



Parent Handbook

Sanlando Christian School
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www.sanlando.org/sanlando-christian-school

Dear Parent,

Welcome to Sanlando Christian School, an outreach ministry of Sanlando United Methodist Church. We are thankful that your family has entrusted us with the care of your child, and we are excited to make this early childhood experience a positive one for your family.

An important goal of our program is to help children learn about God through Christian values that are interwoven into our school day. God has created each child to be a unique individual and with the capacity to love and accept others as they are. We are committed to honoring and nurturing the special talents of each child, and we will work together with you to help your child grow emotionally, physically, academically, and spiritually.

Sanlando Christian School was established in 1985 by Sanlando United Methodist Church as a community outreach ministry and is guided by a School Advisory Council. This parent handbook outlines important policies and procedures approved by the church's leadership and implemented by our staff so that your child will feel welcomed, safe, and loved. We hope it will also give you confidence that you have made a wise decision in choosing Sanlando Christian School.

We are glad you're here!

Blessings,

*Erica Holloway
Director*

About Sanlando Christian School

STATEMENT OF BELIEF:

Children are a gift of the Lord; they are a real blessing.

Psalm 127:3

God has created each child as a unique individual with the capacity to learn to love and accept others as they are. Each child is a special gift to the world through which God works out His perfect plan.

PURPOSE:

We are creating an early learning community where children are taught to love God, love learning and love others.

VALUES:

- Children are a gift from God. (Psalm 127:3)
- We honor the uniqueness of each child. (Psalm 139:14)
- God has called us to teach, nurture, and help children develop a connection with God. (Luke 18:16)
- Parents play an important role in the full development and success of their child. (Matthew 7:9)
- Parents are responsible for their child's spiritual development in partnership with the school. (Proverbs 22:6)
- In partnership with Sanlando United Methodist church, we build disciples of God through faith-based education and teach children to love others through words and actions. (Matthew 28:19-20)

SUMC PURPOSE: Sanlando United Methodist Church

Building a community of faith where non-churched people are becoming committed followers of Jesus Christ.

VISION: Sanlando United Methodist Church

Turning love outward and transforming individuals, families and the community.

Your Child's Christian Education

As a faith-based school with a Christian staff, it is our responsibility to help your child to grow socially, emotionally, cognitively, and spiritually. In addition to what we incorporate into our daily routine and experiences, here are some ways we worship and praise God:

- Children's Chapel:** Our chapel specialist designs a weekly experience just for that particular age group, using songs, Bible stories, and action-oriented activities.
- Family Chapel:** Once a month from 9:00-9:20 am, the entire school gathers in the church sanctuary for a child-friendly worship experience. Church members, school families, and friends are invited to join in this gathering.
- Monthly Prayer & Verse:** Each month, we teach the children a brief prayer and Bible verse. We use these brief echo prayers as our blessing before snack and lunch. We encourage you to learn and use the prayer as a family as you pray throughout your day. We also encourage the children to talk to Jesus like a friend when we pray at gathering times.
- Bible Stories:** Throughout the school year, the great stories of the Bible are shared in many ways – pictures, Bible storybooks, storytelling, acting out stories, music, and games.
- Music:** We start each day with a song! Nothing is more fun than to have your child teach you a song of joy, praise, or thanksgiving. At Family Chapel, each age level will have a chance to share a song they have learned with all of you.
- Holidays** We bring a Christian focus to all holidays, with special emphasis on the true meaning of Christmas and Easter.

You and your family are welcome to participate in anything Sanlando has to offer – worship services, evening and weekend classes, children's activities, music groups and special events. Please let us know if your family has a need: we will pray for you and support you in whatever way we possibly can.

