

2025-2026

Preschool

Parent/Student Handbook



Southwest Florida Christian Academy

Table of Contents

History	3	Closures	13
Vision	3	Lunches and Snacks	13
Mission	3	Toys and Accessories	14
Core Values	3	Nap Time	14
Operating Principles	3	Dress Code	14
Philosophy of Christian Education	6	Behavior Guidance and Discipline in the Preschool	15
Statement of Faith	6	Discipline Procedures	16
Expected Student Outcomes	7	Forms	19
Creation Statement	8	Injury Procedure	19
SFCA's Lifestyle Statement	8	Health Guidelines	20
King's	8	Communicable Disease Policy	21
Accreditation	8	Medical Information	21
Licensing	9	Parental Custody	21
Contact Us	9	Videos and Television Viewing	21
Hours of Operation	9	Toilet Training	21
Tuition: 2025-2026	9	Infant Requirements	22
Classroom Ratios	10	Toddler Requirements	22
Payment Plan	10	Two, Three & Four-Year-Old Requirements	23
Discounts and Refunds	10	Pacifier Policy	23
Parent Visitation	10	Sanitizing Policy	23
Parent Concerns	10	Hand Washing Policy	23
Communication	11	Student Placement	24
Withdrawal Policy	11	Playgrounds and Outdoor Policy	24
Arrival and Departure	11	Teachers and Volunteers	25
Absences	12	Security	25
Friday Pick-up	12	Fire Drills & Emergency Evacuation Procedures	25
Curriculum	12	Hurricane Procedures	26
Holidays and Special Events	13		

Southwest Florida Christian Academy

History

Southwest Florida Christian Academy, a ministry of McGregor Baptist Church, was started in 1994 with 75 students in grades K-3. In our second year, we nearly tripled in size with 200 students in grades K-6. Grades 7-12 were added in the subsequent years, and we proudly graduated our first class of students on May 26, 2000. In 2024, SFCA merged with two existing preschools on the McGregor Baptist Church campus. SFCA now serves over 1,100 students from 6 weeks through 12th grade, fostering a unified and comprehensive biblical educational experience within one campus.

Vision

Southwest Florida Christian Academy is a ministry of McGregor Baptist Church, dedicated to excellence in education, empowering students to reach their educational goals and to exemplify Christ through a lifestyle of leadership, service, stewardship and worship.

Mission

Southwest Florida Christian Academy, a ministry of McGregor Baptist Church, will partner with Christian parents to provide their children with a distinctively biblical and academically excellent education that will equip students to be godly leaders and to successfully engage the culture for Christ.

Core Values

To fulfill its mission, Southwest Florida Christian Academy will honor the following core values:

- The Bible
- The Christian Family
- Quality, Bible-based Education
- The Church
- Qualified, Christian Staff
- Stewardship
- Discipleship of Students

Operating Principles

SFCA's daily operation will be guided by the following operating principles in an effort to fulfill its mission in accordance with its core values:

Core Value #1 – The Bible (2 Timothy 3:15-17)

The Bible is the inspired, inerrant, and infallible Word of God that is the authority for all that is done at SFCA.

SFCA will:

- Teach the Bible as the source of absolute truth.
- Integrate the Bible into all aspects of SFCA life.
- Form the basis of its philosophy of education on the principles of God's Word.
- Develop and implement policies and procedures that are consistent with God's Word.
- Expect all faculty, board, and staff to study the Bible and apply its principles to everyday life.
- Implement a comprehensive Bible curriculum (K-12) that will lead students to study, memorize and apply God's Word to their life.

Core Value #2 – The Christian Family (Ephesians 5; Genesis 1)

The Christian family is the foundational unit for society that is based on the biblical pattern for marriage and family in accordance with God's will.

SFCA will:

- Develop policies and procedures that honor the Christian family.
- Develop strong home-school relationships through clear and effective communication with parents.
- Develop and maintain unity between home and school by encouraging mutual respect between home and school authorities.
- Teach all students God's ideal for the marriage relationship and the family.
- Pray for and with SFCA's families.
- Help parents understand and fulfill their biblical responsibilities as presented in *Kingdom Education*.

Core Value #3 – Quality, Bible-based Education (Proverbs 9:10)

A quality education encompasses the total educational program based upon the foundation that all knowledge and wisdom are from God.

SFCA will:

- Design an educational program that will meet the spiritual, mental, physical and social needs of each student.
- Design and use curriculum and teaching methods that are grounded in God's absolute truth.
- Challenge all students to reach their full potential in all aspects of their school life.
- Employ, develop and retain godly teachers who strive for excellence in all areas of their lives.
- Develop a comprehensive K-12 Bible curriculum that will effectively lead the students in a thorough study and application of God's Word.
- Provide teachers with the training necessary for them to effectively plan and implement biblical worldview integration in the classroom instruction.
- Provide teachers with the necessary training on the biblical philosophy of education found in *Kingdom Education*.
- Teach all students that man is born with a sin nature and in need of Christ.
- Encourage students to seek God's plan for their life.
- Develop an educational program that will equip students to engage all areas of the culture for Christ by utilizing the gifts and talents they have received from God.

Core Value #4 – The Church (1 Corinthians 12:12-14; Ephesians 4:12-13)

The church is the body of believers whose purpose is to fulfill the Great Commission.

SFCA will:

- Develop policies and procedures that will honor the purpose of the local church.
- Recognize that it is a ministry of McGregor Baptist Church and submit to the church's spiritual authority.
- Require all board members, administration, faculty and staff to be active members of a local, Bible-believing church.
- Encourage all school families to become active members of a local, Bible-believing church.
- Teach all students God's purpose for the church so that students will understand the importance of being an active member of and serving in a local church.
- Continually work at developing strong relationships with local churches in the Ft. Myers area.

Core Value #5 – Qualified, Christian staff (Luke 6:40; 1 Timothy 3:1)

A qualified, Christian staff is comprised of born-again Christians who have a calling to Christian education and the training necessary to fulfill their responsibilities.

SFCA will:

- Develop a staff selection process that will ensure that all staff have a calling to Christian education, possess the skills necessary to fulfill their responsibilities and can effectively communicate the plan of salvation to others.
- Hire staff that have a personal relationship with Christ and live a life in support of the school's statement of faith.
- Provide all staff with a continuing staff development program that will enable them to develop professionally and meet certification requirements.
- Provide all faculty with training in the principles of *Kingdom Education* and effective biblical worldview integration.
- Select, develop and retain board members, administration, faculty and staff who exhibit Christ-like attitudes and behaviors.
- Encourage administration, faculty, staff and students to model Christ by serving others in the school and community.

