



Epiphany

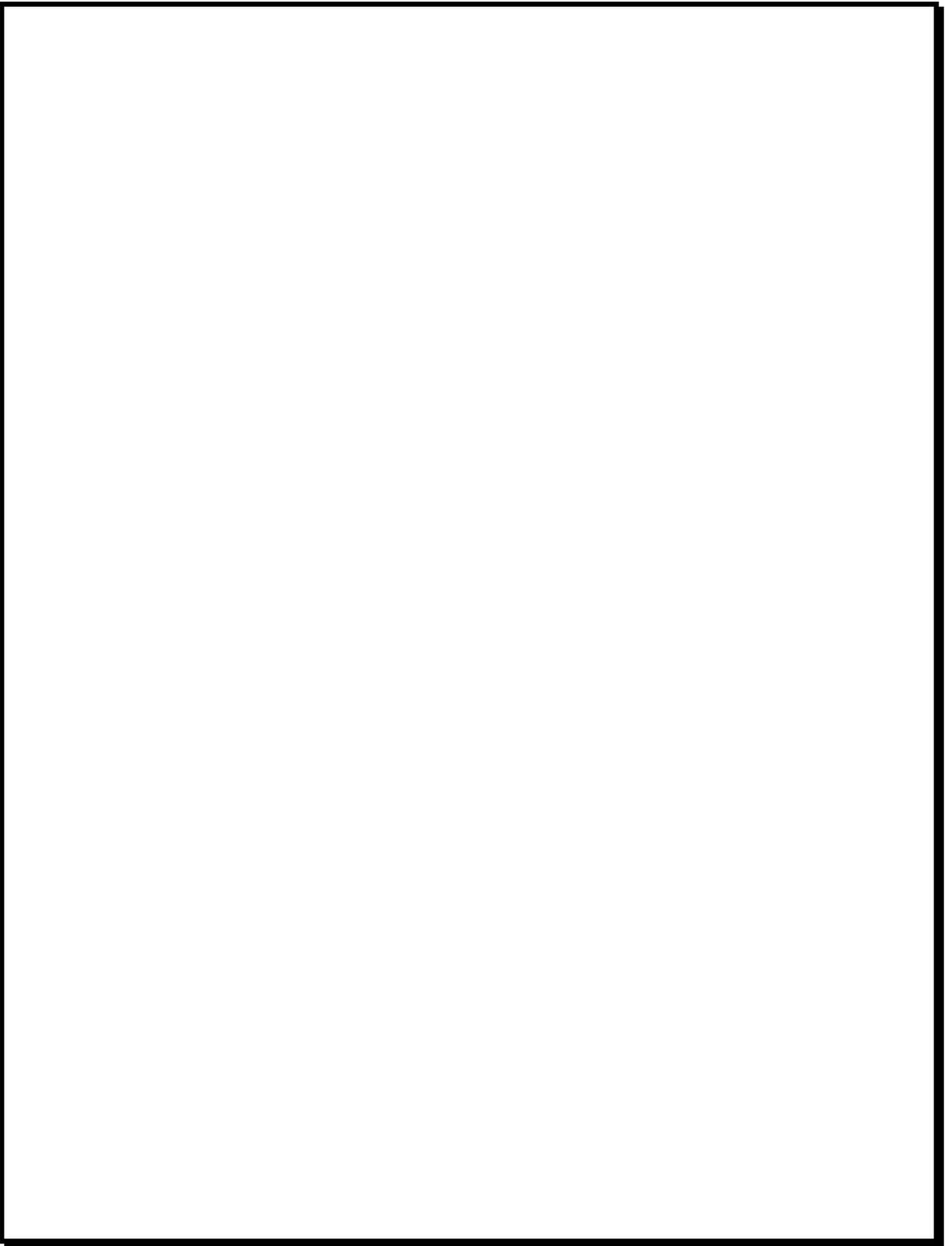
Lutheran Church & School



Parent Handbook

Pre-School Year 2015-16

June 2015



Epiphany Lutheran Church & School

4460 Lyons Road
Lake Worth, Florida 33467

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Rev. James D. Weist, Senior Pastor
Lenda Sander, Parish Administrator
Rachel Hill, Assistant Early Childhood Director
Carolyn Einsteder, Early Childhood Director

Jesus said, "Let the little children come to me. . . for the kingdom of heaven belongs to such as these." Matthew 19:14

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OUR MISSION STATEMENT

Epiphany Lutheran Church is a Christ-centered church of caring members. Our purpose is to love, nurture, and teach God's Word through worship, fellowship, and community outreach.

OUR PHILOSOPHY

Epiphany Lutheran Church and School views children as a resource given by God and acknowledges its responsibility for their care and nurture. Thus, Epiphany Lutheran Church carries out its mission by establishing and maintaining a program of school care for children of the congregation and community. The purpose of the school is to provide a safe, secure and caring setting in which children are nurtured in a Christian environment. In addition to providing for the physical care of children, the school will provide settings and programs for Christian nurture and family ministry.

*“Train up a child in the way he should go,
and when he is old he will not depart from it.” Proverbs 22:6*

OUR GOAL

Through the activities in our school curriculum, children will:

- ❖ **GROW SPIRITUALLY:** Children will develop a sense of trust, realize their need for God's love, know Jesus as their personal Savior, respond to God's love and care and see themselves as God's children
- ❖ **GROW EMOTIONALLY:** Children will develop a positive self-concept, be free to risk failure and be comfortable with mistakes, develop a sense of security and trust, show independence and demonstrate self-responsibility and channel emotions into appropriate and acceptable avenues.
- ❖ **GROW SOCIALLY:** Children will learn to play, work and communicate with their peers and adults, adjust to group situations, accept others even though they may be different from themselves, develop a sense of community and accept change in their environment and routines.
- ❖ **GROW PHYSICALLY:** Children will develop gross motor and fine motor coordination, develop hand-eye and foot-eye coordination and become aware of his or her own body.
- ❖ **GROW INTELLECTUALLY:** Children will continue to develop language skills and understanding, develop pre-reading skills such as visual and auditory discrimination, develop an ever-increasing attention span, be able to complete the tasks that he or she has started and initiate his or her own activities.
- ❖ **GROW CREATIVELY:** Children will view himself or herself as a unique individual created and valued by God, express ideas in his or her own unique way, be free to create artistically using a variety of media and develop his or her God given talents and abilities.