The Sanlando Christian School Family:
AGREEMENTS & EXPECTED ADULT BEHAVIORS

Sanlando Christian School (SCS) is committed to building a united school family as we serve our children, our families, and our community. We commit to work together to respect and carry out the following agreements:

We will:

1. Do what is best for all of the children
2. Create an atmosphere of positive energy and cooperation
3. Treat others as we would want to be treated (Matthew 7:12)
4. Give our time and energy to make the school the best it can be
5. Recognize and respect the individual differences of each child, parent, and staff member
6. Work together to ensure that children arrive on time, well rested, and with a healthy lunch
7. Refrain from gossip or negative behavior
8. Schedule appointments to discuss any concerns or questions regarding parents, staff, or administration of Sanlando Christian School
9. Agree to disagree in a gracious manner, if occasion arises
10. Follow all policies and procedures of Sanlando United Methodist Church and Sanlando Christian School.

Important Adult Behaviors

We strive to provide the most appropriate environment in which a child can grow, learn, and develop. Maintaining a healthy environment is the responsibility of every adult who enters the school. All adults are asked to:

1. Make the safety of each child their number one priority
2. Maintain confidentiality of any child or adult associated with SCS
3. Abstain from any threatening behavior toward a child or adult
4. Abstain from physical or verbal punishment of any child or adult
5. Abstain from smoking while on the school campus (includes parking lot & outdoor areas)
6. Refrain from cell phone use while on the school campus
7. Refrain from soliciting or selling goods for private gain on school campus

Adults choosing not to behave in an appropriate manner will be asked to leave the school property and may not be allowed to return. Misconduct that negatively affects the well-being of a child should be reported to the school director at 407-339-1172 or the chair of the Staff-Parish Relations Committee. The chair can be reached by contacting the SUMC church office at 407-571-2100.

Sanlando Christian School Policies and Procedures:
REGISTRATION AND ENROLLMENT

Sanlando Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, race, national and ethnic origin in administration of its educational policies, scholarship programs, and other school-administered programs.

Enrollment at Sanlando Christian School is open to children ages two through kindergarten. Sanlando Christian School is a private school and enrollment may be denied for any reason other than those stated above. Final enrollment is determined by the School Director.

Parents may enroll their child in Sanlando Christian School by completing the registration forms (available in the office or on the school website) and by paying the registration and materials fees. For families who will pay tuition by cash or check, a ten percent annual tuition deposit (the last month's tuition for the school year) must be paid in advance and is due 30 days after registration. This deposit is not required for families using Tuition Express for automatic tuition withdrawal.

Full enrollment is contingent upon receipt of a completed parent registration packet, payment of materials fee, registration fee, and the ten percent annual tuition deposit if required. The parent registration packet and fees are not meant to serve as contracts guaranteeing service for any duration. Please make sure to notify the office of any changes in your address, phone numbers or emails. Your signature on the enrollment form serves as proof that you have read this handbook and agree to abide by it. It also signifies your permission for child care personnel to have access to your child's records.

Registration Order

Student enrollment is on a priority basis in the following order:

- Currently-enrolled students
- Active Sanlando United Methodist church members
- Siblings of currently-enrolled students and formerly-enrolled students
- Students on the waiting list and in the community

For the SCS VPK Program, there are additional registration forms in the registration packet. When all classes are full, names will be placed on a waiting list. Parents will be notified when a position is available. We are unable to disclose the *exact* position of your child's name on the waiting list.

Sanlando Christian School Policies and Procedures:

FINANCES

Tuition

Tuition is based on actual operating costs per child per year and is divided into 10 equal payments, regardless of the number of attendance days each month. There will be no adjustment to tuition for school holidays, extended absences, natural disasters, illnesses, or vacations.

Fees and tuition payments are non-refundable.

Tuition Payment Options

- 1) Tuition Express: Complete the Tuition Express form and provide a voided check. Tuition will be automatically withdrawn on the 15th of each month.
- 2) Checks: Checks should be made payable to SCS (Sanlando Christian School).
- 3) Cash: Cash payments must be handed directly to office staff who will issue a receipt.

Cash or check payments are due on or before the 10th of each month. After the 10th of the month a late fee of \$10 will be assessed. If tuition remains unpaid at the end of the month, the school reserves the right to dismiss the child. PLEASE PAY ON TIME.

