set of classrooms. An accident report will be filled out for you to sign in case your child is injured, in compliance with the Department of Children and Families.

**Fire Safety** - Each month fire drills are conducted to make sure children know what to do in the event of a fire. Primary and secondary routes of evacuation are posted in classrooms. Smoke alarms, fire extinguishers, emergency lighting, and an intercom system are available if needed.

**Evacuation Procedures** - In case of an emergency, requiring an evacuation, Stepping Stones' children will be relocated to an announced location; where they will remain with their teachers until picked up by their parents.

**Hazardous Weather Watch/Warning** - Children will be instructed in the proper procedures in the event of a weather watch warning. A weather radio is in service at all times to notify us of weather warnings. Hazardous weather drills are conducted periodically throughout the year.

**Lock-Down** - In a situation, in which a lock-down is warranted, the intercom will announce to all staff to follow specific procedures. Stepping Stones has security cameras positioned in the hallway and parking lot. Lockdown drills are conducted periodically throughout the year.

**Hurricanes** - Stepping Stones Preschool will follow the Alachua County School Board decisions regarding school closings. However, school days missed, due to hurricanes, will NOT be made up during the course of the school year.

**How To Reach Us In The Event Of An Emergency** – call the Stepping Stones phone number at (352) 416-3025 or (352) 371-1090, for Afternoon Enrichment call (352) 416-3026. If there is no answer, call the Trinity United Methodist Church office number at (352) 376-6615 and ask them to deliver a message to us. Please use the Trinity number only when absolutely necessary.

## State License

Stepping Stones Preschool has been granted License # CD8AL0519 by the Department of Children and Families. This certifies that we have met all applicable requirements of the state for our program. We are inspected periodically by the regulatory agencies of both Alachua County and the State to ensure the best for your child in the areas of health, safety, and environmental standards.

**We are excited you have chosen Stepping Stones Preschool for your child. We promise to nurture your child's independence, personality and interests. We look forward to a fun and exciting year!**