Core Value #6 – Stewardship (James 1:17)

Stewardship is the awareness that everything one has belongs to God and must be effectively managed for His glory.

SFCA will:

- See, appreciate, and effectively manage everything, everyone, and every day as a stewardship responsibility from God.
- Model and train students to appreciate and effectively manage all that God provides.
- Establish policies and procedures that reflect biblical principles of stewardship.
- Implement and manage a budget based on biblical principles of stewardship.
- Hold the board, administration, faculty and staff accountable to fulfill their duties in a way that will honor the Lord and assist the school in achieving its mission.

Core Value #7 – Discipleship (John 8:31; 1 John 2:6)

Discipleship is demonstrated by a commitment to a consistent application of the Word of God to all of life.

SFCA will:

- Encourage staff and students to exemplify the fruit of the Spirit.
- Strive to instill godly character in all students through all the school's educational programs.
- Develop and enforce the school's discipline policies that will emphasize the importance of Christ-like behavior.
- Commit itself to the absolute authority of the Bible.
- Train students in daily Bible study, prayer, devotion and application of biblical principles in every area of life.
- Encourage discipleship relationships across all levels of the school. Integrate the Bible into all subjects and areas of the school.
- Prepare the students for a lifelong commitment to the discipleship process.

Philosophy of Christian Education

We live in a world with two views of life. It is from these two opposing world views man contemplates his existence and finds value and purpose in life. We believe God is the center of His creation.

God the Father is our loving creator. Out of nothing He created all that we know and all that we are yet to discover. God is active in His creation, having plans and directions for each of His children. Jesus is man's bridge to God. The Holy Spirit is God's gift to us as Christians. He is our helper and our guide as we live the adventure of our spiritual pilgrimage.

Man can only be understood in context of a God-centered world view. Our potential, our reason and our purpose are enveloped in the fact that man is the centerpiece of God's creation.

Education must address the needs of the "whole man." A Christian approach to education will insure sensitivity to the unique needs of each individual. The imparting of God's knowledge and wisdom is the goal of Christian education. The desire to be a life-long learner of His truth is the mark of a maturing disciple. Truth and reality are found only in a world view focused on God.

God's Word, the Bible, is His revelation to man. The daily lives of God's people will be changed as a result of knowing and studying God's Word.

The education of a child or young person must be a cooperative effort with the family. It is the parental responsibility to see that children are taught a proper understanding of the world. Thus, Christian education becomes a partnership between parents, the church and the school in this important task of exploring and discovering a God-centered world view.

Education itself is not the answer to man's problems. It is only as we start with the knowledge of an all-knowing and loving creator that we can successfully educate. In this process of education, we will not only impart wisdom and knowledge for this world, but we will prepare man for eternity!

Statement of Faith

- *We believe God is the Creator and Ruler of the universe.* He has eternally existed in three personalities: the Father, the Son and the Holy Spirit. These three are coequal and are one God. (See Genesis 1:1, 26-27; 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14.)
- *We believe Jesus Christ is the Son of God.* He is coequal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords. (See Matthew 1:22-23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14-15; I Corinthians 15:3-4; Romans 1:3-4; I Timothy 6:14-15; Titus 2:13.)
- *We believe the Holy Spirit is coequal with the Father and the Son of God.* He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living and understanding of spiritual truth and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians we seek to live under His control daily. (See II Corinthians 3:17; John 14:16-17, 16:7-13; Acts 1:8; I Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:16.)

- *We believe the Bible is God's Word to us.* It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. (See II Timothy 3:16; II Peter 1:20-21; II Timothy 1:13; Psalm 12:6, 119:105, 160; Proverbs 30:5.)
- *We believe people are made in the spiritual image of God, to be like Him in character.* People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and causes many problems in life. (See Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1-2.)
- *We believe salvation is God's free gift to us, but we must accept it.* We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. (See Romans 6:23; Ephesians 2:8-9; John 1:12, 14:6; Titus 3:5; Galatians 3:26; Romans 5:1.)
- *We believe because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity.* If you have been genuinely saved, you cannot "lose" it. Salvation is maintained by the grace and keeping power of God that gives us this security. (See John 10:29; II Timothy 1:12; Hebrews 7:25, 10:10-14; I Peter 1:3- 5.)
- *We believe people were created to exist forever.* We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is eternal existence in Hell. To be eternally in union with Him is eternal life in Heaven. Heaven and Hell are real places of eternal existence. (See John 3:16, 14:17; Romans 6:23, 8:17-18; Revelation 20:15; I Corinthians 2:7-9.)

Expected Student Outcomes

A Southwest Florida Christian Academy graduate will:

1. Spiritual
 - S.1 Trust Jesus Christ as Lord and Savior (CV 3)
 - S.2 Commit to the absolute authority of the Bible (CV 1, 7)
 - S.3 Articulate and apply a biblical worldview (CV 1, 3)
 - S.4 Exhibit servant leadership (CV 7, VS)
 - S.5 Exemplify the fruit of the spirit (CV 7)
 - S.6 Engage the culture for Christ (MS)
2. Academic
 - A.1 Master the content and skills necessary for post-high school success
 - A.2 Pursue solutions to complex problems by thinking critically and creatively
 - A.3 Seek to learn and grow intellectually
3. Social/Emotional
 - SE.1 Demonstrate resilience when faced with challenge
 - SE.2 Assume responsibility for attitudes and actions
 - SE.3 Effectively communicate and collaborate with others
 - SE.4 Manage physical and emotional well-being for health and wellness
 - SE.5 Value civic responsibilities

Creation Statement

We at Southwest Florida Christian Academy feel a strong duty to teach Creation Science as a basis for understanding our origins. We believe in the creation of all that we know out of “nothing.” All life is a wonderful gift from God to be respected and cared for. A true understanding of the present world requires correlation of all the data of science within the framework of the Bible. For us this would include the following thoughts:

- Special creation of all things in six literal days.
- The fact of a universal flood as evidenced by both biblical and geological record.
- Biblical genealogies are for origin purposes. This makes it difficult to use these genealogies for establishing absolute time prior to Abraham. The fossil record and geological record of time support special creation.
- Man’s methods of dating yield conflicting ages and therefore must be viewed as erroneous.