Insufficient funds: A fee of \$35 will be assessed for returned checks or insufficient funds. Cash payment will be required for multiple instances of insufficient funds.

Tuition Discounts

NEW for 22-23: Discounts are limited to one per family. Please choose the one that benefits you most:

Annual Tuition Paid in Full at Registration	5% Discount
Active Sanlando United Methodist Church Members	10% Discount
Sibling (1 student/youngest)	10% Discount
SCS Staff Members	Up to 50% Discount

Tuition Assistance Program

The SCS Tuition Assistance Program was established in order to help families in financial need on a temporary basis. The temporary assistance is awarded based on a financial hardship or catastrophic event suffered by the family. Tuition assistance is generally approved by the SCS Advisory Council on a three-month basis and reviewed again at the end of the three months.

The family requesting tuition assistance must agree to pay the registration fee, materials fee, and some part of the monthly tuition. Only in rare cases will 100% tuition assistance be awarded.

The following items must be completed in order to be considered for Tuition Assistance:

- Application form
- A letter listing reason(s) or extenuating circumstances for assistance
- Schedule of income and expenses
- Most recent tax return

Voluntary Withdrawal of a Child from SCS

All withdrawals must be made in writing to the Sanlando Christian School office with a 30-day notice. If 30-day notice is not given, SCS reserves the right to charge tuition for the upcoming month for Tuition Express participants OR retain the tuition deposit for families paying by cash or check. All fees and tuition payments are non-refundable.

Sanlando Christian School Policies and Procedures:
ARRIVAL, DISMISSAL & GENERAL POLICIES

Arrival and Dismissal Times

- Kindergarten hours: 8:45 -2:00 pm M-TH, 8:45-12:00 pm Friday. Door closes at 8:55 am & reopens at 1:55 pm.
- VPK Only (state-funded) hours: 9:00 – 1:00 pm M-TH. Door opens at 8:55 & closes at 9:05 am. Door opens for dismissal at 12:55 & closes promptly at 1 pm.
- VPK Advantage hours: see above for arrival. Door opens for dismissal at 1:55 pm and closes promptly at 2 pm.
- PK 2-3 hours: 9:00 – 1:45 pm M-TH based on your child’s scheduled attendance days. Door opens for arrival at 8:55 am & closes at 9:05. Door opens for dismissal at 1:40 pm and closes at 1:45.
- If your child arrives after the scheduled arrival time, you must come to the school office. If you arrive after the scheduled dismissal time, your child must be picked up in the SCS Office. The director will address consistent late arrivals and dismissals.

Arrival and Dismissal Procedures

- Ensure your child arrives on time daily – this provides security and establishes an optimum environment for learning.
- Children must be walked to their classroom by an adult.
- Children must be signed in and out using the Procure app by a staff member or parent/guardian upon arrival and dismissal each day. Guardians/emergency contacts must be listed on enrollment form and must be at least 18 years of age. All persons must be prepared to show their driver’s license in the school office to ensure identity when picking up a child.
- To release a child to another parent for a one-time play date: parent/legal guardian must email the director or send a message through the Procure app to give permission.
- Please do not leave siblings unattended in your vehicle during arrival and dismissal. Do not leave purses or valuables in your vehicle.
- DO NOT BRING PETS ON SCHOOL PROPERTY. Each classroom has a pet fish.

Parking Procedures

- Parent parking is ONLY in the back forest area of the church campus, and on UNPAVED areas.
- No parking is allowed in the front or side of the church building. This area is reserved for church members and church visitors who participate in church-related activities.
- Please see the director if you require handicapped parking or special assistance.
- Do not park in Crown Oaks – it is reserved for their business owners on weekdays.
- Do not park in the fire lanes.

