

**Satellite Beach United Methodist Preschool
Parent Handbook**

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Contents

PHILOSOPHY	1
STANDARDS	1
ADMISSIONS POLICY	1
OUR STAFF	1
CURRICULUM.....	2
Artistic Experience	2
Chapel and Music	2
Program Enrichment.....	3
Field Trips.....	3
Lunch Bunch.....	3
Mixed Age Lunch Bunch.....	Error! Bookmark not defined.
VPK Extended Day Lunch Bunch.....	3
POLICIES AND PROCEDURES	3
Age of Child	3
Tuition.....	4
School Hours	4
Before Care.....	4
School Calendar.....	4
Late Charge.....	4
Drop off and Pick up of a Child.....	4
Arrival Time	4
Two-Year-Old-Classes and Three-Year-Old Classes.....	5
Before-Care (Currently the Pink Door Y7)	5
9am Drop Off.....	5
Noon Pick Up	5
Lunch Bunch Pickup.....	5
Four-Year-Old Classes (VPK).....	5
Before-Care (Currently the Yellow Door Y1).....	5
9am Drop Off.....	5
Noon Pick Up	6
Good weather pickup from the back doors facing Lee Avenue	Error! Bookmark not defined.
Inclement weather.....	Error! Bookmark not defined.
Lunch Bunch Pickup.....	6
Bikes, Skateboards, Scooters, etc.	6

Dogs	6
Tardiness	6
Early Dismissal	6
Backpacks	6
Playground	6
Absences	6
Food	8
Clothes	8
Shoes	8
Birthday Celebrations	8
Toys	8
Conferences	9
Parent Involvement	9
Smoking	9
Halloween	9
Christmas and Easter	9
HEALTH POLICIES AND PROCEDURES	9
Records of Attendance	9
Medical Records	9
Health	9
Notify the School	10
Medication	10
Outside Time	10
Allergic Reactions	10
Tuition and Fee Payment	10
CRISIS MANAGEMENT PLAN.....	11
Emergency Plan	11
Emergency Evacuation	11
SBUM PRESCHOOL GUIDANCE AND DISCIPLINARY POLICY	13
Guidance and Discipline Practice	13

Satellite Beach United Methodist Preschool Parent Handbook

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PHILOSOPHY

Through a warm, accepting climate, we provide an educational program that encourages the growth of the whole child. Our continuous, interactive curriculum strives to meet the spiritual, physical, emotional, social, and intellectual needs of the preschool child. Under the guidance of qualified teachers, the unique talents and abilities of each child is valued. Since play is the language of children, a Christian atmosphere promotes healthy attitudes and places emphasis on the importance of good decision making. The intent of this program is to foster a positive outreach between the Satellite Beach United Methodist Church and the community. The preschool serves children who are at least two years of age by September 1st of the year in which they are enrolled.

STANDARDS

Satellite Beach United Methodist Preschool is licensed by Department of Children and Families and visited by a representative of that office at least twice a year. The programs license is renewed annually and meets or exceeds all requirements set forth by the following organizations.

The center has been inspected and approved by:

- ☺ The Department of Children and Families (DCF)
- ☺ The Satellite Beach Fire Department
- ☺ Early Learning Coalition of Brevard (ELC)

The Preschool is a member of The United Methodist Association of Preschools (UMAP), Florida Conference.

ADMISSIONS POLICY

Satellite Beach United Methodist Preschool admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

OUR STAFF

The staff is a team of dedicated professionals who have the welfare and best interests of your child as their top priority. In addition, every effort is made to maintain a low child-teacher ratio.

Everyone on the staff is required to have the State of Florida forty-hour childcare certification and five-hour literacy training offered through DCF (Department of Children and Families), with an additional minimum of 10 hours of childcare related training per year. The state requires fingerprinting and an extensive background check, which is done upon employment. Each classroom has a lead teacher with an AA, AS, FCCPC or BA and credits in Early Childhood Education or in process.

CURRICULUM

The Preschool curriculum includes the following developmentally appropriate goals based on the guidelines and standards of both UMAP & VPK Florida Standards:

Children will grow **socially and emotionally** by learning to.....

