



# Handbook

HRS License Number C090RO253  
4851 S. Apopka-Vineland Road  
Orlando, Florida 32819  
407.876.1155  
[www.st.lukes.org/cdc](http://www.st.lukes.org/cdc)  
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Welcome to the St. Luke's United Methodist Child Development Center. The program is open to all children, regardless of race, color, nationality or ethnic origin. Each child has an opportunity to develop physically, intellectually, emotionally, socially, and spiritually.

Our relationship with you and your child is a partnership. The handbook, monthly newsletters and calendars are an integral part of communication with parents. Feedback, suggestions, comments and concerns are welcome.

The Center offers three different programs:

- \*Parent's Day Out Classes (8 to 35 months as of September 1)
- \*Preschool Classes (3 years old as of September 1)
- \*Voluntary Prekindergarten Education Program

Our Programs are consistent with the Orange County Public School Calendar. Classes will not be held on days scheduled for teacher planning, student or legal holidays. If Orange County Schools are closed, the Child Development Center will also be closed. Additionally, the Center will be closed if HRS safety/health requirements cannot be met due to uncontrollable circumstances.

The Child Development Center is a **smoke free environment**. State licensing, Section 65C-22.08, states that smoking, including e-cigarettes is prohibited on the premises of the childcare facility.

## **Financial Policies**

### **Registration and Supply Fees**

The non-refundable registration fee must be submitted with your child's registration form. If you need to withdraw your child from the program, two weeks written notice is required.

Enrollment for each school year closes the first week in November.

Supply fees for Parent's Day Out and Preschool classes are to be paid on or before the first day of school.

Field trips for Preschool classes will be held on St. Luke's campus. The Field Trip fee is to be paid on or before the first day of class. State licensing, Section 402.3054, states that Preschool and VPK parents be notified about on-campus field trips. Specific dates will be indicated on monthly class calendars.

### **Tuition**

Tuition is due by the first of each month. You may submit tuition to the CDC Office via check, money order or with online automatic payment. Tuition received after the 7<sup>th</sup> of the month will be subject to a \$25.00 late fee. There is no reduction or refund of tuition due to absence for any reason.



## **Policies and Procedures**

### **Allergies and Sunscreen**

A Medical Authorization Form and your child's allergy medication are kept in the CDC Office. All medications must be in the original box and labeled with the child's first and last name. CDC teachers and assistants are authorized to review allergy information contained on enrollment forms. Sunscreen needs to be applied prior to coming to school.

### **Attendance Policy**

If your child is absent due to illness, appointments, or family events, State licensing regulations require that the CDC Office be notified by 10:00 a.m. via phone (407-876-1155) or email ([cdc@st.lukes.org](mailto:cdc@st.lukes.org)). State of Florida attendance rules for VPK students are described in the VPK section of this handbook.

### **Authorization to Pick Up**

Children will be released only to individuals authorized in writing by a parent/guardian. Completed "Child Release Forms" may be emailed to [cdc@st.lukes.org](mailto:cdc@st.lukes.org) or returned to the office. Contact the CDC Office if you need additional forms. No exceptions are allowed.

### **Child Drop Off/Pick Up**

St. Luke's allows 10-minute parking in the circular drive. Handicapped parking is also available. For additional parking, please use the parking lots.

**Due to COVID 19**, parents are responsible for dropping off and picking up their children at the designated area for their class. Temperature checks will be completed at random.

Designated areas are as follows:

\*PDO Classes (Toddler I, Toddler II, and 2's Plus): Drop-off at classroom.

\*3's Preschool Classes: Drop-off at classroom.

\*VPK Classes: The side Entrance to the Sanctuary.

Teachers will be signing students in and out on the classroom Sign-In and Sign-out Logs.

In accordance with Orange County Public Schools protocol, the Child Development Center staff is not permitted to remove children from their parents at drop off.

If you will be late, please notify the CDC Office (407-876-1155). Families arriving after 9:15 a.m. will be requested to drop their child off at the entrance to Building B.

### **Conflict Resolution**

If you have questions about your child, classroom strategies, or parent/teacher communication, please contact the Director.

## Discipline

Section 10M-12.025(4)2, F.A.C. requires that parents are notified in writing of the disciplinary practices used by the childcare facility. Classroom rules provide guidelines for discipline. Positive reinforcement, redirection, and encouragement allow the child to develop self-control. Pictures of daily routines are displayed in the classroom. We do not shake, harshly handle, spank, or physically punish children.

## Emergency Evacuation Plan and Security Procedures

State licensing regulations, Section 402.301-402.309, requires that parents receive information concerning Emergency Evacuation Plan and Security Procedures. For further information contact the Executive Director of Operations at 407/876-4991, Ext. 223.