Supervision of Children Before & After School

- Parents/guardians are responsible for the safety of their children before and after their children's regular school day and assume all liability for injuries during those times.
- Waiting areas (bike path & patio by cross) are for sitting and walking only.
- Use indoor voices as meetings or classes may be going on.
- Playground may be available to parents & children before or after school. Contact the director for permission. Please follow all posted safety rules – if your child is not being safe, we reserve the right to ask you to leave. Lock the gate behind you when you leave.
- The large portico & space next to the parking lot is NOT A DESIGNATED PLAY AREA.

Dress & Belongings

Children should come to school dressed to learn, play, paint, experiment, and have fun.

- Clothes should be comfortable and easy for children to button, snap, and zip.
- No belts, necklaces, rings or other jewelry that may be pulled on or get caught.
- For children in diapers, ensure that clothing is two-piece & easy to get on and off.
- Shoes should be well-fitting, closed-toed and rubber-soled for the safety of your child.
- All children are required to have a backpack with a complete change of clothes in a Ziploc bag, clearly labeled with the child's name.
- Toys/personal items should be left at home or remain in backpack. They can be used with teacher supervision during transition time at the beginning of the school year.

Toilet Training

- Children under the age of 3 do not need to be potty trained. Teachers will work with you during the school year as children show readiness.
- All children in the three-year-old program should be potty trained before the school year begins. If your child is not potty trained, your teacher will help you develop a plan to have your child trained no later than winter break. There are books on potty training for parents and children available for check-out in the school office.

Field Trips

At Sanlando Christian School, children in the preschool grades do not go off campus for field trips. We bring guests & experts on a variety of topics to our campus, including fine arts, first responders, service animals, and water safety. SCS kindergarten students have scheduled field trips off campus throughout the year. Transportation must be provided by each child's parent or a parent-designated adult. The kindergarten teacher will supervise all students at the field trip site and will have children's emergency information & a first aid kit. Kindergarten children must have a completed field trip permission slip form and all fees turned into the school office prior to each field trip. All adults attending the field trip must be listed on the permission slip. Please make child care arrangements for siblings.

Sanlando Christian School Policies and Procedures:
FOOD POLICIES

General Food Policy

All food intended for sharing with the class must be whole fruits/vegetables or commercially-prepared packaged food in a factory or deli-sealed container. According to Florida Statute, we must have a parent signature on file in order to serve your child any food not brought from home. Your signature on the SCS release form serves as your permission.

Snacks

Healthy snacks which include two food groups are provided daily for your child. If a child has a food allergy, the parents will provide the child's snack – these snacks must be finger food (i.e. dry crackers, fruits or veggies that can be eaten without utensils). Yogurt, muffins and foods that require utensils are not permitted for snack, as our snack time only lasts a few minutes.

Lunches & Water Bottles

- Send a reusable straw cup (or sippy cup for PK 2s) filled with water and labeled with your child's name. We will refill it as needed during the day.
- Lunch is to be provided each day by the parent/guardian.
- Per DCF regulation: for all children under four years of age, foods that pose a choking hazard (grapes, cheese sticks, hot dogs, etc.) must be cut into bite-sized pieces no larger than 1/2" in diameter and length.
- Lunches should be packed so that children can learn to open and manage their own meals.
- Use an insulated lunch box and ice pack or bento-style box with ice pack built in.

Special Lunch, an optional meal prepared by the school, is offered once a week as a school fund raiser. Annual menus meet USDA guidelines. Menu & prices are distributed and posted on our website. For more information on healthy eating for preschoolers, please visit the MyPlate website:

<https://www.choosemyplate.gov/browse-by-audience/view-all-audiences/children/health-and-nutrition-information>

Birthday Treats & Celebrations

Birthday snacks should be pre-packaged and require no utensils. Appropriate items include cookies, mini-cupcakes, fruit snacks, or other simple treats that are easy to handle. Full-sized cakes and home-baked treats are not permitted.

Parents are encouraged to invite their child's classmates to celebrate birthdays and/or special events outside of school; however, gifts, party favors, treat bags, etc., should be delivered off of school property. If every child in the class receives an invitation, party invitations may be placed in each classmate's folder.