SFCA’s Lifestyle Statement

We believe sex is a gift from God to be enjoyed within the marriage relationship. We believe that marriage was instituted by God and, as such, the term “marriage” has only one meaning, regardless of current legal or cultural definitions. The Scriptures define “marriage” as the joining of one man and one woman in a single, exclusive union. We believe that God has commanded abstinence from any form of sexual or intimate activity outside of a marriage. We believe that participation in fornication, pornography, homosexuality, bisexuality, bestiality, incest, polygamy, or adultery are all sinful perversions of God’s gift of sex. We also believe that gender is a gift from God, and He created human beings male and female; therefore, we hold the distinction between the two sexes to be sacred. We believe that God disapproves of and forbids any attempt to change one’s gender by any means. (Genesis 2:15-25; Psalm 139:13-16; Isaiah 53:1-6; Romans 1:18-32; 1 Corinthians 11:11-12; 2 Corinthians 5:19-21; Ephesians 5:22-33)

King’s

At SFCA we are the King’s. The name is a witness that we belong to the King of Kings. Each staff member has a personal relationship with Jesus Christ as Lord and Savior. We strive to see each child trust Jesus as personal Lord and Savior. It is our expectation that each student will reflect his/her personal salvation by living a life pleasing to the Lord as they serve the King of Kings.

Accreditation

Southwest Florida Christian Academy is fully accredited by the Southern Association of Colleges and Schools through Cognia and the Association of Christian Schools International (ACSI). ACSI provides its member schools with such benefits as: a credentialing process for teachers, leadership and training seminars, assistance with standardized testing, curriculum development, and representation of Christian schools in state and national issues concerning Christian education.

Preschool Policies

Licensing

SFCA Preschool is licensed through the Department of Children and Families (DCF) and members of Association of Christian Schools International (ACSI). Our license number is C20LE0117. Our license and membership are renewed yearly.

Contact Us

7:00 a.m.–6:00 p.m.
(239) 936-5015

If you reach our voicemail, please leave a message and your call will be returned promptly.

Hours of Operation

Full-time Child Care

Monday – Friday
7:00 a.m.–6:00 p.m.

Part-time Child Care

Monday, Wednesday, Friday
9 a.m. – 2 p.m.
Extended Care Morning: 8 a.m. – 9 a.m.
Extended Care Afternoon: 2 p.m. – 3 p.m.

Tuition: 2025-2026

Full-Time Child Care Tuition		
	Monthly:	Yearly:
Infants:	\$1,298	\$15,576
Toddlers:	\$1,106	\$13,272
Two's:	\$1,077	\$12,924
Three's & Four's:	\$1,049	\$12,255

Part-Time Child Care Tuition		
	Monthly:	Yearly:
PT Toddlers:	\$515	\$5,150
PT Two's:	\$500	\$5,000
PT Three's:	\$485	\$4,850
PT Extended Care Morning	\$125	\$1,250
PT Extended Care Afternoon	\$125	\$1,250
PT Extended Care Morning and Afternoon	\$225	\$2,250

*Tuition is calculated on a yearly basis, with holidays and school closures included in the annual tuition rate. For your convenience, we offer a 12-month payment plan for full-time, and a 10-month payment plan for part-time. Therefore, credits are not issued for holidays and/or special preplanned/emergency closures as listed in the Parent Handbook.

*PT Extended Care options are in addition to PT Child Care Tuition.

Classroom Ratios

Infants:	4:1
Toddlers:	6:1
Two's:	11:1
Three's:	14:1
Four's:	19:1

Payment Plan

FACTS Account Management maintains our tuition payments. Payments are deducted on the 1st of each month. To sign up for FACTS, please go to our website sfcakings.org and click on the CREATE AN ACCOUNT tab. FACTS customer service can be reached at 866-441-4637. There is a \$50 yearly enrollment fee per family for FACTS Account Management.

It is never the desire that any SFCA Preschool child be kept from attending the program due to financial situations; however, Non-Sufficient Funds (NSF) are not tolerated. A \$30.00 service fee from FACTS will be charged (in addition to any service fee your bank may have). Your child will be dismissed due to the parent's negligence concerning multiple NSF's. For further questions, please contact the Administrative Coordinator at (239) 936-5015, ext. 1244.

Tax statements will be issued, upon request. Please contact Accounting at (239) 936-1754, extension 1399 or email at beth.facella@mcgregor.net.

Discounts and Refunds

We offer a 6% discount for the 2nd child, 11.5% discount for the 3rd child, and 50% discount to the 4th child enrolled in the preschool. Discounts will be applied to the oldest child.

Each student is offered a one-week vacation credit per six-month period enrolled. A formal Vacation Request Form must be obtained and returned no less than two weeks in advance. A student must not be in attendance to receive a vacation credit. Vacation credits may not be applied towards a Two-Week Withdrawal Notice. If a child is enrolled and starts later than February 1, vacation allowance will be accrued according to their start date.

Parent Visitation

You are welcome to visit your child at any time. If you intend to visit your child for longer than five minutes, please receive approval from a director, except for special events. You may telephone anytime throughout the day to check on the well-being of your child.

Parent Concerns

Questions or concerns may be addressed by scheduling an appointment with the director through the SFCA Preschool Administrative Coordinator at 936-5015, ext. 1244, or by submitting your concern via email.

Communication

Located in every classroom will be a Parent Information Board. This board will list your child's daily schedule, lunch menus, snack options, as well as upcoming events.

SFCA Preschool offers our parents a monthly informational parent newsletter. You will receive a copy of this via email. Hard copies will be available at the front desk. Curriculum concentrations will be updated bi-weekly and displayed on the Parent Information Board, by the front desks. Signage is provided outside of each classroom to inform parents of the location of your child's class should they be outside of the classroom.

Withdrawal Policy

Full-time:

SFCA Preschool is a year around school. Once enrolled, full-time students have a spot secured for the entire full-time school year, including summer (August through July), unless a summer withdrawal is submitted. Removing your child from the program requires the following in its entirety, two weeks prior to your child's last day of attendance:

1. Complete a Formal Two-Week Withdrawal Notice. This can be obtained at the front desk.
2. Hand in all your proxy cards.

We will not recognize a verbal notice or email notice. This policy is in effect for all ages, including VPK.

Part-time:

Once enrolled, part-time students have a spot secured for the entire part-time school year (August through May). Summer enrollment for part-time students is available, but does require a separate registration for the months of June and July.

VPK is a program offered to our 4-year-old students. While the dates of VPK typically run from August through May, your full-time student is still considered enrolled in SFCA Preschool through the summer, unless we are notified of a summer withdrawal. Summer enrollment for part-time VPK students will require a separate registration.