- ❖ Listen
- ❖ Take turns
- ❖ Make new friends
- ❖ Make choices
- ❖ Think for themselves
- ❖ Follow simple directions
- ❖ Express feelings in socially acceptable ways
- ❖ Work both individually and in a group
- ❖ Identify with an adult other than a parent
- ❖ Feel safe and secure away from home
- ❖ Respect others

Children will grow **physically and mentally** by.....

- ❖ Developing large and small muscle coordination
- ❖ Developing visual and auditory discrimination
- ❖ Developing language skills
- ❖ Recognizing colors and shapes
- ❖ Recognizing some uppercase and lowercase letters
- ❖ Recognizing letter sounds
- ❖ Recognizing and writing some numbers
- ❖ Working creatively with their hands
- ❖ Learning to cut with scissors

Children will grow **spiritually** by.....

- ❖ Experiencing various types of prayer
- ❖ Hearing age-appropriate Bible stories
- ❖ Exploring God's wonderful creation
- ❖ Celebrating major Christian holidays
- ❖ Singing songs about God and Jesus
- ❖ Hearing faith language such as *God, prayer, Jesus, love, and worship* used in the classroom

Artistic Experience

An important part of the curriculum is art. A variety of materials are available daily in the classrooms. Playing with play dough, cutting, pasting, drawing, and painting are not only fun for the children, but appropriate experiences to promote learning. It is an opportunity for children to express original ideas, develop fine motor skills, improve coordination, learn to recognize colors, shapes, and textures and develop creativity along with pride in their accomplishments. The staff focuses more on what children are learning from the experience rather than the finished product sent home.

Chapel and Music

A special chapel time with the pastor or other Christian educators is held once a week for three-day and five-day classes in the Sanctuary at the end of the day. The children enjoy songs, prayer and Bible stories.

All three-year-old and four-year-old classes have music other days of the week at the end of the day. Some songs they learn will be performed at music programs throughout the year.

Program Enrichment

The Preschool invites resource people and special programs to enhance the curriculum. Events and programs are scheduled throughout the year.

Field Trips

Trips are scheduled once or twice per year depending on when rooms cannot be used due to special events such as when the church is used as a polling site. Transportation for field trips is not provided. Parents are requested to drive their child.

There is always a need and appreciation for parental involvement to help make these programs and special events meaningful for the children.

Lunch Bunch

Lunch Bunch is available to students in the Three-Year-Old classes and in the Four-Year-Old Classes. Lunch Bunch begins at noon and operates until 1:50 p.m. The door will open at 1:50 and all children must be picked up by 2:00. Children participating will bring a lunch clearly marked. All children will have time on the playground for about 20 -30 minutes. Lunch Bunch will provide more time for indoor free choice play. This program is conducted by the preschool aides. For permanent roster students, fees are paid in advance. Late fees will apply. The fees are based on a student being absent several times and averaged for the year. The preschool reserves the right to cancel Lunch Bunch for the day due to special events or lack of participation. There is no Lunch Bunch on the last day before Christmas break or the last day of school.

VPK Extended Day Lunch Bunch

VPK Extended Day Lunch Bunch is available to enrolled VPK students for families who are interested in a teacher-led Lunch Bunch. It will be similar to the mixed age group lunch bunch, but it will be curriculum-based rather than free-choice based play and it will be led by a VPK teacher. It is an option for VPK students who will sign up for 3 or 4 days of VPK Extended Day. Students from all the VPK classes will have the option to participate in either the mixed age free play Lunch Bunch or attend the supervising VPK teacher's room. (The morning VPK Instructional hours may be with a different teacher than the VPK Extended Day Lunch Bunch Teacher.)

Please refer to the Lunch Bunch Policies and Agreements page at the end of the preschool application. The schedule will be announced before school starts at Meet the Teacher.

POLICIES AND PROCEDURES

Age of Child

A child must be two (2) by September 1st to be in the Two-Year-Old class, three (3) by September 1st to be in the Three-Year-Old class, and four (4) by September 1st to be in the Prekindergarten (VPK) program. All children in the Three and Four-Year-Old classes must be potty trained before entering school.

Tuition

Tuition is due the first of every month, except for VPK students. A \$25 late fee will be charged if tuition is received after the 5th of the month. Returned checks will not be processed again but will be assessed a \$30 returned check fee that should be included with the reimbursement check, money order, or cash.

