

d. Medication of any kind will not be administered during nap time if the child is sleeping.

e. **If necessary, and for the safety of the child, Step By Step personnel will administer an emergency antihistamine to your child prior to contacting you for verbal consent.**

f. You need to complete an **Authorization of Medication** for the days/week that your child is to receive medication. This form should be given to the teacher along with the medication. Please let us know if the medications need to be refrigerated.

ALLERGIES

All allergies to medication and/or other substances must be stated on the Registration Form. Information about the children with allergies will be posted in all classrooms.

ADMINISTRATION OF EMERGENCY MEDICAL CARE

If we are unable to contact a parent/ guardian in the event of a medical emergency, the child will be transported to the emergency room of the closest hospital. If the child is injured or becomes ill while on a field trip, and we cannot reach the parents/guardian by telephone or cellular phone, the child will be taken to the emergency room of the hospital nearest to the place of the event. Insurance information should be given on the Registration Form, and will be kept on file in the Director's office and on field trip permission slips.

ACCIDENTS

Step By Step will not be liable for accidents or illnesses occurring to the child while in its care unless it can be proven that the accident or illness was a direct result of a Step By Step staff member's negligence. **Please notify the Step By Step office of any change of address, phone numbers, employment, or emergency care numbers.**

1. Parent(s)/guardians(s) will be immediately verbally notified if an accident or injury occurs to a child that requires professional medical care. Immediate, necessary action to protect the child from further harm will be taken.
1. Step By Step shall maintain on file a record of accidents /injuries sustained by a child requiring professional medical care while under Step By Step supervision. All information needed is on an accident/injury form.
2. Accidents or injuries not requiring professional medical care shall be reported to the child's parent/guardian. All accidents/incidents will be recorded on a special report form that requires the signature of the parent, director and staff member witnessing the incident.

SAFETY POLICIES

THE HEALTH AND SAFETY OF THE CHILDREN IS OUR NUMBER ONE PRIORITY.

The following guidelines will be followed:

1. No child will be left alone or unsupervised; a staff person is responsible for each child's safety.
2. Fire drills are conducted monthly. A record of these drills is kept in the Step By Step office. The Step By Step facility is equipped with a fire alarm system, smoke detectors and fire extinguishers in accordance with state guidelines. Teachers will supervise the safe and orderly evacuation of all children. Assigned personnel will check entire building to make sure everyone has made it to safety. When the Director is certain it is safe to return inside, instructions will be given for returning to the building.
3. Fire escape route diagrams are posted in each classroom.
4. Buildings and grounds are well maintained, including playgrounds.

DISCIPLINE GUIDELINES

We believe discipline should be a learning experience. It is essential to have discipline in the training of children. Using the Scriptures as a basis, our goal is to see children "conformed to the image of His Son" (Romans 8). God has given to parents the responsibility to, "bring up children in the discipline and instruction of the Lord" (Ephesians 6:4).

Since we are an extension of the home, we want to share the responsibility for training during the time that the child is at Step By Step. This training is done through a motivation of love and concern for each child. The child is expected to respect the authority of the teacher in this training process.

WITHDRAWAL FROM THE PRESCHOOL: In case of withdrawal of your child from Step By Step, you are required to give a two-week written notice before your child's final day. Full tuition will be expected during that two-week time period. **If you choose to withdraw your child without notice, you will be responsible for two weeks tuition.**

WEATHER ALERTS: In case of severe weather, we will follow the Escambia County School System regarding school closings. Public announcements will be made on Channel 3 WEAR News. If serious weather conditions develop during the day, parents will be called to make arrangements for early pick up of their children. If threatening weather conditions arise quickly, all children will be taken to the designated shelter area by the staff in charge.

STAFF: All staff is required to meet ACSI requirements including:

1. Local, State and Federal Background Screening.(fingerprinting)
2. Attestation of Good Moral Character
3. All training required as mandated by the state (45 hour class)
4. 10 hour in-service classes yearly
5. CPR/First Aid Training
6. All staff are professing Christians

STAFFING RATIO:

Pursuant to ASCI requirements, one staff member is required in the following ratios:

<u>Age of Child</u>	<u>Number of Children</u>
Under 1 year old	4
Under 2 years old	6
2 years old	11
3 years old	15
4 years old	20
After-Care	25

ARRIVAL PROCEDURES: Step By Step CEC opens at 6:30 Am

1. One year old children **MUST** arrive before 9:30 a.m. due to lunch and nap schedules **OR** after 2:00 p.m. when naptime is over, unless prior arrangements have been made for special circumstances (i.e. doctor's appointment)
2. K2, K3, K4 & TK students **must** arrive by 8:30 for full benefit of the curriculum.
3. Infants may arrive at any time.