When a spot permits re-enrollment, full enrollment papers and current enrollment fees will be necessary upon the return of your child. Vacation time may not be applied toward a Two-Week Withdrawal Notice. Only families leaving in good standing that have abided by all policies will be permitted to return to the school.

Arrival and Departure

Upon arrival and departure, it is mandatory that all children are checked in/out via FACTS on classroom IPADS. Your child will not be accepted into the classroom or released to you without following the sign in/out procedure. We will only release your child to the people listed on the Permission to Pick-Up Form in your enrollment packet or a one day only Substitute Pick-Up Form. Each parent will be issued an individual Personal ID (PIN code), which will be required to pick up or drop off a student. Additional PIN codes may be requested for authorized pickups that will be picking up on a regular basis.

We recommend that you have an emergency substitute pick-up in place. All substitute pick-ups must be added to the approved drop-off list, by you, in person. Phone requests to add an approved substitute pick up will not be accepted. Please remind your substitute pick-up that they must show a photo ID to pick-up your child. Drop-off (7:00–8:00 a.m.) and pick-up (5:00–6:00 p.m.) rooms may be provided for various age groups at the Director's

discretion. Substitute teachers may be placed in drop-off and pick-up rooms and may also be placed in the room on any given day that your child's teacher is absent. Our full-time preschool closes promptly at 6:00 p.m. Late pick-ups are not tolerated. Repeated occurrences will result in dismissal. For full-time students picked up after 6:00 pm, will result in a late fee of \$5 dollars per minute and will be charged to your child's account. Part-time students picked up after 2:00 pm will result in a late fee of \$5 dollars per minute and will be charged to your child's account, unless enrolled in part-time extended care program. Part-time extended care students picked up after 3:00 pm will result in a late fee of \$5 dollars per minute and will be charged to your child's account.

It is the responsibility of all SFCA Preschool parents to be available for phone contact and pick up throughout the day. If your child needs to be sent home for any reason, we will contact you via telephone. If a message is left, a return call should be made back to SFCA Preschool within 30 minutes stating your arrangements for pick-up. If we do not receive a return phone call, we will reach out to your emergency contacts for pick-up. Pick up should follow no more than 45 minutes from the return phone call. This policy is set in place for the wellbeing of your child and all students at SFCA Preschool. We always encourage parents to have an alternate pick-up available for your child if you cannot come when contacted.

Absences

If your child will be absent for any reason, please notify the Receptionist desk at 239-936-5015 as soon as possible.

Friday Pick-up

The following items will go home every Friday to be laundered in order for them to be returned on Monday:

- nap cot covers
- blankets
- pillows
- jackets/sweaters
- soiled clothing
- security object/stuffed toys, etc.

Book bags and all cubby belongings must go home each Friday as well. Items left in the classroom over the weekend are not the responsibility of SFCA Preschool. These items will not be permitted back into the preschool until laundered. SFCA Preschool will not be responsible for any/all misplaced/lost items. *If your child will not be attending on any given Friday, you are required to take the above listed items home on the day of return and bring it back on the following day laundered.

* Items left in the classroom at the end of the school year will be donated to the McGregor Baptist Clothes Closet.

Curriculum

Wee Learn Curriculum

WEE Learn curriculum is a center-based curriculum that stimulates each part of the brain and reaches every learning style. The purpose of WEE Learn equipment is to provide a framework on which teachers can build an early childhood program that allows children to grow and develop as Jesus did - in "wisdom and stature" and in "favor with God and man" (Luke 2:52). A child's growth and development are viewed as a process, not an event. This curriculum is developed around themes which provide opportunities for children to learn about God's Word and how to live in it. Activities which embrace physical, mental, social, emotional, and spiritual development are included under each theme topic. The themes are designed to help lay a foundation for understanding God, Jesus, the Bible, the church, self, others, and the natural world. Teachers are encouraged to use the activities to plan individual small-group and large-group activities which will meet the specific needs and interests of each child.

Holidays and Special Events

Thanksgiving. Every year we celebrate Thanksgiving with a feast in Fellowship Hall.

Mother's Day. Every year we host a Mother's Day celebration.

Father's Day. Every year we host a Father's Day celebration.

K-4 Graduation. At the end of each year, we host a graduation ceremony for our VPK students.

Extracurricular Programs. These programs will be available for an additional fee. You will be notified by newsletter, email, or Class Dojo for registration information.

Monthly Special Events. These events may include visits from the police department, fire department, doctors, dentists, local science, and pet establishments. Seasonal themes and activities are also a part of each month.

Meet and Greet. This event is held the week before the new school year begins. It is a time to meet your child's teachers, review sample curriculum, and visit his/her new classroom.

Picture Days. Professional photographs will be taken of your child at least twice a year, in addition to class pictures taken in the spring. VPK Graduation pictures will also be taken in the Spring.

Closures

SFCA Preschool will be closed on the following dates. Please note, these closures are already configured into our yearly tuition rate and there are no additional financial credits issued for them.

September 1: Labor Day
 November 24-28: Thanksgiving Break
 December 22– January 2: Christmas Break/New Year's Break
 January 19: MLK Day
 February 16: Presidents Day
 April 3: Good Friday
 May 25: Memorial Day
 July 4: Independence Day

Teacher Training Week: SFCA Preschool closes the last week of July for teacher training and preparation. Dates will be announced. Please check email newsletters for updates.

*Three emergency closure days are included in your annual tuition. In the event of a circumstance beyond our control (loss of power, hurricane, etc.), the school will be closed without financial credit.

Lunches and Snacks

Two daily snacks are included in the tuition for full-time students only, along with purified water. Snacks consist of a variety of foods that are healthy and geared towards kids. Please stop by the front receptionist desk to receive a list of the variety of snacks we will offer. We do not provide snacks for infants.

If you wish to bring a special snack or lunch for holidays, birthdays, etc., for your child's class, it must be approved by a member of the support staff. Please submit your request to do so with a week's notice. All treats must be store-bought, due to Health Department regulations.

Parents of children with severe allergies will be asked to provide their own morning and afternoon snacks and lunch. It is necessary for all children with allergies to have an Allergy Action Plan on file. This form is filled out by your child's physician and kept on file at the school.

Please refrain from packing candy or excessive junk food in your child's lunch. These items may not be served to your child.

Microwaves are not provided to heat your child's boxed lunch. If you would like for your child to have a hot lunch, please heat it at home and place it in a thermos to keep it warm until lunchtime. We are not permitted by the Health Department to heat up your child's food. Refrigerators are only provided for the Infants and Toddlers. Please pack your child's lunch accordingly.