Fire:	Alarm	Evacuate children away from the Building
Bomb Threat:		Evacuate children and relocate to Holy Family
Severe Weather:	Alarm	Shelter-In-Place/Gym
Hostile Visitor:		Relocate children to Safe Zones in classrooms.

## Enrollment Forms

When registering a child, the following forms are required by State licensing regulations.

- \*DCF Physical Examination Form (DH3040), Immunization Form (DH680) (provided by your physician) or Religious Exemption from Immunizations Form (DH681). Section 10-12.025(2), F.A.C.
- \*Medical Authorization and Release for Emergency Care Form (available at [www.st.lukes.org/cdc](http://www.st.lukes.org/cdc) )
- \*Video/Website/Photograph Permission Release Form (available at [www.st.lukes.org/cdc](http://www.st.lukes.org/cdc))
- \*DCF Checklist Form (available at [www.st.lukes.org/cdc](http://www.st.lukes.org/cdc)) acknowledges that you have received and reviewed the following documents:
  - \*Child Development Center Parent's Handbook. ([www.st.lukes.org/cdc](http://www.st.lukes.org/cdc))
  - \*Children and Disciple Policy, Section 10M-12.025(4) 2, F.A.C.
  - \*Emergency Evacuation Plan and Security Procedures, Section 402.301-402.309
  - \*Expulsion Policy, Section 2.8
  - \*DCF Child Care Facility Brochure, "Know Your Child Care Center", Section 402.3125(5) F.S.
  - \*Influenza Virus Brochure (CF/PI 175-70, June 2009) "Influenza Virus The Flu – A Guide to Parents" available at [www.st.lukes.org/cdc](http://www.st.lukes.org/cdc).
  - \*No Smoking Policy, Section 65C-22.008
  - \*Notification of On-Campus Field Trips for Preschool and VPK Classes, Section 402.3054
  - \*Notification that childcare personnel does have access to your child's records (dietary restrictions and allergy information).

Enrollment for each school year closes the first week in November.

## Expulsion

Section 2.8 requires that parents are notified in writing of the disciplinary and expulsion policies. In the event a child's behavior is not acceptable, the following steps will be followed: a parent conference, intervention in the classroom, and expulsion if non-compliance continues. If a safe environment cannot be maintained, and additional staffing with appropriate training cannot be achieved, the student will be expelled.



When we request a child be referred for a developmental screening through Preschool Diagnostic and Intervention Services with Orange County Public Schools, the IEP recommendations will determine the continuation of enrollment in our facility.

### **Field Trips**

State licensing regulations, Section 402.3054, states that Preschool and VPK parents be notified about on-campus field trips. Specific dates will be indicated on monthly class calendars.

### **Health and Immunization Forms**

You will be notified when your child's Health and Immunization form(s) expire. State licensing regulations require that updated forms be received by the CDC **Office on or before the expiration date**. If you are unable to provide the forms by the expiration date, your child will not be able to attend school. Updated forms may be emailed to [cdc@st.lukes.org](mailto:cdc@st.lukes.org).

Some children enrolled have a "Religious Exemption from Immunization Form." This form is available at the Orange County Health Department.

### **Health and Safety of Your Child**

Your child's health is of major importance to all of us. Each child will have a daily temperature check at their designated drop-off and pick-up area before entering the building. Your child will be sent home if any symptoms of illness are apparent or appear during the day.

If your child is absent due to illness, State licensing regulations require that the CDC Office be notified by 10:00 a.m. via phone (407-876-1155) or email ([cdc@st.lukes.org](mailto:cdc@st.lukes.org)). State of Florida attendance rules for VPK students are described in the VPK section of this handbook.

Please Keep Your Child Home if he or she:

- \*Has a fever or has had one during the previous 24-hour period.
- \*Has had diarrhea during the previous 24-hour period.
- \*Has a cold that is less than four days old.
- \*Has a heavy nasal discharge.
- \*Has a constant cough
- \*Is fussy and generally out-of-sorts.
- \*Is just tired. Rest at such times may prevent the development of illness.
- \*Has symptoms of a possible communicable disease (i.e., sniffles, reddened eyes, rash, sore throat, headache, abdominal pain, or diarrhea).

**Please notify the center if your child is diagnosed with a communicable disease.**

Your Child May Return if:

- \*Your child has been on an antibiotic for at least 24 hours and has been cleared by your physician.

An EPA cleaning solution will be used at the end of each day to disinfect all items in the classroom; i.e., classroom furniture, rugs, toys and manipulatives, doors, bathroom sinks and faucets.



### **Injuries or Illness During School**

In case of injury or illness, you will be contacted. The Director will make the necessary decision concerning the care of your child. Emergency Medical Authorization Form will be maintained in the child's file. Please notify the Center of changes in phone numbers and other pertinent information on your child's registration form.