Upon arriving, the parent must personally bring the child to his/her classroom and make sure the teacher has had the opportunity to observe the child before you leave. No child will be allowed to come into the building unaccompanied EVER. As a courtesy to all, please take the youngest children to their rooms before older children. Older siblings are not permitted to bring in or pick up a child unless they are old enough to drive and have a valid photo I.D. Accompanying your child to their classroom allows for a smooth and safe transition. **All children are to be signed in daily.**

Departure procedures: Step by Step closes at 6:00 *.

1. Sign your child out
2. Look for any important information about your child's class (wherever your teacher posts info in the room)
3. Gather your child's items from the day (papers, lunch box)
4. Please do not let your child run freely through the building or out the front doors. This is for the safety of your child.

A child will be released only to those authorized in writing on the **Enrollment Form** by the custodial parent(s)/guardian(s) at the time of registration. Names of person(s) to whom your child can be released may be added or deleted by written instructions.

Every person with authorization to pick up a child, MUST show a picture ID to staff before child is released to them.

If a non-custodial parent has been denied access to a child by a court order, Step By Step requires a copy of the court order to be maintained on file in the child's confidential file in the office. If an emergency arises and advanced notification is not possible, your child will not be released to any person unless telephone contact is made. **There will be no exceptions; this is for your protection!**

*Late Pick-up Fee: \$1.00 per minute after 6 p.m. or after 12 noon for Part-Time students.

DAILY PROCEDURES: **REQUIRED ITEMS FOR YOUR CHILD'S CUBBY**

Please **mark all items with the child's name**.

1. **A complete change of seasonal / weather appropriate clothes including underwear, socks, shirts, pants/shorts, and sweater/sweatshirt.**
2. **A small, plastic, foldable mat for naptime.**
3. **A small blanket or beach towel for naptime (to be taken home weekly to be laundered)**

CLOTHING

Please dress your child in

1. Comfortable play clothes.
2. Seasonal / weather appropriate clothes.
3. Tennis shoes, sneakers or sandals **with** back straps **NO FLIP FLOPS..this is a safety issue.**
4. Pants or shorts that promote independent toileting (no belts or snaps esp. during potty training). This will eliminate a lot of "couldn't get to the potty fast enough" accidents.
5. A sweater or sweatshirt. **All Clothing should be clearly labeled.**

LUNCH / FOOD

1. Pack a healthy lunch. Limit microwave use to 1 minute or less. (i.e.- NO uncooked food such as uncooked pasta/macaroni and cheese...must be precooked.)
2. Bring lunch in lunch box with name labeled on it.
3. **Please send napkins, utensils, and drink for lunch.**
4. No soda, candy, gum or energy drinks.
5. Friday's may be special lunch days. Your teacher will post a menu with the cost if a special event is planned.

TOYS FROM HOME

To alleviate potential problems, please have your child keep their toys at home. If we decide to have a special "show-and-tell" day, you will be notified in advance. The following toys will not be permitted at school anytime: Any type of gun, knife or sword.

BIRTHDAYS AND CELEBRATIONS

If you would like to provide a lunch or a special snack for your child's birthday, please make arrangements with your child's teacher in advance so that he/she may set up a time and date that will fit into the daily schedule of the class.

FOOD-RELATED ACTIVITIES/SPECIAL OCCASIONS

If your child is to participate in any activities involving food, you must complete, sign and send permission form included with registration packet. No child will be permitted to participate in any food related activity without this form completed and on file.

FIELD TRIPS AND SPECIAL OUTINGS

Parents will be informed in advance of any field trip, or special event. A permission slip will be sent home to give you all of the important information including fees, date, time and reason for the trip. Parent chaperones may be needed.

ILLNESSES

To provide protection for the well being of all children, parents need to keep children home whenever the child displays signs of illness.

Your child should not attend Step By Step if he/she exhibits any of the following symptoms:

1. Severe pain or discomfort.

2. Elevated oral temperature of 100 degrees or higher.
3. Diarrhea (2 or more incidents of loose bowel movements)
4. Vomiting (2 or more episodes within a 24-hour period).
5. Severe coughing.
6. Jaundice (eyeballs, skin, and urine become abnormally yellow).
7. Red eyes with any type of discharge. (Please provide a Doctor's note if this condition is not contagious such as allergies.)
8. Difficult or rapid breathing.
9. Skin rashes or open, exposed lesions without a doctors note.
10. Stiff neck
11. Evidence of head lice, scabies, or other parasitic infestation.