School Hours

School hours are from 9:00 a.m. until 12:00 p.m. Monday through Friday. School begins promptly at 9:00 a.m. (except for the Two-Year-Olds) each morning. Prior to that time, teachers are busy with final preparations for the day. Parents are requested to remain outside the Preschool until doors are open. Classes end at noon and dismissal will begin shortly after 12:00. Please be prompt in picking up your child. Occasionally, a problem may arise to detain you. A phone call to inform the school that you will be late would be greatly appreciated.

Before Care

Based on enrollment, 55 minutes of Before-School care will be offered for a monthly fee or drop in fee. Children may be dropped off to play before being escorted to their classrooms. Please see the Lunch Bunch Policies and Agreement page at the end of the preschool application. The schedule for beginning Before-Care will be announced at Meet the Teacher.

School Calendar

Opening Date, Closing Date, Holidays, and Emergency Days (Hurricanes) are the same as Brevard Public Schools. Every effort will be made to follow the makeup days identified by the school district, but Satellite Beach United Methodist Preschool reserves the right to alter days. Parent Orientation and Meet the Teacher will be scheduled for the week before school starts. A calendar of events will be emailed during the summer.

Late Charge

A late charge of \$1.00 will be applied for every minute after classes end and \$1 for every minute after 2 pm for Lunch Bunch if a parent is late picking up their child.

Drop off and Pick up of a Child

A reliable person must deliver and pick up your child. Your child will be sent home only with persons authorized with a Procure Pin to check out your child. This adult will need to show a picture ID in order for a child to be released.

Arrival Time

Arrival time is very important, and each child needs to have that special greeting time with their teacher. This positive interaction helps with the transition from home to school as your child begins the day. If parents are in the doorway trying to talk to the teacher or cope with a difficult separation, the teacher cannot fully focus on the students who are already present or those that are arriving. If a discussion is needed with your child's teacher, please schedule an after-school meeting. **When delivering your child, it is your responsibility to make your child's presence known to the teacher or assistant and to sign in your child.** This is a Department of Children and Families (DCF) requirement. When the children are on the playground, at music, or chapel, please walk your child to the appropriate location, sign your student in and verbally touch base with your child's teacher before leaving.

- All persons dropping off or authorized to pick up must have a Procure Pin.

- Escort your student to the room and sign in on the tablet on their class's rolling cart.
- Adults are not to congregate in the halls, leave immediately.

Two-Year-Old Classes and Three-Year-Old Classes at the East Wing.

- Please park in the east parking lot.
- Enter the hall from the east.

Before-Care

Before Care will close to entering students by 8:30.

9am Drop Off (Time will be adjusted for the two-year-old classes).

- The gates will unlock at 9am.
- Escort your student to their assigned classroom and sign in with your personal Procure Pin Number using your phone or a school tablet, (all persons permitted to remove must have their own individual pin number. Using the parents or another person's pin will be considered fraudulent).
- Allow your student to enter.
- Exit via the field to the east gate.

Bikes should not enter the hallways.

Noon Pick Up (Time will be adjusted for the two-year-old classes).

Safety is our priority. Please follow these guidelines during this time:

- Enter the hall from the east or from the field.
- Students will be called to the door as the teacher sees the parent sign their student out.

Lunch Bunch Pickup

- Follow the above guidelines for noon pickup.
- Do not linger. Leave immediately.

The above guidelines also apply to parents riding bicycles, scooters, skateboards, etc. Wheeled vehicles should not enter the hallways.

Four-Year-Old Classes (VPK) Safety is our priority. Please follow these guidelines during this time:

- Enter the hall from the west.

Before-Care

Before Care will close to entering students by 8:30.

9am Drop Off

- Please wait at the west gate until it is unlocked for the classes to open to enter the hallway.
 - (staff will indicate that we are ready.)
- Escort your student to their assigned classroom and sign in on your phone or the school tablet with your personal Procure Pin number and allow your student to enter. (all persons permitted

to remove must have their own individual pin number. Using the parents or another person's pin will be considered fraudulent).

- Exit by the east end of the hallway. One-way traffic is required.

Noon Pick Up

- Pick up will be at the west.
- Sign out student with your personal Procare Pin #. (all persons permitted to remove must have their own individual pin number. Using the parents or another person's pin will be considered fraudulent).
- Students will be called to the door as the teacher sees the parent sign their student out.
- Exit the hall to the east.

Lunch Bunch Pickup

- Follow the above guidelines for noon pickup.
- Do not linger. Leave immediately.