LOCATION

Epiphany Lutheran Church and School is located at 4460 Lyons Road, just one mile west of the Florida Turnpike. The church and school property extends just over 5 acres in western Lake Worth. There is plenty of space for students to run, jump and play on our spacious grounds. A loving, nurturing and Christ centered atmosphere is felt from the moment one walks through the door. The friendly greetings, smiles, and kind words of the staff members and parishioners let visitors know that they are truly welcomed. God and Jesus Christ are the center of the church and school from which all else flows.

Our Early Learning Center building is 5,000 square feet and was built in 2000. It is equipped with four spacious classrooms to accommodate our different age groups, ages 2-5. The pastor, and church and school administrators share offices in the south end of the building. We also have an isolation/sick room for sick students to stay in while waiting for their parents to pick them up. Our accreditation by the National Lutheran Schools Association is affording our young children smaller class ratios, and more individualized attention. When given the privilege of teaching and caring for young children here at Epiphany, life can be so exciting. The education and well-being of the children always come first.

WORSHIP SERVICES AND CLASSES

We are excited to welcome you into our family in Christ and to have the opportunity to share the Gospel of our Lord and Savior Jesus Christ with you and your family. We invite you to join us in Worship and Giving Thanks as we grow in the Saving Grace and Knowledge of our Lord Jesus Christ. We offer two worship services each Sunday morning, as well as Sunday School and fellowship:

Sunday Morning Worship Schedule

8:15am—Contemporary Service

9:30am—Children's Sunday School; Adult Bible Study

10:45am—Traditional Worship Service

*Childcare is provided each Sunday during both worship services
as well as during the Sunday School hour.*

Wednesday Evening Bible Study - 7:00-8:30pm

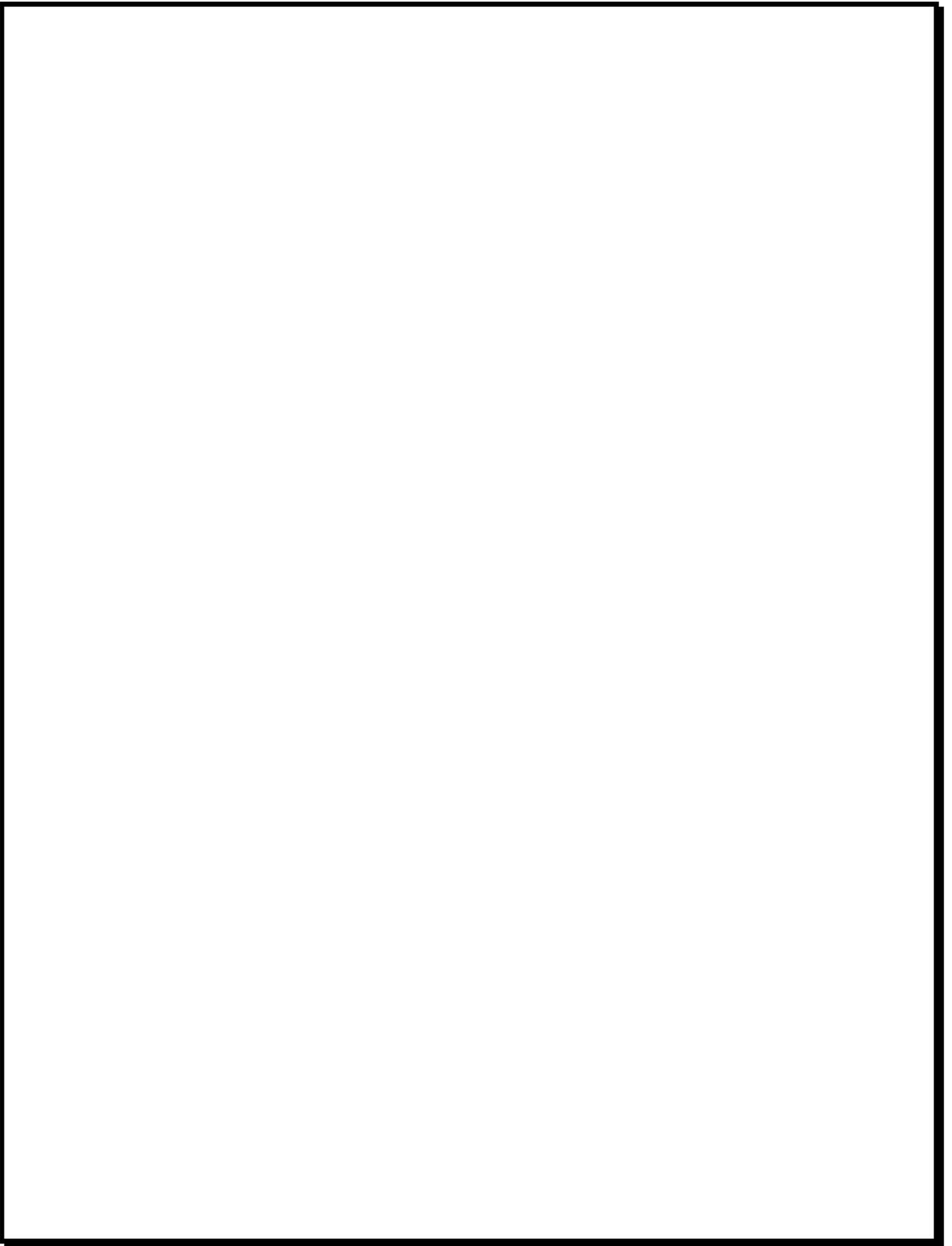
Wednesday Morning Children's Chapel - 10:00am

Lutheran Teachings/Lutheran Classes are offered throughout the year to all families. Lutheran Teachings is FREE to all preschool families & staff, visitors and friends. This class will educate those who are currently non-members of the Lutheran faith—learn about the Lutheran teachings, beliefs, sacraments, and history of our church. Topics in this ongoing series will include Holy Baptism, The Lord's Supper, The Lord's Prayer, The Apostle's Creed, the Ten Commandments, and more.