Step By Step requires that your child is free of fever, diarrhea and/or vomiting for a 24 hour period before returning to school. This is to eliminate sickness from being spread from family to family.

ILLNESS POLICIES

Our staff will contact parents to pick up any child who has a fever of 100 degrees or above, or who has diarrhea and /or vomiting or any other illness we may suspect to be passed on to other children. It is the responsibility of the parent to provide a way home for the child within 90 minutes of being contacted.

EXCLUDABLE COMMUNICABLE DISEASES

A child with any of the following excludable communicable diseases will not be permitted to return to Step By Step until a licensed physician states in writing that the child has been diagnosed and presents no risk to him/her or to others. Please report to the office or your child's teacher if your child has been diagnosed or exposed to any one of the following diseases: Chicken Pox, German Measles, Influenza, Measles, Meningococcal, Mumps, Strep Throat, Tuberculosis, Whooping Cough, Giardia Lamblia, Hepatitis, Salmonella, Shigella, Impetigo, (RSV), Rotavirus, Fifth disease, Hand-Foot-Mouth Disease. *

*** This list is subject to change in accordance with Escambia County Health Department and/or the CDC (Centers for Disease Control)**

COMMUNICABLE DISEASE POLICY

If a child has symptoms of a communicable disease (as listed above) the parent/guardian will be notified and asked to have the child examined by a medical doctor. If the child is placed on antibiotics, he/she must be on the antibiotic for at least 24 hours before returning to Step By Step. Before a child can return to school, he/she must have a written statement of permission from the examining doctor. This is for the protection of YOUR child and YOUR family.

If your child is exposed to an infectious disease while at Step By Step, we will notify you promptly. In return, we request that you report to us when your child is exposed to an infectious disease outside of Step By Step, CEC.

ADMINISTRATION OF MEDICATIONS

Child care facilities are not required to give medication however, we choose to provide the parent with this service according to the following guidelines:

- a. Prescription medication must have an original label stating the name of the physician, child's name, name of the medication, and medication directions. All prescriptions and non-prescription medications shall be dispensed according to written directions on the prescription label or printed manufacturer's label. For purposes of dispensing non-prescription medication in the event of an emergency that is not brought in by the parent, non-prescription medication can only be dispensed if the Preschool has written authorization from the parent or legal guardian to do so. If the parent or legal guardian notifies the Preschool of any known allergies to medication, written documents will be posted with stored medication.
- b. All medications shall be stored separately and locked or placed out of the child's reach.
- c. Unused medication shall be returned to the parent or legal guardian.

PRESCHOOL MISSION STATEMENT:

Step By Step, CEC is a non-profit ministry of Gonzalez Baptist Church, affecting the lives of children and their families by providing a safe quality education in a Christ-centered environment, introducing children to the Savior, Jesus Christ, and encouraging children to grow spiritually, socially, intellectually, and physically. We know that safe and healthy care of the child will support and strengthen family life by promoting cognitive, communicative, perceptual-motor, physical, social, and spiritual development of the child.

STEP BY STEP PHILOSOPHY:

With the Bible as our source, we believe that the children entrusted to us are precious in His sight, deserving the best of our abilities.

We believe that each child is a unique individual of intrinsic worth created in the image of God. It is our belief that early childhood education should, above all else:

1. Introduce children to our Savior, Jesus Christ
2. Teach children to love Jesus and love each other
3. Teach that the Bible is the Word of God,
4. Know that God is a personal God.
5. Instill Godly values by example of how we live our lives
6. Teach early childhood educational lessons necessary to prepare each child for school.

Step By Step, CEC focuses on the development of the whole child. Our teachers, appreciating individual differences, attempt to create an environment in which each child is free to play, learn, experiment, and develop at his/her own rate with loving instruction. The daily schedule includes Bible stories, scriptures and songs, indoor and outdoor activities for gross motor development, and classroom activities that promote readiness for reading, language and math instruction during the primary years of formal education. Age-appropriate learning in music, art, science and math, language, drama, and fine motor manipulation play an integral part of the balanced program here at Step By Step.

LICENSING: Step By Step, CEC is licensed by the Association of Christian Schools International (ACSI). All requirements have been met and many are stated throughout this handbook. We are inspected by ACSI (which adheres to all health and safety regulations set by the Environmental Health Department and the Department of Children and Families Services), and the Escambia County Fire Marshall to ensure the safety and well being of your child. **License Number: 259825**

ENROLLMENT:

Preschool/Daycare:

Complete all registration forms.