Sanlando Christian School Policies and Procedures:
PLACEMENT, ACADEMIC PROGRESS AND INTERVENTION

Child Placement Agreement

The Sanlando Christian School staff and administration are responsible for the placement of each child into the proper classes to benefit each group of children. Children must be of age on or before September 1. Children who do not make the age cutoff may be enrolled early with director permission and a signed Early Enrollment Agreement. Child placement will be posted outside the classroom on the first day of school and/or during initial class visits before school starts. Children will typically remain with the same teachers and classmates for a full school year (August through May), advancing to the next age level in August of each school year as developmental progress indicates.

Meeting Every Child's Needs

The early childhood program and schedule at SCS are designed to meet the needs of young children for developmental experiences in all areas of growth, within a group setting. If, after a reasonable amount of time and reasonable accommodations, a child is unable to adjust to our program, or if there are special needs or circumstances that our developmental program is unable to meet with reasonable accommodations, parents may choose or be asked to withdraw their child from our program.

Early Intervention

At SCS, we are proactive in identifying students who may need early intervention or may be at risk because of developmental delays, speech delays, sensory integration or other conditions of special needs that may affect their development. Early intervention can be remedial or preventive in nature, remediating existing developmental problems or preventing their occurrence.

Early intervention may focus on the child alone or on the child and family together. SCS offers a range of early intervention referral services. We may offer school screenings, and, when needed, recommend referral services for diagnostic and direct intervention programs. *If your child has been screened, evaluated or is currently receiving interventions, please inform the school office.*

Assessments & Progress Reports

Children will be formally or informally assessed periodically through the year to determine progress on state standards. VPK assessments occur 3 times per year in fall, winter and spring as required by the state of Florida. Other preschool children are assessed in mid-fall and mid-spring. Kindergarten children are assessed each 9 weeks. Parent-teacher conferences occur in mid-fall and mid-spring, and additional conferences may be scheduled as needed.

Sanlando Christian School Policies and Procedures:
POSITIVE BEHAVIOR SUPPORT SYSTEM AND DISCIPLINE

At SCS, we have developed a Positive Behavior Support System that enables children to develop social/emotional skills, Christian values, and learn to make appropriate choices. Our school-wide program teaches children to be safe, be helpful, and be friends. We teach these skills in a positive way that helps build a sense of community within the classroom and within the school.

For children needing additional support or discipline, we provide reasonable, age-appropriate rules with logical consequences. Our discipline policy takes a positive approach, using calming strategies, problem solving, redirection, and if necessary, a supervised time apart from the situation. Children are treated with respect and dignity at all times. Our discipline policy prohibits children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. At no time will corporal punishment be used.

In the event of continual disruptive behavior such as biting, excessive hitting, pinching, or other kinds of inappropriate behavior, the following steps will be taken:

1. Each incident will be documented, noting the date, circumstances leading up to the incident, disciplinary actions taken, and communication with the parent. The parent must sign an incident form BEFORE the child may return to school.
2. If incidents continue, a conference will be held with the child's parent or guardian, the school director and the child's teacher. A behavior modification plan will be devised for the child.
3. If the inappropriate or disruptive behavior continues, the parent will be required to pick the child up from school for the remainder of the day.
4. After all the above steps have been exhausted, the child may be asked to leave the school.

Our goal is to help children learn to function emotionally and socially within acceptable limits, as well as maintain a safe and secure environment for all of the children in our program.

Non-Voluntary Dismissal of a Child from SCS

SCS reserves the right to dismiss any child at any time, with or without cause. If money is due a family, a school check will be mailed to the address indicated in the child's file. Past due balances must be paid within 30 days of the dismissal. Parents are required to gather their child's belongings and leave school property immediately in a calm and respectful manner. SCS will request assistance from local law enforcement should any parent become disruptive and/or uncooperative. A dismissed child and his/her parents are required to call and request an appointment with the School Director if they wish to return to the school property after dismissal. Appointments are made at the discretion of the School Director and are not a right of the dismissed child or parent. After dismissal, any parent or child who harasses, threatens, or in any manner causes harm to anyone affiliated with the school by calling, writing, or any other means will be prosecuted to the fullest extent of the law.