As part of our preschool family at Epiphany, our congregational families and members include you, your child, and family in our Sunday prayers. Each week a preschool family is designated in our Sunday worship as our ***"Preschool Family of the Week."*** Please complete the worship form included in your enrollment packet so we may be able to include your family members in our weekly prayers and special greetings of the congregation.

ADDITIONAL MINISTRIES & PROGRAMS AVAILABLE TO OUR FAMILIES

- Youth and Adult Confirmation Classes
- Lutheran Teachings
- Baptism
- Youth Ministry
- Stewardship Committee
- Celebrate Recovery Program
- Elders & Lay Ministry
- Board of Education
- Fellowship Activities and Events
- Summer Camp
- Vacation Bible School
- Traditional Choir
- Praise Team



2015-2016 PRESCHOOL PROGRAM

Begins: Monday, August 17, 2015
Ends: Friday, June 3, 2016

Our 2015-2016 preschool program begins on Monday, August 17, 2015 and ends on Friday, June 3, 2016. A student is enrolled and accepted into the Epiphany program with the understanding that he/she will remain for the full preschool year. Families have the option of keeping their child enrolled at Epiphany throughout the summer months. Our summer camp program immediately follows the school year and runs for the full summer.

ADMISSIONS

We admit children of any race, color, national or ethnic origin. Children must be age 2 to be admitted into our program.

NON-DISCRIMINATION POLICY

We do not discriminate on the basis of race, color, national or ethnic origin.

PARENTS ARE IMPORTANT

We view our relationship with you and your child as a partnership. Working together we strive to help each child develop his or her potential in the (6) areas stated in our goals: spiritually, emotionally, socially, physically, intellectually and creatively. We believe as partners, we are required to fulfill our respective roles and responsibilities to our children. Each parent is required to sign a Christian Partnership Agreement upon enrollment.

We encourage parents to be an active part of their child's growth while attending Epiphany. We actively engage the preschool children and their families in Christian growth through participation in preschool singing and music concerts, the annual Christmas program, weekly chapel attendance, and more. As our Christian Partnership Agreement states, your child's Christian growth is a partnership of both Epiphany Lutheran Church and his/her family.

Parent and family volunteers are always welcomed at Epiphany. There are many opportunities throughout the year for you to come in and share your time with your child's classroom or the school office. Please inquire with the school office and your child's teachers so we may be able to schedule your time and talents!

We encourage open communication and good working relationship between the parents and the school. Parents need to notify the school of any changes or special needs that may come up during the year. Please also notify the school when your child is absent. Please feel free to discuss any concerns with the teacher and or school director that may affect your child's behavior. If you are unable to talk with us, please send a note to the teacher.

WITHDRAWING FROM SCHOOL

In the event that you find it necessary to withdraw your child temporarily or permanently, *please notify us in writing at least 2 weeks in advance*. Your preschool account will be billed for these last 2 weeks and full tuition payment is expected. If participating in the Florida State VPK Programs at Epiphany, a 30-day notice is required. VPK Parents will be responsible for any fees incurred during the 30 day withdrawal period.

In the event that Epiphany Lutheran Church & School administration or Board of Christian Education feels that it is necessary and in the best interest of the church, school, and its students to have your child removed from our program, you will be notified immediately. Your child may be dismissed from our program if his behavior or actions compromise the safety of him/herself or the safety of the other children enrolled in our program. He/She may be dismissed from our program if his behavior or actions interferes with the daily learning within the classroom. Your child may also be dismissed from our program if he/she requires specialized services in which Epiphany Lutheran Church and School is not qualified, certified, or licensed to provide.

DISCIPLINE

We recognize that families differ in their approach to discipline. In our program, harsh or threatening methods will not be used. Student discipline will be handled in a Christian-like manner:

- Praising good behavior
- Encouraging positive choices
- Changing the environment
- Redirecting the child
- Quietly removing the child from the group to allow time for the child to reflect on his or her actions.
- Offering and sharing prayers

Teachers will provide a daily report communicating how your child's day at preschool went. In addition, each teacher and classroom has its own individual discipline plan outlining behavior and consequences based on what is age appropriate. Parents are advised through a parent welcome letter what is considered appropriate and/or inappropriate classroom behavior, the class rules the students are expected to adhere to, and what consequences and reward systems are set in place for the school year. Although class rules are reviewed daily and when necessary, it is always helpful to have parents reinforce and/or remind their child of appropriate classroom behavior.

If a child needs to be removed from class, due to negative behavior and brought to the school office, the preschool director will determine if it is necessary to telephone a parent. You will be notified of your child's behavior or actions, and will be asked to speak to him/her to redirect his/her behavior. If our interventions with your child are unsuccessful or ineffective in improving his/her negative or unacceptable behavior, you will be notified to have your child removed from school for the remainder of the day. Consistent inappropriate behavior may result in the dismissal of your child from our preschool program.

We are required by Florida Department of Health and Palm Beach County to notify parents and document in our files any unusual incidents, illness, or injury to children enrolled in our program. If an incident/accident report for your child is written and sent home, a parent or guardian must review, sign and return the report to the school office within 48 hours.

CLASSROOM CURRICULUM

Our academic curriculum is “Creative Curriculum”. This curriculum and lesson plans provide our students a quality education from a creative perspective. The following is a brief scope of the academics that will be learned in each class:

Shining Starfish - 2 year olds

- Simple counting 1-25
- Number concepts 1-10
- Recognition and identification of colors
- Recognition and identification of shapes
- Language development & listening skills that include color words, shapes, animals, transportation, community helpers, health, safety, manners, science.