### **Mid-Morning Snack and Birthday Celebrations**

**Each** child will need to bring a mid-morning snack, including drink. Preschool and VPK classes are required to bring their own **healthy** snack labeled with child's First Name and Last Name. Please include a drink.

Birthdays are celebrated with special snacks provided by the parent. Parents may bring a **commercially prepackaged healthy** snack that does not contain peanut butter or nuts. Inform the Center if your child has any food-related allergies.

## **Child Development Center Programs**

### **Parent's Day Out**

Parent's Day Out classes offer parents quality care for their children during the weekday hours. Children eligible to enroll must be at least 8 months of age and less than 3 years of age as of September 1. The number of days children may attend varies from one to three days depending on age.

Hours: 9:00 a.m. to 2:30 p.m.

We offer the following classes:

Toddler I (8 to 16 months)

Toddler II (17 to 27 months)

2's Plus (28 to 35 months).

### **Mid-Morning Snacks and Birthday Celebrations**

Each child will need to bring a mid-morning snack, including drink.

Birthdays are celebrated with special snacks provided by the parent. Parents may bring a **commercially prepackaged healthy** snack that does not contain peanut butter or nuts. Please inform the Center if your child has any food-related allergies.

### **What to Bring:**

**Diaper bag** should include at least 4 diapers for the day, wet wipes, and two changes of clothing. Label all items with first and last name. An "Authorization for Prescription and Non-Prescription Medication" form must be completed before diaper ointment can be applied to a child.



**Mid-morning Snack, Lunch, and drink** will be provided by the parent each day. Label all containers, utensils, and cups with child's First Name and Last Name. Due to choking hazard, grapes and hot dogs are to be cut lengthwise, and then into smaller pieces.

**1" Thick Nap Mat** is required for Toddler II and 2's Plus Classes. Your child can bring a favorite blanket or lovey. Due to State regulations, sleeping bags are not permitted.

Please leave your child's toys at home. The Center cannot be responsible for them.

### **Preschool**

The Preschool program focuses on the development of your child's social, intellectual, and spiritual growth. A developmentally-appropriate curriculum will help meet the individual needs of the child. Readiness skills in the areas of gross motor, fine motor, language development, math, science, and reading are included in daily activities.

Preschool classes are available for children at least three years of age and less than five years of age as of September 1. **All children must be potty-trained.**

Hours: 9:00 a.m. to Noon

Class Options: Monday/Wednesday/Friday (3-days)

Tuesday/Thursday (2-days)

Monday through Friday (5-days)

### **Clothing**

Children should wear comfortable clothing that they manage themselves. Closed-toe shoes are required for playground safety.

### **CDC Tote**

CDC Tote should be brought to school each day. Please leave your child's toys at home. An additional tote is available to purchase for \$12.00.

### **Mid-Morning Snacks and Birthday Celebrations**

Children are required to bring their own drink (water bottle or thermos) and commercially prepackaged healthy snack labeled with First Name and Last Name. Please inform the Center if your child has any food-related allergies.

Birthdays are celebrated with special snacks provided by the parent. Parents may bring a **commercially prepackaged healthy** snack that does not contain peanut butter or nuts.



## **Voluntary Prekindergarten Education Program**

St. Luke's Child Development Center is an approved provider for the Voluntary Prekindergarten Education Program. The VPK program is a five-day per week, 9:00 a.m. to Noon, Kindergarten readiness program funded through the State of Florida.

### **Attendance**

If your child is absent due to illness, State licensing regulations require that the CDC Office be notified by 10:00 a.m. via phone (407-876-1155) or email ([cdc@st.lukes.org](mailto:cdc@st.lukes.org)). The "80/20 Attendance Rules" applies to our VPK classes. Children are allowed a total of 20% absences for the school year. After three consecutive days of absence, documentation is required. When a child exceeds 20% absences, a monthly tuition payment will be required to continue enrollment.

### **CDC Tote**

CDC Totes are available for purchase. No backpacks.

### **Mid-morning Snacks and Birthday Celebrations**

Children are required to bring their own drink (water bottle or thermos) and **commercially prepackaged healthy** snack labeled with First Name and Last Name. Please inform the Center if your child has any food-related allergies.

Birthdays are celebrated with special snacks provided by the parent. Parents may bring a **commercially prepackaged healthy** snack that does not contain peanut butter or nuts.

### **Preschool Extended Day Program**

The Extended Day program (12:00 p.m. to 2:30 p.m.) begins in after the first week of school. Lunch boxes are to be labeled with child's First Name and Last Name. Due to possible choking, grapes and hot dogs are to be cut lengthwise, and then cut into smaller pieces.

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