Sanlando Christian School Procedures:
PARENTAL INVOLVEMENT IN SANLANDO CHRISTIAN SCHOOL

In order to build a sense of community, parental involvement is important to the success of your child, as well as to the success of our program. We welcome your presence and input. There are many opportunities for you to be involved throughout the year in activities:

1. "Class Visits" before school year begins
2. Family events (play groups, movie nights, park days, etc)
3. Parent orientation
4. Monthly Family Chapels
5. Parent/teacher conferences
6. Holiday celebrations & special events
7. SCS classroom volunteers

Classroom Volunteers

SCS welcomes adult volunteers (parents, other relatives, or church members) onto the campus and into the classrooms as appropriate and within the scope of what is best for the children. For the safety of the children, all adults wishing to volunteer in a classroom where children are present must complete a local background screening. Forms are available in the school office and require you to provide a Social Security Number and driver's license or state ID. Results are received quickly, sometimes the same day. Any person with felony convictions, sex offender convictions and/or open investigations into any criminal activities endangering children will not be permitted to volunteer in the classroom or go on field trips.

- Lists of approved volunteers will be posted outside each classroom and in the school office.
- Adult volunteers must sign in and out at the office and wear a visitor badge while on campus.
- Adult volunteers will not be left alone with the children – a school staff member must be present if children are in the room.
- Sanlando Christian School reserves the right to ask an adult volunteer to leave the premises if it is determined that their presence is not in the best interests of the children.
- Please make childcare arrangements for younger siblings. DCF bases its student-teacher ratios on the youngest child present in the room, and parents do not count as teachers in the ratios.

Classroom Holiday Celebrations

SCS sponsors school-wide holiday celebrations during the year. All holiday crafts and treats are pre-planned by each grade level team. Parents are allowed to participate by signing up to either donate an item or to be a classroom helper for the celebration.

- Please take turns so that each parent has the chance to participate.
- In order to participate in your child's classroom celebrations, you must have a cleared volunteer screening application on file.

Sanlando Christian School Policies and Procedures:
VIDEOS, PHOTOS AND SOCIAL MEDIA

Videos and Photographs taken by Staff

SCS staff members take photos and record videos of students during the school day. We ask each parent to sign the "SCS Release" form for his/her child as a part of the enrollment process. The SCS staff will be highly selective and judicious in the use of any videos or photos.

Photos and videos of children may be used in the following ways:

- As a method to record students' progress on the Florida Standards for children ages birth-5
- Visual Student Portfolio (photo album) given to each child at the end of the school year
- Photo slideshows shown at Family Chapel
- On the school social media pages
- As a means of communicating with parents about a child's day via the Procure app
- Educating the public about early childhood care

When a photo is in a public domain or on social media, names will not be used. At no time will a parent receive compensation for these photos.

Use of Photos and Videos by Families

To protect the privacy of our students, families may not post photos of SCS children on social media or other external public domain unless:

- The subject in the photo/video is your own child
- You are sharing a post from the school page

You may NOT post photos of other children unless you have express permission from their parents. THIS INCLUDES PHOTOS YOU RECEIVE IN THE PROCARE APP.

Movies and Cartoons

Movies and cartoons are not a part of our regular curriculum. SCS video policy requires that any videos shown for a special event have a "G" or "PG" rating. If you have video concerns, please notify your child's teacher.