Busy Bees - 3 year olds

- Simple counting 1-30
- Number concepts 1-15
- Recognition of name, sound and picture for short vowels & consonants
- Formation and writing of vowels & consonants in upper and lower case
- Writing of first name
- Language development & listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science.

Leap Frogs & Learning Lions/ 4 year olds

- Number recognition and counting 1-100
- Number concepts 1-20
- Recognition of name, sound, and picture of long and short vowels and consonants
- Sounding of blends and one- and two-vowel words
- Formation and writing of letters, blends, words
- Writing of first and last name
- Language development & listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science.

Our religious curriculum is a The Story. The Story is a curriculum that consists of bible stories that reinforce Christian Values throughout the school year. This curriculum is studied every morning, with themes that reinforce Christian values. Bible stories are reviewed each day, with participation and presentation each week at Wednesday chapel. In addition, the children learn weekly Bible verses, Christian songs, prayers and pledges. Lessons, Bible stories and verses are sent home to encourage parents and families to be a part of their child's Christian education. Christian values are incorporated in your child's daily activities and within the total school environment.

Curriculum and learning activities are planned throughout the preschool day, both morning and afternoon. Learning is achieved through all activities, including and especially through play.

CLASS PLACEMENT

Students are admitted and placed in our classrooms based on their date of birth and age on October 1st. Students are placed according to individual needs, strengths & weaknesses, and what Epiphany determines to be in the student's best interest.

Shining Starfish:

- Child must be age 2 to be enrolled
- Students in this class turn 3 during the school year
- Eligible students move to the Busy Bee class in June

Busy Bees:

- Child must be age 3 on or before October 1st
- Students in this class turn 4 during the school year
- Students move to the Leap Frog or Lions class next June

Leap Frogs/Lions & VPK:

- Child must be age 4 on or before October 1st
- Students in these classes turn 5 during the school year
- Parents must present a valid VPK eligibility certificate to participate in VPK
- All students participate in year-end Preschool Graduation
- Eligible students in these classes enter kindergarten in August

WEEKLY EVENTS

- Monday Afternoons: ***3:15 pm—Soccer Shots***. Parent permission/consent form must be submitted in order for your child to participate. There is a separate participation fee payable to /Soccer Shots.
- Wednesday Mornings: ***10:00 am—Preschool Chapel***
Parents are welcome to attend. Visitors are also invited to chapel when considering enrollment for their preschool child.
 - Wednesday Afternoons: ***3:15 pm – Flip2BFit Gymnastics*** with Ms. Erica. Parent permission/consent form must be submitted in order for your child to participate. There is a separate participation fee payable to Flip2BFit.
- Fridays: ***Show and Tell / Pizza Day***
3:15 pm—Dance-Ballet/Tap for children ages 3-5 with Miss Cathy Puglisi. Parent permission/consent form must be submitted in order for your child to participate. There is a separate participation fee payable to Cathy Puglisi. Class schedule is dependent on participation of a minimum of 6 student dancers.

MUSIC CLASSES—Weekly music classes are held at Epiphany for all classes. Days and times are scheduled by the music director with each individual classroom. Music is also part of our regular Wednesday Chapel instruction.

SCHOOL PHOTOS

From time to time, photos are taken of our students to post on bulletin boards, to use for art projects, for newsletters, Epiphany school literature, and to post to the Epiphany church/school website and Facebook page. We also use student photos in church and school displays as well as slide shows. If you do not want your child's photo displayed, please notify the director in writing.

Professional school portraits are taken bi-annually. Announcements of portrait dates are always posted and sent home through class memos. Portraits are automatically taken of all enrolled students. Parents are not obligated to purchase portrait packages.

DRESS CODE

- ❖ Please have your child dress in clothing that is comfortable for play. Try to provide clothing that is easily managed by a young child as the children will be encouraged to dress themselves whenever possible. Children should always be dressed appropriately for outside play and regular seasonal/temperature conditions.
- ❖ An extra change of clothes and undergarments should be kept in your child's cubby at all times. An additional pair of shoes & socks for Starfish students should also be kept in the cubby. Please label ALL belongings with your child's name. We are not responsible for lost clothing.
- ❖ Children are active in play throughout the day, both indoors and outdoors. They will get messy and dirty from time to time. Clothes may get soiled during play based on how active your child may play, especially during playground time. We monitor for safe and fun play throughout the day.
- ❖ Please have your child wear sneakers. Having rubber soles is a necessity. The floors are ceramic tiles and we have found that sneakers or tennis shoes are best for reducing slips and falls.
- ❖ ALL children must wear closed toe and closed back shoes. No open toed shoes, sandals, or flip-flops are to be worn to school. Please do not send your child to school wearing slip on type shoes such as crocs, mules, or clogs, where the shoes are not securely worn on the foot. This is for safety purposes. If your child comes to school wearing inappropriate shoes, you will be telephoned and asked to bring in sneakers or tennis shoes. If arrangements cannot be made, your child will not be able to play outside for that day.
- ❖ No cowboy boots are to be worn to school.
- ❖ Children wearing pull-ups need to keep a supply of pull-ups at school. Please do not use this type of underwear if your child is not involved in potty training.

TOYS

- We do not allow any toys to be brought from home, except on designated Show & Tell days. Our classrooms are filled with many toys and play items for your child to enjoy and learn from.
- Any toys that are brought on a non-Show & Tell day will be kept in the child's file or cubby until the child is picked up at the end of the day. We are not responsible for any lost or broken toys that have been brought to school.
- Show & Tell toys: We do not allow toys of violence such as toy guns, swords, or knives. Please assist your child in choosing appropriate items for Show & Tell.
- Please assist our staff with our toy policy by encouraging your child to keep his/her toys at home or in the car at drop-off time.