Bikes, Skateboards, Scooters, etc.

Bikes, skateboards, scooters and any other wheeled riding vehicle should not enter the hallways. They should be left along the building.

Dogs

Dogs should not come to preschool. Some children have allergies. Dogs should not be in the hallway. Dogs should not be on the playgrounds.

Tardiness

Students are considered late after 9:10 a.m. Please consider that arriving late is a distraction and a time-waster for the rest of the classroom. Due to the expectations of the VPK program, chronic tardiness will be grounds for withdrawal from the program.

Early Dismissal

If your child needs to be dismissed early, please send a note to your teacher stating the expected time of departure, so your child can be ready for pick up at their classroom. Please call ahead so the teacher can be notified if it is a last-minute event.

Backpacks

Backpacks are optional, but we do request no wheeled backpacks. Backpacks should be large enough for art and should be adjusted to fit properly on the child.

Playground

It is imperative the playground rules are followed. Do not let your child walk up the slides, hang from any of the bars, or jump off the high platforms. If a restroom is needed before school starts, do not go to a classroom and disturb the teacher. Use the restrooms in the Fellowship Hall or in the Y Building by the east parking lot. Families are welcome to play on the playgrounds after school hours, but please follow the preschool rules. Your child will tell us that you let them break the rules.

Absences

Teachers do take roll each day per DCF and Florida statute, child care facilities must track if a child is not in attendance and speak to a parent/guardian within an hour of their normal arrival time. This is an effort to prevent forgotten children in hot cars. Please communicate with the teacher via phone, email, or Procure App by 8:55 a.m. if your child will be absent. The preschool number is 777-0116 ext. 223. The teacher will have to start calling the parent/guardian if we do not receive a communication.

Food

Please provide your preschooler with a wholesome snack every day, avoiding snacks with high sugar content. Snacks should be easy to open by your preschooler. Please do not send a snack for the class unless the teacher has requested it for a special occasion. Parents may not be aware that some children may have food restrictions and would be unable to participate in the snack. Water bottles labeled with student's full name must be provided. Absolutely no soda of any kind is permitted. The following foods are choking hazards and will not be served to our children: nuts, hard candies, whole hot dogs, popcorn, raw carrots cut in circles, large cheese chunks, and whole grapes.

Clothes

Washable play clothes are the most suitable for school. A complete change of clothes, including shoes and socks, should be sent to school and will be stored in the classroom for your child. Please mark each item with your child's name and place all items in a zip-lock bag.

Shoes

Shoes should be closed-in loafer or athletic-type shoes appropriate for running, jumping, climbing, and other preschool work. **Rubber sole shoes are best.** No cowboy boots (unless the boots have a rubber sole), crocs, platforms, high-heeled shoes, backless shoes, shoes with any gaps or sandals of any kind will be allowed. Shoes that flip off are unacceptable as well. If your child arrives at school with inappropriate shoes, you will be asked to take your child home with you and return with proper shoes. This includes special program days.

Birthday Celebrations

Your child's birthday is a special time and to help make it enjoyable, the following requests are suggested:

1. Bring a simple snack such as cupcakes or special cookies from a professional kitchen.
2. Birthday cups, plates and napkins are great to send.
3. Water is provided but juice may be sent.
4. "Goody bags" are welcomed but should be small and simple.
5. Your child will be given a birthday crown. Hats and balloons are not acceptable.
6. Planned games or other competitive activities will not be allowed.
7. Please feel free to come and visit your child's class during party time. If possible, make arrangements for younger siblings so the focus on this special day can be on your birthday child. Please be on time!
8. Private party invitations will only be handed out if every student in the class receives an invite.

Toys

The school is well stocked with educational toys. **Please do not allow your child to bring toys to school except on "Show and Share Day".** The toys may cause a distraction to other children and take away from the child that has brought a special item. Please follow your teacher's specific guidelines.

Guns, swords, and war toys are not appropriate at school at any time.

Conferences

A parent-teacher conference is scheduled in April. In the event there is a need to speak with your child's teacher earlier in the school year, please send a note to your child's teacher or call to schedule an appointment. All teachers are happy to communicate through email.

Parent Involvement

The staff looks forward to working with you throughout this school year. After teachers develop a trusting relationship with your child (about a month), prearranged involvement in school activities by parents is welcomed. Please make arrangements for younger siblings who might try to get "involved" in classroom activities. Parents dressed or speaking inappropriately in front of or to students will be asked to leave and not be invited to visit again.