Sanlando Christian School Policies and Procedures:
HEALTH & ILLNESS

The health of our children, staff and families is very important to us. We rely on parental cooperation to help prevent the spread of communicable diseases throughout our school. *Children must remain at home until they are free of symptoms without the aid of medication for at least 48 hours. SCS reserves the right to request a doctor's note for persistent symptoms or conditions, and to adjust policies in the face of threats to public health.*

Symptoms of Illness

If your child displays one or more of the following symptoms, keep him/her at home:

- A fever
- A cold fewer than three days old
- Heavy nasal discharge
- Persistent, nagging cough
- Fussy, cranky, or generally "not himself/herself" behavior
- Nausea, vomiting, or diarrhea
- Loss of appetite or refusal of food
- Rash on face or body
- Redness in or around eyes
- Unusual tiredness (necessary rest may prevent illness)
- Sore throat or headache

Children who develop any of these symptoms at school will be isolated, and parents will be notified for immediate pick-up. Please make sure you have several people listed as emergency contacts in your child's file in case you cannot be reached. In addition, please keep children home when they have any cough or clear nasal drainage that cannot be managed by the child (i.e. "catching" cough in elbow, wiping and blowing nose without assistance).

Please report to the school any diagnosis of a contagious disease so that other parents may be notified of the exposure. Examples include hand/foot/mouth disease, head lice, influenza, chicken pox, COVID-19 and any disease for which there is a vaccine available. *State law allows for families to obtain medical or religious exemption from vaccination, thus there may be people in our facility who are not vaccinated.*

Medication

SCS staff members are ONLY allowed to administer medication to a child who has an active Emergency Care Plan signed by a doctor and maintained in student file. This means we are unable to administer cough medicine, pain relievers, topical ointments, sunscreen, insect spray, prescription or any over-the-counter medication.

Illness Prevention and Cleaning

The SCS staff is proactive in preventing the spread of illness. Proper hand washing is encouraged, with posted graphics by each sink to prompt children. Surfaces are sanitized daily, toys are sanitized weekly and bleach baths are conducted twice per year. Any toy that has been mouthed is sanitized immediately.

Sanlando Christian School Policies and Procedures:
EMERGENCY & SAFETY PLANS

Life-threatening Allergies or Chronic Medical Conditions

Your child's safety is our ultimate concern. If your child has a life-threatening allergy or condition, a doctor must complete an Emergency Medical Care Plan which will be kept in the school office. The following interventions are in place to help keep your child safe:

- 1) Documentation of staff training and awareness of symptoms and emergency medical steps
- 2) Documentation of medicine administered, including date, dosage and name of staff member
- 3) Staff trained in the use of an EpiPen if prescribed for a child

The school may request parents in a particular classroom to refrain from sending food items that may be harmful to a specific child in that classroom.

Injury or Illness at School

- For minor accidents, the staff will wash the wound, apply a bandage, and offer comfort.
- For accidents resulting in a large bump, a head injury, a cut that requires stitches, possible fracture, or serious illness calling for professional medical care, the parent, guardian, or emergency contact persons will be called.
- In obvious emergency situations, an ambulance will be called and parents will be notified.

Hurricanes/Storms/Natural Disasters

Staff members are trained in hurricane/tornado procedures and emergency plans/exit routes are posted in each classroom. In case of natural or national disasters, SCS will close school and no makeup days will be scheduled. Inclement weather drills are held annually.

Evacuation of the Building

A fire evacuation drill is practiced monthly. Lock-down drills are practiced annually. In case of fire or other emergency that requires immediate evacuation of the building:

1. Appropriate authorities will be notified
2. Children will be evacuated to the identified primary or secondary meeting location
3. Parents will be notified immediately if children are moved to a location off campus

Campus Security

SCS has a 24-hour camera surveillance system. All rooms are kept locked, & authorized school-related visitors must sign in at the school office and wear a visitor's tag for the duration of their visit. Any unauthorized person who enters the property will be escorted off the property by a church staff member, or the local law enforcement authorities will be notified immediately. A copy of our school's comprehensive emergency plan is available in the school office.