POTTY TRAINED CHILDREN

We feel it is primarily the parents' responsibility to teach their child consistent bathroom habits. Our staff will be here *to assist* and *continue that training* in the classroom. Your assistance in your child's potty training efforts will be necessary in both the classroom as well as at home. Please make every effort to follow through with the potty training guidelines and suggestions that will be given to you to keep your child consistent in his/her bathroom habits.

If your child is NOT potty-trained, he/she will need to wear pull-ups. NO diapers will be allowed, as we are not licensed for diapering. Communication between parents and teachers is key when potty training begins. We will transition him/her into regular 'big boy' or 'big girl' underpants once it has been communicated that your child is ready for potty training. Everyone must be on board 100%. Please be sure you have packed extra clothes, shoes, socks and most importantly undergarments for your child. In the event that your child does not have clean clothes to be changed into, he/she will be loaned Epiphany clothes that must be laundered and returned the next day. All soiled clothing must be removed daily from the classroom upon pick-up.

Please note, all aspects of our potty training policy have been set in place to assure all families of a sanitary and healthy classroom.

NAPTIME

We are required by Palm Beach County to provide a rest/nap period for children attending our full day program. Our Starfish class (age 2) and Busy Bee class (age 3) rest for approximately 2 hours. The Leap Frog and Learning Lions class (age 4) rest for approximately 1 ½ hours. If your child does not sleep during the rest period, he/she will still be required to rest quietly on his/her mat. We thank parents for supporting our rest time guidelines, as individual exceptions during this quiet time will not be allowed.

- For naptime, your child is required to have a mat, 1 inch thick
- Mats may be purchased at Epiphany for \$12.00. You may also purchase a mat cover for \$10.00
- Your child may bring a small pillow and small blanket to sleep with
- Please do not bring large pillows or blankets to school, as they will not fit in your child's cubby
- Blankets and mat covers must be taken home weekly for laundering
- Please remember to bring your clean linens back the following week
- All of your child's belongings must be able to fit in their cubbies
- ***Please label your child's name on every item*** that will be brought to school
- ***We are not responsible for lost items***

HEALTHY & NUTRITIOUS MEALS & SNACKS

The Florida Department of Health requires that each child have a nutritious lunch and snack each day. At Epiphany, we will provide the morning snack for all students. It is the parents' responsibility to provide an adequate, healthy lunch and an afternoon snack for their child.

PACKING & BRINGING A LUNCHBOX FROM HOME:

- Parents must provide lunch AND an afternoon snack. Please provide a drink with your child's lunch AND afternoon snack. The school will provide morning snack and drink for your child.
 - Please do not pack soda/pop for your child's drink
 - Please do not pack candy as part of your child's lunch or snack
 - Please do not pack a "snacks only" lunch. This is not considered an adequate or nutritious midday meal for your child

- Do not send any food items that require preparation
 - Please pack only already prepared food ready to eat
 - The teachers are NOT equipped to prepare any lunches other than setting them out
 - All lunches that need to stay warmed/heated must be in a thermos
- Don't forget to pack the necessary meal items and utensils inside the lunch box:
 - Fork, spoon, napkin; please do not pack knives of any kind in the lunch box
- An icepack must be packed in your child's lunchbox if his/her food needs to be kept cold
 - For sanitary reasons, we do not store student lunchboxes in our school refrigerator
 - The teachers will use their discretion when serving your child's lunch. If we feel your child's lunch has not been properly stored and is unsafe to serve to your child, we will provide an alternative meal and you will be charged a lunch replacement fee
- If you/your child has forgotten his lunch, we will provide his meal and a lunch fee will be assessed to your preschool account. Please note, this service should not be considered a daily lunch plan
- Please have your child's name labeled on the outside of his/her lunchbox. If your child's name is not labeled on his lunchbox, the teacher will label it for you. Many children have the same or similar lunch boxes. Please remember to take your child's lunchbox home each afternoon

FOOD ALLERGIES

If your child has specific food allergies, please make sure this information is communicated not only on your enrollment information forms, but also in written form to your child's teachers. This will allow all staff members to be aware of food and snack items that should/should not be served to your child.

BIRTHDAYS

A birthday is a special day for you and your child. You are more than welcome to share this celebration with your child here at Epiphany. Please speak to your child's teacher to plan this event together. If you're planning a birthday party outside Epiphany and you would like to invite your child's classmates, we respectfully ask that invitations be distributed to everyone and not just a select few. We want to avoid any feelings being hurt if someone does not get invited.

THE HEALTH OF YOUR CHILD

Your child's health and safety is a matter of major importance to all of us. Our preschool facility and classrooms are safe and healthy. Frequent hand washing at school also keeps germs out of our classroom. To ensure the health of all children in our care, we require (2) medical forms to be submitted upon enrollment. All parents must file with us proof of their child's medical and health exam for school entry (form #DH3040) and proof of standard immunizations (form #DH680). To ensure the health and safety of all children and staff at Epiphany, only special exemptions issued by the Florida Department of Health are accepted at Epiphany. We will notify you from time to time when your child's health or immunization records need to be updated. Our student health records are monitored by the Florida Department of Health and Palm Beach County, so it is extremely important for you to respond and make arrangements on a timely basis to submit the updated medical records. In addition, all parents are required to sign and return Dept. of Health form CF/PI 175-70, confirming receipt and understanding of "The Flu", influenza virus.

We request parents to refrain from sending their sick child to school. If your child is not feeling well or is showing signs of illness (fever, runny nose and/or greenish color nasal discharge, diarrhea, coughing, constant sneezing, nausea, etc.), please do not send your child to school. Should your child become ill at school, we will contact you immediately so you may make any necessary arrangements to have your child picked up as soon as possible. In such cases, your child will be immediately isolated from the others until he/she is picked up. We reserve the right to send any child home if we feel that the child is not well enough to be in school or is endangering the health of the other students.