Please provide food for your child at the right temperature. We are not permitted to test your child's food to ensure the correct temperature. Popcorn and other foods that may present a choking hazard to your child, will not be served.

Hot Lunch Program

The McGregor Baptist Church Food Ministry offers a hot lunch program to SFCA preschool students. Hot lunches are \$4.50 per meal. If you wish to order a hot lunch for your child, those orders will be placed daily using the FACTS Cash Register function (instructions will be sent electronically and are also available at the front desk). Please add funds to your child's account before ordering. Lunch orders can no longer be made in advance, and will need to be made daily for your child. **All lunch orders must be in by 9:30 am.** Lunches will be delivered to our younger age groups in their classrooms, while our VPK classes go to the school cafeteria. Should you have further questions regarding lunch charges, please email beth.facella@mcgregor.net. For questions regarding the lunch menu, please email greg.benefiel@mcgregor.net.

Toys and Accessories

Toys and other items from home are not permitted in the classroom. "Show and Tell" items must be brought in a shopping bag and placed in your child's cubby in their classroom and will be incorporated during show and tell time only.

Nap Time

SFCA Preschool provides nap cots for all children ages 12 months to 5 years old, except part-time VPK. Please pack a bag with a crib sheet, blanket, and travel pillow for your child each week. Please bring these items to school each Monday and take them home each Friday to be laundered.

Dress Code

Our dress code is in effect for safety reasons and reads as follows:

- closed-toe shoes ONLY (tennis shoes are recommended)
- shorts/bloomers to be worn under dresses and skirts
- skirts and dresses must be an appropriate length (knee length)
- shirts with offensive slogans will not be tolerated

*Please dress your child appropriately for the weather. All items must be labeled with the child's first and last names.

You will be contacted by a staff member to provide proper attire to meet our dress code if your child is not in compliance.

Behavior Guidance and Discipline in the Preschool

It is imperative to understand that “discipline” at any age level is NOT “punishment for unacceptable behavior.” Instead, the very word discipline means “teaching” - the very kind of teaching Jesus did with His disciples! Discipline is a door of opportunity to teach children appropriate ways to meet their needs. First, we will immediately stop inappropriate behavior (behavior that might hurt a child, destroy materials, or disrupt the group), then help the child find another more acceptable way to behave.

Discipline for any student of any age will NEVER include any sort of negative physical touching, which includes, but is not limited to, spanking, slapping, shaking, pulling, sarcasm, threats, or withholding any sort of care or food from them.

Meeting Our Preschoolers’ Needs: Our program promotes a positive approach to managing the behavior of all children. Discipline in the program has two primary goals. First, we strive to find a solution to the current situation. Second, we attempt to help the child process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control. To accomplish these goals, we use the following techniques daily:

Prevention: A well-designed and well-equipped classroom prevents frustration, interruption, and hazards. It offers a clean and safe environment. In addition, the daily routine provides enough time for play, a sense of security, little waiting, and few transitions.

Positive Redirection: The basic procedure used in all classrooms is positive redirection, which is redirecting unacceptable behavior to an acceptable alternative. This may be enhanced by verbal praise and other reward systems. We praise children for their appropriate behavior and successes by describing what we see and how we feel.

Limit Setting: We have a few clear, simple rules that vary according to the developmental level of the children. In establishing rules, each teacher follows these guidelines:

- Explain rules to students in a positive tone.
- Specify the benefits of following rules.
- Apply rules consistently.

Problem Solving: We appeal to the preschooler’s intellectual growth and moral reasoning by using natural and logical consequences and asking questions to encourage problem solving. Teachers help children identify their needs, feelings, causes, alternatives, and choices. We provide cues such as the statement, “Use your words.”

Managing Behavior: “Reflection Time” will be used only as a last resort when a child is unable to break a pattern of negative or attention-getting behavior. This is not a punishment, but rather a time of reflection for the child. When the child has regained control, he/she will be allowed to join the group. In any event, the reflection time will not exceed the number of minutes corresponding to the age of the child (for example: three (3) minutes for a three-year-old).

Prayer: The teachers and staff will follow up with their discipline with prayer. We will teach the child that Jesus wants them to obey their teacher.

Discipline Procedures

Behavioral Screenings: A behavioral screening will be implemented when a director or teacher notices a pattern of disruptive physical and/or verbal inappropriate behavior. This behavioral screening will be completed by your child's teacher. At pick-up you will be asked to sign this report and a copy will be issued to you. The teachers will then continue the behavioral screening process for one week, and at that time the Director will determine if the behavior has improved, or if the behavior has continued. If the behavior has improved, the child will be removed from the screening. If the behavior has continued or worsened, a conference will be scheduled.

Conferences will be held periodically to follow up on your child's behavior. Behavior screenings will continue until your child's behavior improves. If the behavior does not improve and continues to be a threat to his/her classmates and teacher's well-being, it is at the Director's discretion to dismiss your child from preschool.

1st attempt: Behavioral screening procedure

2nd attempt: One-day at home suspension

3rd attempt: Three-day at home suspension

*If the child's behavior persists and is detrimental to the well-being of other classmates, teachers or directors, the child will be expelled from the program.

Daily Discipline Procedure:

1st offense: Redirect unacceptable behavior.

2nd offense: Redirect negative behavior and give the child a verbal warning.

3rd offense: Remove the child from the activity.

4th offense: The child will be removed from the classroom and a Parent Communication Form will be sent home to notify the parent.

5th offense: If the safety and welfare of the other children or staff are diminished due to your child's behavior, the parent will be called for immediate pick-up and a conference will be scheduled with the Director.

Bullying and Extreme Behavior Policy:

The following are examples of bullying or extreme behavior: inflicting physical or emotional harm to a student or staff member, using vulgar language, explicit gestures, or displaying uncontrolled behavior.

1st offense, the child will be sent home for the day.

2nd offense, the child will go home for the day and will also be placed on a one-day-out-of-school suspension.

3rd offense, the child will be expelled from the school for the current school year.

The above offenses do not reset until the following school year.

*The Directors have the authority to send any child home immediately if the physical aggression or foul language is directed at classmates or adults.

Biting Policy

Consistent, loving boundaries help children learn about safety and living with others. Reasonable, realistic guidelines in an enriched learning environment give children the opportunity to choose appropriate, pro-social behavior.