Smoking

Satellite Beach United Methodist Preschool is a smoke-free environment. Smoking is not allowed on the preschool campus.

Halloween

The school program does not celebrate Halloween. The traditional Halloween themes and symbols including witches, ghosts, death, black cats, superstition, fear, and darkness are contrary to basic Bible truths. We do not accept special treats, costumes or goodie bags portraying these themes. In general, smiling pumpkins, stalks of wheat, displays of produce and the like, are acceptable harvest symbols during this time of year. (Scripture References: Ephesians 5:11 and 2 Corinthians 6: 14-17, Deuteronomy 18:10-11).

Christmas and Easter

The school acknowledges these holidays as joyous times of the year to enthusiastically celebrate and emphasize both the birth of Jesus Christ and His Resurrection. Activities and symbols that compliment these themes are prominent in our classrooms. Myths and symbols such as Santa Claus, elves, the Easter Bunny, and other secular symbols are acceptable, but are not emphasized in the program.

HEALTH POLICIES AND PROCEDURES

Records of Attendance

The Preschool will maintain records of attendance, health, and identification for each child.

Medical Records

Your child's health and well-being are of primary importance. Upon enrollment, a Statement of Good Health (State of Florida physical form) from a doctor and your child's immunizations records must be provided to the school. These DCF forms can be obtained from your pediatrician. The school policy requires these forms be submitted at the time of enrollment. It is the parent's responsibility to ensure their child's immunizations and physical examinations are kept up-to-date. In order for the school to stay in compliance with state laws, a child cannot return to the center until these records are updated or a physician's waiver is obtained.

Health

All children will be observed upon arrival at school each morning and only well children can remain. The school staff is depending on parents to help maintain this policy. If symptoms of illness are noticed, parents will be called to take their child home. Should a child become ill during the day, the child may

be isolated from other children and care will be provided until an adult can pick up the child. **It is the parent's responsibility to pick the child up as soon as possible!** If work is more than 30 minutes from the preschool, arrangements to pick up the ill child need to be made with a friend or family member that is close to the school. Please ensure these names are on your child's authorized pick-up list and have a Procure PIN. You can check this in the Procure App under the child's profile.

Please Note: Illness is something that needs to stay at home and NOT be shared with anyone. The program is not equipped to take care of sick children.

Keep your child home if the following symptoms are noticed within the past twenty-four hours:

- Fever and sore throat
- Fever over 100 degrees
- A constant untreated cough
- Lice and nits in the hair. Student may not return until all nits are removed.
- Signs of possible communicable disease: skin rash, inflamed eyes, diarrhea, vomiting, and/or persistent runny nose

If a child is sent home, the child may not return to school the following day. The Preschool Director and staff reserve the right to use their judgment, even if a doctor's release was received for a child to re-enter school.

Notify the School

Please contact the school immediately if your child has Covid-19 or any communicable disease or has been exposed to one.

Medication

The center does not administer any medication to students (except for a prescribed epi pen) nor allow students to administer medication to themselves.

Outside Time

The center is unable to offer care for children who cannot play on the playground. All children must go as a group to outdoor playtime. Picnic tables and benches are available for quiet activities while on the playground. Please keep your child home if your child is too sick to participate in outside play.

Allergic Reactions

Please notify the school if your child is allergic to insect bites, foods, or any other substance that could be life threatening.

Tuition and Fee Payment

Satellite Beach United Methodist Church Preschool uses ProCare Software, a Child Care Management Software System, and its integrated payment system Tuition Express, to collect tuition and program fees. Families may choose to use their checking account or a Visa or MasterCard.

A statement is sent to all families before the first of the month as a reminder that Tuition Express will be processed on the 1st of the month or the next business day. If a payment is rejected and does not clear, a new form of payment must be filed. All accounts need to be paid by the 5th of the month to

avoid a late fee of \$30. A student may not attend school if all fees are not paid by the 10th of the month, including late fees. Chronic late payments will result in a child's ineligibility to participate.

SBUMP does not accept cash.