Epiphany is unable to provide care for children that are not feeling well. In accordance with Palm Beach County Health Department Rules and Regulations, we have established the following guidelines to assist us in identifying when a child is too sick to attend:

- The illness prevents a child from participating in all regular activities
- The illness results in greater care than the teacher can provide comfortably
- The child has a temperature of 100 degrees or higher, taken by swiping the forehead or in the ear, and especially when in combination with any other sign or illness.
- The child is lethargic (for unknown reasons)
- The child has difficulty breathing or rapid breathing
- More than one (1) abnormally loose stool within a 24 hour period
- Blood or mucous in diarrhea or stool
- Vomiting
- Unexplained and long term crying
- Sores in the mouth with drooling
- Unidentified rash or untreated infectious skin patch(es)
- Eye discharge and/or unexplained redness
- Impetigo (24-48 hours after first dose of medication and fever free for 24 hours)
- Strep throat (24 hours after first dose of medication and fever free for 24 hours)
- Head Lice or nits – children may not return to school until treatment has occurred. Treatment shall include the removal of all lice, lice eggs, and egg cases (nits). Because of the possibility of head lice being spread, please be aware of all items being brought to school. Your child's extra clothes, naptime blanket and mat cover must be treated before being brought back to school.
- Scabies – medication must be completed
- Chicken pox – child cannot return until all lesions are dried and crusted
- Severe stomach ache. Severe coughing, causing the child to become red or blue in the face or to make whooping sounds
- Sore throat
- Runny nose with mucous discharge
- Runny nose with clear discharge due to allergies will be permitted (*physician verification will be required for chronic cases*)
- Any other unusual sign or symptom of illness

Each child will be treated on an individual basis to determine when a child is well enough to return to Epiphany. In all cases involving a fever or diarrhea, **a child must be fever-free and diarrhea-free continually for a 24 hour period before returning.** The staff will informally evaluate each child each morning for any of the above symptoms and/or communicable diseases. It is our desire to maintain a healthy environment and to do so, we need the cooperation of all of our families. We **sympathize with the hardships parents must endure when they must miss work due to their child being ill, but keeping all students and staff healthy is priority.**

Please notify staff immediately of any contagious diseases in order for us to take the necessary steps to alert other parents. Following an illness due to a communicable disease, a written note from a physician is required before a child may return stating that the child is no longer communicable or contagious.

MEDICATION

Epiphany does not dispense medication to children enrolled in our program. This includes oral medications as well nebulizer treatments. **If at a later date this procedure is changed, Epiphany will adhere to the following Medication Policy set by the Palm Beach County Rules and Regulations for Child Care Centers and are outlined below:**

Only “**Prescription Medication**” will be administered with the written permission/consent by the parent/guardian. Prescription medication brought to Epiphany by the custodial parent or legal guardian MUST be in the original container. Prescription medication MUST be current and have the following: (i) label showing the name of the physician; (ii) child’s name, (iii) name of the medication; (iv) dosage; (v) other medical directions. Medicine will be dispensed according to written directions on the container label.

If your child receives medication at school, you will need to complete the Physicians Authorization of Medication/Medication Permission Form in the school office. This form must be completed before you request that any medications prescribed by a physician be given at school.

- Please hand all medications to the teacher or bring to the school office
- DO NOT PUT MEDICATIONS IN YOUR CHILD’S BACKPACK, BOOKBAG, CUBBY OR LUNCH BOX!!
- “Over the counter” medications **will NOT** be dispensed under any circumstances.
- Fever/pain reducing medication **will NOT** be administered under ANY circumstances.

TOPICAL NON-MEDICATED PHYSICAL BARRIERS

Sun screen and insect repellent can be applied ONLY with the signed parental/legal Epiphany consent form. It is the responsibility of the parent or guardian to supply the lotion, spray or ointment for the child. We will only be able to apply the sun screen and/or bug repellent once a day before the child goes outside to play. It is recommended that all parents apply sun-screen to your child prior to coming to Epiphany each morning.

CUSTODY ISSUES

If there are custody issues involving your child, you MUST provide us with a copy of court papers indicating which parent/guardian has permission to pick up your child or who is not allowed to pick up your child, and any specifics with regard to days/times, etc. Epiphany will not deny a parent/guardian access to their child without proper court documentation. Please provide us with any updated/modified/changed court papers as appropriate. Please be advised that Epiphany will not be liable for a parent’s violation of the custody agreement/court papers. Epiphany will not take any legal actions to enforce custody agreements.

DAILY DROPOFF

Class begins at 8:30am daily for our 2 and 3 year old classrooms, and 9:00am for the 4 year old classrooms. We request that your child be in their classroom as per the above times. This is when our teachers begin their day teaching time with your child. This is important for the children as this is when they review pertinent information such as day, month, year; day of the week; roll call; and assigned daily jobs for each child. This is a fun time for all children to begin their day by interacting with students and teachers. Should you arrive after 8:30am or 9:00am, a staff member will take your child to their class.

When bringing your child to their class each day, please be sure to have them use the bathroom and wash their hands before you turn them over to their teachers.

TUITION FEES & GUIDELINES

Tuition fees do not fully cover the cost of educating the student. The difference between per student cost and the actual tuition paid is subsidized by Epiphany Lutheran Church as a part of its ongoing commitment to Christian education.

A student is enrolled with the understanding that he/she will remain for the full school year or at the discretion of the school. There will be no remission of charges for absences.

Each parent is required to sign a Fee Remittance Agreement upon enrollment. This form outlines in detail the parents' fee responsibilities upon preschool enrollment. The parents or guardians agree to pay all tuition fees when due. In addition, the following guidelines apply to all students and families:

- Weekly tuition fees for all students, part-time and full time are due **every Monday**. Please note, if your child is enrolled in our 2-day Tuesday/Thursday program, your tuition fees may be submitted Tuesdays each week.
- We accept cash payments or checks payable to Epiphany Lutheran Church.
- All tuition fees are non-refundable and non-transferable.
- Please deposit your tuition payment into the lock box/tuition mailbox in preschool lobby. Do not leave tuition payments on the office desk.

A \$25.00 return check fee will automatically be assessed to your preschool account on all returned checks.