Redirection, providing choices, consistent actions, praise, and encouragement help to prevent discipline before they happen. Logical or natural consequences for wrong choice behavior help children learn self-control by reinforcing acceptable behavior and letting children know what to expect. Children experience and respond well to feelings of security, warmth, and love.

In the sensitive case of biting, there are necessary boundaries that have been established by SFCA Preschool for the benefit of every child enrolled. It is important to understand that biting is a common stage among children who are around the age of two years. Beyond this age it is not common. Continued biting after the age of two may be an indication that something physically, emotionally, or mentally is a source of the biting. Thus, any child who bites will be closely monitored.

The following steps will be taken in the event of a biting incident:

- A child biting any toy or play objects will be closely monitored.
- A child biting art supplies or any non-play material will be redirected. Loving verbal guidance will be given about what is not acceptable to put in his/her mouth.
- A child biting himself/herself will be redirected. Loving verbal guidance will be given about what is not acceptable to put in his/her mouth.
- A child biting another child will result in immediate redirection. Verbal guidance will be given about what is acceptable to put in his/her mouth, and the parent of the biter will be contacted. The parent of the victim will be contacted if the bite results in a mark or the bite is located from the neck up. Both parents will also be provided with an incident report.

Safety precautions/consequences for biting another child or teacher:

Stage 1: 3 bites within a 21-day period 1 day out-of-school suspension.

Stage 2: 3 additional bites within the 2nd 21-day period - 3 days out-of-school suspension.

Stage 3: 3 additional bites within the 3rd 21-day period - 1 week out-of-school suspension.

Stage 4: 3 additional bites within the 4th 21-day period - 1 week out-of-school suspension only.

Stage 5: 3 additional bites within the 5th 21-day period - expulsion until the biting subsides.

***If a child bites more than one time in a day, he/she will be sent home for the remainder of the day.** (All required pick-ups must be completed within forty-five minutes of the initial phone call from SFCA Preschool.

*It is at the director's discretion to analyze the severity and circumstances of each bite and appropriate action, as necessary.

If a child is removed from the program for any amount of time, payment is still required for missed days except in case of immediate expulsion.

If at any time the safety of another child is at stake, the Director has the right to immediately remove a child to protect the other students in the class. All incidents of biting will be documented and placed in the students' files. At no time will the names of the children involved be released to other families. The parent of the biter will be contacted and will be required to adhere to the policy above. The parent of the victim will be called if the bite results in an open wound, leaves a mark or the bite is located from the neck up.

If there is anything at home that may be affecting your child's behavior, please let us know. Having a strong partnership with you is imperative in allowing us to know how to help your child.

We understand that children bite for various reasons, and precautions will be taken. Our goal is to provide a safe, happy learning environment for all our children, and we will make every effort to ensure that you are always provided with clear communication from your child's teacher.

The above policy is in place to protect your child by providing a safe and secure environment. It is never our intention to punish the parent or the child.

Young children have trouble taking another person's point of view and communicating theirs. They may not realize that biting will hurt. Biting can occur for a variety of reasons. Here are some reasons to consider:

- An attempt to communicate
- Anger
- Fear
- Frustration
- Too much stimulation or activity
- Not enough adult/child interaction
- Imitation of behavior
- Confusion
- Reaction
- Avoidance of a task
- To gain access to something denied
- Sadness
- Not enough activity
- Attention seeking
- Noisy environment
- Curiosity
- Difficulty waiting for a turn
- Teething

Parents and caregivers must cooperate to prevent children from biting. If children are permitted to demonstrate such behavior at home, there will be no chance of eliminating it in the preschool setting. Working as a team, educators and parents may identify possible reasons for a child biting and respond accordingly. While early childhood professionals may be more familiar with positive discipline techniques, parents are experts on their own children's behavior. SFCA Preschool teachers and staff will take the time to look for a pattern in the biter's environment and emotional state at each episode. Does the child always bite the same individual? Is the biter simply exhausted? Or hungry? SFCA Preschool staff will be ready to intervene immediately, but carefully. Teaching children age-appropriate ways to control themselves encourages the development of confidence and self-esteem. We will guide children toward self-control and away from biting. The key is understanding for adults and children alike.

The staff will separate the child who bit from the child who was bitten and place the biter in a reflection time. The teacher will then focus her attention on the victim. The child's wound will be cleaned with soap and water. The teacher will then educate the biter that our teeth are used for food and that biting his/her friends hurts them. The teacher will then notify a director by filling out an incident report. If it is a severe bite, we will then contact the appropriate parents. We will then suggest to the parent that a pediatrician should be consulted if the bite breaks the skin. We never identify the biter to the parents of the child who was bitten, to protect all children. Our top priority is to protect all children and create a safe learning environment for all students to thrive.

Forms

Daily Report Form:

A daily report will be sent home with your child (Infants-Two's). This report explains how your child behaved in school with their mood, toilet training, diapering, snacks, nap, lunch, etc.

Health Report Form:

This form will notify the parent of any health-related incidents that occur while your child is at school. This form must be signed by the teacher, support staff, and parents on the day of the incident.

Parent Communication Form:

This form will communicate any details of your child's day, which are not pertaining to their physical health or well-being while at school.

Vacation Request Form:

This form is required to be filled out and submitted two weeks prior to your child's first day of absence.

Substitute Pick-Up Form:

If a friend or family member will be picking up your child for one day only and you do not want him or her to be added to the list permanently, please fill out this form for the particular day he or she will be picking up.

Two-Week Withdrawal Notice Form:

If you will be leaving the program at any time, you must fill this form out two weeks in advance to avoid additional fees.

Extended Care Request Form:

If part-time families elect to enroll in our extended care hours, you must fill this form out 2 weeks in advance.

Overtime Billing Notice Form:

This form will notify parents of additional fees due to late pick-ups for both full-time and part-time students.

Injury Procedure

Accident/Incident/Biting Report: When an accident, an incident, or a bite occurs at school, a report form will be filled out documenting this event. This report will be signed by a director or a support staff member, and then upon pick-up, you will be asked to sign before taking a copy.

Ice bags are available to the children for injuries and accidents. Each room is provided with a "boo-boo bag," which accompanies the teacher each time they leave their room.

If the child receives a severe injury, a support staff member will notify you of this accident.