CRISIS MANAGEMENT PLAN

Emergency Plan

The SBUM Preschool's emergency plan is attached. It is required by law to practice a fire drill once a month and a severe weather drill once a year. Please note there may be events when children will not be released due to dangerous conditions. Do not drive to the preschool in dangerous conditions of any kind, as children will not be released until the situation passes. The following locations are evacuation options depending on location and severity of threat:

Emergency Evacuation

- The Rock (old parsonage on the corner of Lee and Avocado)
- East Preschool Building's Chapel Room
- Scout room in Fellowship Hall
- Nursery room for severe weather or chemical threat
- Schechter Center (Recreation Department on Jackson and S. Patrick)

Continued next page.

Satellite Beach United Methodist Preschool Crisis Management Plan

Reason for Alert	Fire in the Building	Danger near the Building	Severe Weather (Tornado)	Chemical Threat
Signal for action:	Fire alarm will sound	“There’s NO recess today”	Whistle will sound	“Shelter in place”
Action to be taken:	Evacuate	Lockdown	Move to Church Nursery or scout room	Shelter in Church Nursery, or stay in room per threat
Response on WT	None	Color of door (understands)	Color of door (understands)	Color of door (understands)
Details: Always carry your emergency folder and tablet with pick-up information and the emergency supply kit with you.	Turn off the lights and close the doors to the classroom. Exit following the evacuation routes posted in each classroom.	Close all doors to the classroom and stay inside your room until you are given the “all clear”. No one is to leave the classroom for any reason in this situation. All students and staff in an outdoor area must move immediately to the closest secure classroom area. Lower blinds.	Move all children to the Church nursery or scout room. Close your classroom doors. Set people in “watch” positions at different ends of the building with walkie-talkies. Shift to “duck and cover” if tornado is sighted.	Evacuate the building as you would during a fire drill. Office staff will be outside saying “Shelter in Place” and will direct your class to the Church Nursery. Doors will be sealed. AC units turned off. We will stay in the Church Nursery until the “all clear” has been given.
To release a child during any emergency the adult must sign their name next to the child’s name on your attendance roster.	Children may be released to parents as safety allows following our normal procedures. The person MUST be on the written pick-up list. No verbal directions will be accepted. Parent signature required on attendance sheet.	Children will NOT be released to parents during this time until cleared.	Children may be released to parents as safety allows following our normal procedures. The person MUST be on the written pick-up list. No verbal directions will be accepted. Parent signature required on attendance sheet.	Children will NOT be released to parents during this time, once we are inside the Church nursery.
All Clear Call.	Return to rooms.	We can go out for recess.	Return to rooms (only if it is early in the morning).	Return to rooms (only if it is early in the morning)

SBUM PRESCHOOL GUIDANCE AND DISCIPLINARY POLICY

1. Clarification or gentle reminder of rules will be made to the child and the teacher will attempt to redirect the behavior until the child demonstrates appropriate behavior.
2. The child will be given a choice of a redirected, more calming activity. Example: water play, playdough, quiet book area.
3. The child will be removed from the situation and placed with the Director for quiet time until the child is willing to return to the classroom with appropriate behavior.
4. If a child continues to be disruptive while in quiet time with the Director, the parents will be called to take the child home for the day.
 - a. After three calls home, the child will be observed, and a plan of action will be discussed. Outside resources may be recommended.
 - b. A child will not be allowed to put him/her or others in danger. Violent behavior will not be tolerated. After three incidents, a student will be withdrawn.
 - c. All discipline decisions made by the Director are final.

Guidance and Discipline Practice

The staff encourages the development of self-control in young children through positive guidance and loving limits. Our objectives are:

1. Positive prevention measures to help eliminate negative behavior in the classroom.
2. Positive reinforcement techniques to help children learn appropriate behavior.
3. Positive intervention methods to help children control their negative behavior.

Parents, please note a signed statement (provided separately) is needed indicating you have read, understood and accept the Guidance and Discipline Practices for SBUM Preschool listed below. This statement must be turned in to the Director before your child starts school.

THE FLORIDA ADMINISTRATIVE CODE

AND

GUIDANCE AND DISCIPLINE PRACTICES

Used by S.B.U.M. PRESCHOOL

10M-12.013 Child Discipline

Childcare facilities must ensure that age-appropriate and constructive disciplinary practices are used for children in care.

- a. Children shall not be subjected to discipline that is severe, humiliating or frightening.
- b. Discipline shall not be associated with food, rest, or toileting.
- c. Spanking or any other form of physical punishment is prohibited.