- Late fee of \$15.00 will be charged when tuition is not received by **Monday, 6:00pm**. This fee should be included automatically with your tuition fee when you remit your late payment.
- Failure to pay your tuition the following week, on the first day of attendance will result in the dismissal of your child from school.
- Failure to keep your preschool account current will result in the immediate dismissal of your child from school.

REGISTRATION & PAYMENT INFORMATION

<u>ANNUAL REGISTRATION FEE:</u> \$100.00/ per child 2nd Child: \$90 3rd Child: \$80	<u>ANNUAL CURRICULUM/SUPPLY FEE:</u> \$75.00/ per child No discount on siblings.
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A ***non-refundable & non-transferable*** registration fee is collected for each child upon enrollment. This fee helps to cover a portion of the cost for insurance, classroom supplies, and equipment purchased during the year. The annual curriculum/supply fee is also ***non-refundable and non-transferable*** and due upon enrollment. This fee covers the curriculum books and all materials and supplies for your child. Both non-refundable fees are due at the time of registration.

PART-TIME & FULL TIME TUITION RATES for 2015-16

Starfish Classroom – 2 year old Tuition Rates

Days	Full Tuition	1 st Sib. Discount	2 nd Sib. Discount	3 rd Sib. Discount
Monday – Friday	\$195	\$175	\$155	\$135
Mon. – Wed. – Fri.	\$160	\$145	\$130	\$115
Tues. & Thurs.	\$140	\$126	\$112	\$98

Busy Bee Classroom – 3 year old Tuition Rates

Days	Full Tuition	1 st Sib. Discount	2 nd Sib. Discount	3 rd Sib. Discount
Monday – Friday	\$185	\$165	\$145	\$125
Mon. – Wed. – Fri.	\$150	\$135	\$120	\$105
Tues. & Thurs.	\$130	\$117	\$104	\$91

Learning Lions/Leap Frog -4 year old Tuition Rates

Days	Full Tuition	1 st Sib. Discount	2 nd Sib. Discount	3 rd Sib. Discount
Monday – Friday	\$185	\$165	\$145	\$125
Mon. – Wed. – Fri.	\$150	\$135	\$120	\$105
Tues. & Thurs.	\$130	\$117	\$104	\$91
VPK (Mon-Fri)	\$125.29	\$112.76	\$100.23	\$87.70

FLORIDA VOLUNTARY PRE-K PROGRAM

Epiphany is a licensed provider for the Florida State Voluntary Pre-K (VPK) program. To enroll for VPK at Epiphany, each family must present a valid VPK eligibility certificate for their 4-year old child. More information about the Florida VPK program can be found on the following websites:

- <http://www.familycentral.org/PBVPKParents>
- <http://elcpalmbeach.org/vpk.htm>

Family Central begins issuing VPK Certificates for the next school year each February. You may apply at: <http://pbvplk.familycentral.org>. Family Central strongly urges parents to apply online as this will eliminate long lines at their offices. For more information regarding Epiphany's VPK program and policies, please see our Epiphany VPK Handbook.

TAX STATEMENTS

End of the year tax statements are available upon request. Your statement will be prepared within a five day time frame. The Epiphany federal identification number is #59-1759658.

SIGN IN/OUT PROCEDURES

Your child must be checked in for attendance when he/she is dropped off in the morning, and checked out when he/she is picked up. Upon enrollment, each parent(s) and authorized family persons will be granted access to our biometric fingerprint keypad, using both a fingerprint and access code for checking in/out. The attendance keypad is located in the preschool lobby. If your child is not checked in at drop off, he/she is NOT accounted for. He/she cannot be checked out at the end of the day, if you do not check him/her in.

All persons picking up your child from school must be authorized and listed on your child's identification and emergency information form. If your child is picked up by someone you have authorized, he/she will be asked to show identification prior to obtaining an authorized access code. If the school is in question with who is picking up your child, you will be telephoned to confirm authorization.

Your child must be dropped off, picked up and checked in/out by a parent or authorized adult. Older siblings under the age of 18 are NOT allowed to drop off, pick up or check in/out your child unless they are authorized on the emergency pick up list.

Academics begin each morning at 8:30am. If your child is dropped off in the morning prior to 8:30am, a parent may bring him to his classroom. After 8:30am, your child must be dropped off at the school office, and the director or staff member will walk him/her to the classroom. This will avoid interruptions during the academic periods. Thank you for respecting this late drop-off policy.

LATE PICK UPS

Epiphany Lutheran Preschool closes at 6:00pm every day. Time is a precious commodity to all of us. Therefore, to show consideration to our staff, we feel it is important that all children be picked up by our closing time of 6:00pm. Late fees are assessed when a child is not picked up by 6:00pm. Please be prepared at that time to pay the following late fees: \$5.00 per child for the first five (5) minutes late: 6:01pm to 6:05pm

- \$10.00 per child for late pickup between 6:06pm to 6:15pm
- \$20.00 per child for late pickup between 6:16pm to 6:30pm
- \$40.00 per child for late pickup after 6:31pm

You will be required to sign a late fee form when you arrive after 6:00pm to pick up your child. Late fees are payable in cash to the staff member working at the time of pickup. If you are unable to pay your late fee at the time of pick-up please bring your payment in the following day. All late fees must be paid before the week's end, and paid directly to the staff member. We will contact any or all individuals on your authorized pick-up and emergency list, if we cannot reach you after 6:00pm. Failure to pick up your child by 6:30pm will result in a call to police authorities. Repeated late pickups will result in dismissal of your child from our preschool program.

VACATIONS

One week vacation is granted to students who enroll in preschool from August, 2015 thru December, 2015. If your child is enrolled January 1, 2016 or later, NO vacation is granted. Your vacation week must be taken during the school year and may not be carried over to summer camp enrollment. Please submit advance written notification to the school office when you will be taking your vacation. If you are taking advantage of the vacation credit, your child cannot attend school during that time.