Health Guidelines

You will be notified to pick your child up within **45** minutes if any of the following occurs:

- Vomiting (one bout for any reason)
- Two bouts of diarrhea
- Fever (100.4 degrees or higher)
- Questionable rash or markings
- Head lice * (no nits remaining)
- Excessive coughing
- Conjunctivitis (or the appearance of)
- Sudden allergic reactions
- Excessive crying
- Seizures, or other serious conditions

If any of the above occurs, the child may not return for 24 hours after symptoms cease or without a doctor's note. The doctor's note must state that the child is not contagious and may return to school. If this is due to allergies or a permanent physical condition of a child, a doctor's letter will be required for admittance and kept in the child's permanent file. Doctor's notes that do not specify the length of time a child is clear to come back without being contagious will only be active for one week.

At any time, the Director may request a doctor's note in order to return to school. This note must state that the child is not contagious and may return to school.

*If a child is diagnosed with head lice, they may return when there is no lice or nits. Head check is required by a support staff member in order to return to school.

Please be prepared for such emergency situations and plan for occurrences ahead of time. Keep your work number and emergency phone numbers current in your child's file. In the event of an emergency, we will call the numbers on our student records. After thirty (30) minutes, we will begin to call individuals that you have approved in your child's file to pick up your child. If you need to update your records, please notify our front desk receptionist. In the event that you or an authorized pick up are unable to pick up your child within thirty (45) minutes, upon a requested pick-up phone call, we will seek to find a staff member for one-on-one care for your child. One-on-one care is not included in your child's monthly tuition; you will be charged \$20 per hour for this service.

If you have taken your child to the doctor, a note from the doctor stating the diagnosis, stating the child is not contagious and the return date will be required for the child to return to school. If your child has any of the above symptoms at home, we do trust that you will follow our strict medical policies for the well-being of your child, other students, and teachers in the program. Regardless of medical policies stated in this handbook, the Director is to determine whether a child may attend school on any given day.

No medication (prescription or non-prescription) of any kind will be administered by SFCA Preschool associates. If your child has a life-threatening condition that requires medication, please speak with an Administrator.

Diaper creams and sunscreen are treated as medication and will require a Medical Release Waiver to be signed and kept in your child's file. If desired, sunscreen should be applied by the parent, each morning prior to being dropped off. If you desire an evening application of sunscreen, please contact an Administrator.

Communicable Disease Policy

HRS County Public Health Unit Director /Administrator reserves the authority to invoke quarantine powers under 232.032 Florida Statutes, which could lead to the removal of your child if proper immunization documentation or medical exemptions are not provided. Parents are given the option to exempt immunizations with proper documentation.

Medical Information

In the event of a medical emergency and the parents cannot be reached, Program Directors will first attempt to reach the emergency contacts listed in the registration packet. If we are unable to reach an emergency contact and the accident warrants, we will call 911.

If your child's injury results in an open wound, we will clean the area with soap and water. All the SFCA Preschool staff members are certified in First Aid and CPR.

Parental Custody

In the event of a "family dissolution," SFCA Preschool is bound by law to enforce the rulings of the court. A copy of any restrictions, injunctions, restraining orders, or visitation schedules must be presented to the preschool. It is necessary that we have a copy of an official document with valid dates. We will not be responsible, nor can we enforce anything outside the court's decision.

Videos and Television Viewing

Movies are only viewed as a special event and must be approved by a director. No movies may be brought in from home. Television programs are only viewed if in direct relation to the curriculum or a learning activity.

Toilet Training

Children who are toilet training should have 2-3 changes of clothing, including an extra pair of shoes. Our desire is to work as a team when your child is undergoing toilet training. If a child has an accident and he/she does not have a change of clothes, the parent will be notified to bring in a change of clothes immediately. SFCA Preschool may not have extra clothing on campus, so it is required that all students have an extra set of clean clothing including shoes. We strictly enforce that those children having multiple training accidents must be in a pull-up. This is a health issue, as other children sit and play on the floor and with SFCA Preschool equipment. Please supply pull-ups for emergencies.

SFCA Preschool does not begin to train the children to use the toilet until the final stage of the older toddler classroom. During this time, children are introduced to the toilet. If a child in the toddler room is requesting to use the potty on their own, a staff member will assist the child in using the toilet. Most toilet training occurs in the two-year-old classroom.

All students entering the three-year-old classroom must be fully toilet trained without accidents. Three-year-old students must be fully able to change their clothes and properly clean themselves after restroom use, without assistance.

Infant Requirements

The following information will help you prepare for bringing your infant, toddler, or super toddler to our facility and will also help our staff provide better care for your child:

ALL ITEMS MUST BE LABELED WITH CHILD'S FIRST AND LAST NAMES

- Correct supply of prepared bottles for the day with lids
- Cereal
- Food, unopened
- Change of clothing (socks and shoes) (2)
- Wipes
- Diapers (cloth diapers are not allowed, due to sanitary reasons)
- Diaper cream
- Pacifier, if needed
- Sippy cup, if needed
- Security blanket or toy, if needed
- Schedule of feeding, napping, etc., for your infant
- When infant is ready to transition to the Toddler Room, nap bedding will be required
- Glass bottles are not permitted.

Refrigerators are available in all infant rooms to keep bottles, food, etc., cold.

Mothers are welcome to come and breastfeed throughout the day.

We require all who enter the infant room to remove shoes or wear disposable shoe covers provided for you. Siblings should not enter the Infant classrooms. We strive to keep our rooms clean and sanitary.

The following lines up with the advice of local pediatricians and the Health Department to ensure the highest level of safety and health for your infant:

Infants will be placed on their back while sleeping. This is continued until we feel confident that they can roll over to their tummy on their own.

All infants 6 weeks to 12 months will be held while consuming their bottle.

All meals and bottles must be prepared prior to dropping off your child and will be sent home daily. This includes cereal, jar foods, and snacks. No food will be stored in the classrooms.

Once a bottle has been offered, we are only permitted to continue to offer it for one hour. After one hour, the contents will be discarded.

Toddler Requirements

ALL ITEMS MUST BE LABELED WITH CHILD'S FIRST AND LAST NAMES

- Bottles in the Toddler Room are permitted for a transition time only.
- Lunch must be in a thermos, if a hot lunch is desirable to your child.
There are no microwaves in the rooms.
- A refrigerator will be provided for lunches.
- Diaper cream

- Diapers
- Pacifier will be permitted at nap time
- Blanket, pillow, sheet, and security blanket or toy
- Sippy cup
- Change of clothes, socks, and shoes
- Bag for nap bedding
- Lunches and snacks must be finger foods.
- All meals must be prepared prior to dropping off your child and will be sent home daily. No food will be stored in the classrooms.