Sanlando Christian School Policies and Procedures:
COURT ORDERS, CHILD ABUSE AND NEGLECT

Court Orders

Parents with court orders detailing custodial arrangements may volunteer only on days in which they are afforded custody (joint/shared custody arrangements) as per the court order. Parents with visitation only (sole/exclusive custody arrangements) will be permitted to volunteer only with the express written permission of the custodial parent.

In cases where an enrolled child is the subject of a court order, SCS must be provided with a Certified Copy of the most recent court order (i.e. Custody Order, Restraining Order, or Protection from Child Abuse Order) and all amendments thereto. In the absence of a court order on file with our school, both parents shall be afforded equal access to their child as stipulated by the law. As required by law, SCS and its staff are obligated to follow any court order.

Mandated Reporting of Suspected Abuse and/or Neglect

Our staff is required by Florida law to immediately report any suspicion of child abuse or neglect to the Florida Department of Children and Families (DCF). As mandated reporters, the staff of SCS cannot be held liable for reports made to the DCF that are ultimately determined to be unfounded, provided the report was made in good faith. Failure on our part to report known or suspected child abuse or neglect is punishable as a felony.

We will report suspected child abuse or neglect if we see:

1. Unusual bruising, marks, or cuts
2. Severe verbal reprimands
3. Improper clothing relating to size, cleanliness, season
4. Transporting a child without appropriate child restraints
5. Leaving a child unattended at any time
6. Dropping off or picking up a child while under the influence of illegal drugs or alcohol
7. Not providing appropriate meals for a child
8. Failure to attend to the special needs of a disabled child
9. Sending a sick child to school over-medicated to hide symptoms
10. Children who exhibit behavior consistent with an abusive/neglectful situation

Sanlando Christian School Policies and Procedures:
CONFIDENTIALITY & PARENT/STAFF RELATIONSHIPS

Confidentiality Policy

Within SCS, confidential and sensitive information will be shared only with employees of SCS who have the "need to know" in order to safely care for each child. We strive to protect everyone's right to privacy. Confidential information includes, but is not limited to name, address, behavior issues, disabilities, health-related information.

Outside of SCS, confidential and sensitive information about a child, family, or adult will be shared ONLY when written permission is given. Our Confidentiality Policy protects every person's privacy. Employees of Sanlando Christian School are strictly prohibited from discussing anything about another child or adult without a signed release form.

Parent/Staff Relationships

To maintain professionalism, SCS staff members are discouraged from fraternizing with parents outside of school. SCS staff are prohibited from working for an SCS family, transporting or providing childcare before or after school hours for children enrolled in the school, unless a formal "Statement of Relationship" form has been signed by the family, staff member and the school director.

Staff Appreciation and Gifts

Staff Appreciation is planned by our parent group (Family Connections) each year at Christmas and at the end of the year. Two times each year, the parent group works with the administration to arrange a special event and gift for all staff members. Traditionally, the parents and the school combine resources to pay for these special occasions, recognizing each staff member equally. Contributing to these teacher appreciation events is strictly voluntary.

To avoid any conflict of interest, parents are encouraged to limit individual gifts to staff members to a simple token of appreciation (e.g., note/card, ornament, handmade gift, flower, etc.).

Parent Survey

Each family will receive an annual SCS Parent Survey near the end of the year to provide valuable feedback for long-range planning.

Classroom Concerns

Any questions or concerns regarding your child should be first taken to your child's teacher. If questions or concerns are not answered at this meeting, you should request a meeting with the School Director and the teacher.

Handbook Agreement

The Florida Department of Children and Families requires that parents receive a copy of their child's school policy handbook. The parent's or legal guardian's signature on the enrollment form verifies receipt of the policy handbook and an understanding and agreement to follow the policies as outlined.

Please review the handbook carefully, and if you have any questions, please contact the School Director immediately for clarification.

Once you have read this handbook and agree to follow the policies and procedures, sign the "Application for Enrollment" form and turn the signed form into the school office.

Again, welcome to the Sanlando Christian School Family. We look forward to getting to know you and your child as we grow in God's love together!