ABSENTEE DAYS

No credit or make up days will be granted for absentee days. If your child is absent from school, you must still pay your full weekly tuition rate. If your child will be out more than (2) days, please notify us. If you are participating in our VPK Program, all absentee days must be documented and submitted on the first day of return. Failure to provide documentation of any VPK absences will result in a VPK undocumented absence fee and may also result in your child be dismissed from the VPK program.

HOURS OF OPERATION/HOLIDAYS

The school is open from 7:00am – 6:00pm Monday through Friday. Parents ***are not to arrive at 6:00pm*** to begin the pickup process; rather 5:45pm is the time that children and parents must be out of the school building as the building closes at that time.

Epiphany closes preschool for specific holidays during the year. No credit or make up days will be granted for these scheduled holidays. You must still pay your full weekly tuition rate. The following is a list of scheduled holidays that the school will be closed. Please mark these dates on your calendar as NO PRESCHOOL days.

Monday, September 7, 2015	Labor Day
Thursday, November 26, 2015	Thanksgiving Day
Friday, November 27, 2015	Thanksgiving Day Friday
Thursday, December 24, 2015	Christmas Eve Holiday
Friday, December 25, 2015	Christmas Day Holiday
Thursday, December 31, 2015	New Year's Eve – <i>Closing at 3:00pm</i>
Friday, January 1, 2016	New Year's Day Holiday
Monday, February 15, 2016	Presidents' Day
Friday, March 25, 2016	Good Friday
Monday, May 30, 2016	Memorial Day
Friday, July 3, 2016	Observe Independence Day

TEACHER PLANNING DAYS

This year, Thursday and Friday, August 13 & 14, 2015 have been reserved for Teacher Planning Days. Preschool and Summer Camp will be closed these two (2) days. The planning days will allow our staff to prepare their classrooms for the first day of Fall Preschool and academically prepare the school curriculum and classroom schedules. Our first day of Fall Preschool is Monday, August 17, 2015.

EMERGENCY CLOSINGS

Epiphany will follow Palm Beach County School District closings in preparation for hurricanes or tropical storms, with reopening based on condition of facility and notification via phone, television and postings on premises. Full tuition payment is expected and due when school is closed due to conditions beyond our control (hurricanes, tropical storms, power failure, etc). No credit or make up days will be granted due to these emergency closings. When emergency closings extend five (5) days or more, you will be given the option of using your available vacation week(s) in lieu of a tuition payment.

EMERGENCY EVACUATION

We routinely practice “fire drills” with the children to be prepared for any situation that would force us to evacuate in a timely fashion. The emergency may not be of an extreme nature such as fire or hurricane, an emergency evacuation may be necessary for situations such as loss of electrical power or building flood.

Our first choice of action in our emergency evacuation plan is to move all children and staff to one of our alternate buildings on property site: the Church Sanctuary or Emmaus/Seed Hall. Both Epiphany buildings are utilized on a daily basis and would provide the necessary means of safety for our children and staff. Our second choice of action, in an extreme emergency situation, would be to transport our children and staff from Epiphany to an alternate location. With Epiphany’s own school bus and a CDL licensed bus driver on staff, we have the means of transportation already in place should an extreme emergency situation force us to vacate the Epiphany property.

In any situation, once we have all children evacuated to a safe location, either on Epiphany property or off-site, we then will notify all parents of the emergency and evacuation location.

A written Emergency Evacuation Plan and Release Form are included in each enrollment packet. Completion and signature is required to allow us to keep your child safe should an emergency evacuation become necessary.

ADDRESS & PHONE NUMBER CHANGES

It is important that we have your current address and your home, work, and cell telephone numbers and email addresses at all times. This information is especially important in cases of emergency. Please notify the school office immediately upon changing your home and/or work telephone numbers, cell phone numbers, addresses, as well as any other information that the school should have on file.

PRESCHOOL SUMMER CAMP

Epiphany offers Preschool Summer Camp to children ages 2-5 during the months of June, July and August. Our summer camp program typically runs for 11 weeks and attendance is a pre-enrollment and pre-payment program. Our summer operating hours are the same as our school year operating hours: 7:00am—6:00pm. Preschool Summer Camp information is detailed and made available in a separate summer enrollment packet.

EPIPHANY KIDS CLUB

SCHOOL AGE “BIG KID” PROGRAMS

Epiphany offers KIDS CLUB Aftercare, Christmas and Spring Break camps, and a Summer Camp program for school age children, kindergarten through age 12. Older siblings and friends of our preschool students are invited to join our school age programs throughout the year.

KIDS CLUB AFTERCARE PROGRAM—*Begins Monday, August 17, 2015*

We provide aftercare on regular school days Monday-Friday from 2:00pm - 6:00pm for elementary school-aged children. Bus transportation pick up from Discovery Key and Panther Run Elementary Schools. Please see our Epiphany Fall Aftercare packet for detailed information and rates.

CHRISTMAS & SPRING BREAK CAMPS

- ❖ We offer both Christmas and Spring Break camps during these specified times of the year when private and public schools are closed.
- ❖ Christmas Camp will be scheduled Monday, Dec. 21 – January 1, 2016
- ❖ Spring Break Camp will be scheduled March 21 – 28, 2016
- ❖ 2 day, 3 day, and 5 day rates are based on our current tuition rates.
- ❖ Enrollment packets for both camps are available approximately 2 weeks prior to the scheduled camp weeks.
- ❖ Camp weekly tuition is based on current tuition rates and due prior to camp attendance. Premium tuition rates are charged when attendance is not arranged prior to camp dates.

SUMMER CAMP

Summer Camp for Big Kids begins immediately after Palm Beach County schools end the regular school year. Please refer to our Big Kids Summer Camp Packet for all camp detailed information and rates.

EPIPHANY STAFF REQUIREMENTS

All our teachers have completed the requirements set forth by the Florida Department of Health and Palm Beach County. Employees have been trained in First Aid/CPR, completed all fingerprint requirements and necessary background checks. Our staff has completed all medical requirements as set by the Florida Department of Health as well as a mandatory drug testing.