Two, Three & Four-Year-Old Requirements

ALL ITEMS MUST BE LABELED WITH CHILD'S FIRST AND LAST NAMES

- Change of clothes, socks, and shoes.
- Lunch packed with an ice pack or in a thermos.
- Blanket, sheet, pillow.
- Backpack.
- Bag for nap bedding.
- No sippy cups, please

Pacifier Policy

If a pacifier falls onto the floor or if another child places it in his/her mouth, it will be washed with soap and water. A disinfectant steamer is available for disinfecting purposes on an as needed basis.

Pacifiers are permitted in the Toddler room for nap time only and in the Super Toddler room at nap time, for a transition time only.

Sanitizing Policy

All toys and items in the classrooms will be sanitized daily with an approved disinfectant.

Our teachers strive and attempt to sanitize all hard-surfaced toys in between the use of each child. Cloth toys and linens are laundered daily.

Cloth seat covers, nap mats, and straps are laundered/sanitized every Friday.

Carpets will be sanitized quarterly.

Hand washing Policy

Our teachers wash their hands with soap and water before the children arrive, before feeding the children, and after changing diapers or toileting a child.

Any SFCA Preschool employee entering any classroom is required to wash her hands. Any SFCA Preschool employee entering the infant room will also wear socks or foot covers. Foot covers are provided for you.

Children's hands and faces are washed numerous times a day: Upon morning arrival to class, after snack/lunch time, after playground time, after diaper changing and before the child goes home.

Student placement

All students are placed according to their age as of September 1st of the current school year.

All children under the age of 2

Each student that enrolls into our program will be assessed and placed according to his/her developmental and behavioral needs.

Infants

Our infant room cares for ages 6 weeks and older. Once an infant is 12 months of age and/or walking we will begin to assess the availability of placement in the Toddler room. We may move a child earlier or later depending on their behavioral and developmental needs.

Toddlers

Our Toddler room is for children 12 months of age and older. We have multiple toddler classrooms and children are placed in them according to their developmental needs. Toddlers may be promoted mid-year to an older toddler room but will not be promoted to the two-year-old classroom until the following school year begins. Once a child is placed in the two-year-old classroom, they will remain in that class for the entire school year.

At the start of each new school year (typically in August, date TBD) children will be promoted to the appropriate age group which is determined by their date of birth as of September 1st of the current school year. This is applicable to all SFCA Preschool students, infants through five years of age.

Playgrounds and Outdoor Policy

Indoor Playground

An indoor facility is available for our students when the weather is inclement. Children must be walking, 12 months or older, and be registered as a current student at SFCA Preschool to use the playground.

Outdoor Playground

All children will go outside, either to the playground or on a buggy ride, two times per day depending on their age.

SFCA Preschool onsite, age-appropriate playgrounds contain state of the art equipment. Children must be 12 months or older and must be enrolled as current students at SFCA Preschool to use the playground. SFCA Preschool has two playgrounds. One is designed for our Twos, Toddlers, and Super Toddlers, and the other is designed specifically for our Three and Four-year-olds.

Please make sure that you dress them appropriately for the weather. If you would like your child's teacher to apply sunscreen before going outdoors, please contact an Administrator. We only offer afternoon applications and ask that the parent applies the desired product before coming to school in the morning.

Heat Index

SFCA Preschool observes the heat index twice daily. If the heat index is between 90 and 95 the children will play outdoors for a maximum of 20 minutes. If the heat index is above 95, children are not permitted to play on the outdoor playground and will instead use one of our indoor activity rooms.

Bye-bye Buggies

Bye-bye buggies will be used to take toddlers and infants outdoors to enjoy the fresh air and a change of scenery. Our toddlers and infants enjoy a buggy ride once in the morning and once in the afternoon.

Teachers and Volunteers

No one is permitted to work until a level two background check is completed. Paid associates are required to have FBI, FDLE background checks and drug tests. No one under 18 years of age will be employed by the department.

Security

SFCA Preschool in partnership with SFCA and McGregor Baptist Church provide a security team, including our Lee County School Resource Officer. This team implements all our security measures and drills to keep our campus prepared and safe. A member of the Security Team is always on campus and is available to respond to the needs of our program if necessary. We continue to raise the bar to attain high standards at SFCA Preschool.

Two prox cards will be issued per family, which are included in your initial registration fee. Beyond these two prox cards, you may purchase additional prox cards, if a director has granted permission. Additional prox cards are \$20. Every parent who has been given a prox cards must always have the prox cards to access the SFCA Preschool Campus. If you have misplaced, lost, or damaged your card, you will be charged for a replacement. Upon your child's final day of enrollment, please return your prox cards.

Located at every SFCA Preschool entranceway is a proximity reader. This system was installed to provide protection and security for our children. Parents will be able to scan their prox card to enter the department. No one will be permitted to enter without a prox card unless approved by one of the SFCA Preschool support staff members. If your card is lost or stolen, please report this information to the SFCA Preschool Receptionist so the card can be deactivated. For your child's safety, please refer to the map on page 19, and utilize the entrance closest to your student's classroom for drop-off and pick-up. The west entrance of the Joy Building will be used for rainy days only. We ask that you never hold or prop any doors open and allow each parent to access the building with his or her own prox card.

Fire Drills & Emergency Evacuation Procedures

Fire and emergency evacuation routes are posted in each room. Every Infant and Toddler Room has at least one crib with evacuation casters. In the event of a fire drill or emergency, the infants and the toddlers are placed into these cribs at six per crib and wheeled outside to the designated area. Super Toddlers, two, three, and four-year-olds, will have a long, knotted rope for each child to hold onto and will proceed with the fire drill in this orderly manner. All rooms are to evacuate to the designated meeting area on their evacuation plan and wait there until the Director has given you the information that the building is clear to re-enter. The teachers will take their attendance sheet with them and will count the children as they evacuate and again when they get to their designated meeting area. At no time can a parent pick up or drop off their child during a fire drill. They must wait until the children are back in their classroom. At that time, another head count will be taken and then reported to the Director, and then the teacher can release or accept your child.

SFCA Preschool will have monthly fire/evacuation drills. The teachers are trained to quickly evacuate in an orderly manner to the designated area. The directors and support staff will assist in these drills.

Hurricane Procedures

For Media/Hurricane Advisory Information, visit www.sfcakings.org or call to listen for updates at 936-1754 or contact the local news station for updated information. Three emergency closures are included in your yearly tuition. In the event of a circumstance beyond our control (loss of power, hurricane, etc.), the school will be closed without financial credit.

Campus Map