- i. Personal / Emergency Information Registration Form
 - ii. Parent Contract
 - iii. Field Trip Form -,4, TK & aftercare only
 - iv. Photo/Prayer Card Permission
 - v. Food-related Activity Permission Form
2. Pay non-refundable \$60.00 registration fee to reserve your spot.
 3. Pay non-refundable \$40.00 curriculum fee (TK & Four-year-old classes only)
 4. Turn in health forms obtained by your licensed physician.
 1. Immunization Records
 2. Health Examination
 5. Provide an original birth certificate. We will gladly make a copy and return the original to you.

Aftercare: Pay the non-refundable \$25.00 registration fee to reserve your spot.

Summer Camp: Pay the non-refundable \$60.00 registration fee to reserve your spot.

FINANCIAL POLICIES: Parents or guardians are responsible for payment of tuition and fees on time. **Payment is due by the first day of the month.**

Payment by check is preferred. Please make checks payable to GBC Step By Step, and put the child's first and last name as well as the dates of the week this payment covers. All tuition payments should be given to the Director or placed in the payment drop box. Please **Do Not** leave payment in your child's classroom, lunch box, or diaper bag.

ABSENCES: Parents who choose to keep their children at home for inclement weather, for personal reasons or due to illness are **required to pay full tuition**. The regular payment of tuition

guarantees child care by our staff and the security of a position in an age-appropriate class. Parents or guardians are responsible for payment of tuition and fees on time, as previously explained in the Financial Policies, regardless of the situation.

There will be no use of corporal punishment, abusive language, ridicule or harsh, humiliating or frightening treatment. Children will not be confined without supervision.

Our role is to work together with parents to help children develop appropriate behaviors. Severe or chronic misbehavior may be reported to the parents in writing or the parents may be contacted to schedule a conference with the director and/or teacher.

Parents are invited and urged to discuss their concerns about their child's behavior with teachers and to work together with staff on a plan of responding consistently to problem behaviors. In this way, children will always get the same message from the important adults in their lives (parents and teachers) about those behaviors that are acceptable and those that are not. However, the Director will remove the child from enrollment if chronic misbehavior is not resolved or the safety of other children is at risk.

ELEMENTARY AGE AFTERCARE and SUMMER CAMP ATTENDEES:

1. Homework:

Our aftercare teachers plan a homework time every day (with the exception of Fridays). It is their job to help as needed and encourage your child to get their work completed so that you may have more quality time at home with your family.

It is your child's responsibility to get their work out of their backpack and to do their best. Our staff is not required to go through backpacks to search for homework papers. Please encourage your child to take this responsibility and do their part.

Our role is to work together with parents to help children develop appropriate behaviors. Severe or chronic misbehavior may be reported to the parents in writing or the parents may be contacted to schedule a conference with the director and/or teacher. **Parents are invited and urged to discuss their concerns about their child's behavior with teachers and to work together with staff on a plan of responding consistently to problem behaviors. In this way, children will always get the same message from the important adults in their lives (parents and teachers) about those behaviors that are acceptable and those that are not.** However, the Director will remove the child from enrollment if chronic misbehavior is not resolved or the safety of other children is at risk. This decision is solely at the Director's discretion.

2. Summer and School Vacations:

Step By Step will offer full day care for elementary school age children during the summer. We offer daily care or weekly care. If your child will not be attending on a regular weekly basis, and you will only need specific days, please let us know the days your child will be attending one week in advance. Please check your Step By Step schedule for days we will be closed.

For Aftercare and Summer Camp: Please take note of the following guidelines:

1. Dress your child in appropriate play clothes. No short shorts or spaghetti straps (please use the two finger rule) and limit the type of flip-flops (NO high stacks or high heels). Always bring a pair of sneakers for use in games or outside play.
2. You must bring your child a sack lunch including a drink. Please do not send anything that must be heated.
3. Please sign your child in and out daily. Children will not be sent out of the building unattended; if older siblings come to pick up students they must have a valid driver's license with them and they must be listed on registration form.
4. Please take time to read the parent information posted. This will include field trip info, special lunches and other special activities planned. There will be sign up sheets for each event which you need to sign in advance so we know how to plan and schedule enough teachers and/or chaperones*.

(*Parents: if you are able to volunteer as a chaperone for field trips or special activities, please contact the director or teacher!)

TUITION FEE SCHEDULE

Step By Step requires a non-refundable annual Registration Fee of \$60.00 per child (Summer Camp 1st-6th: \$85.00 registration Fee/ Summer Camp Kindergarten: \$25.00 Aftercare: \$25.00) ***This does not include the field trip fee for Summer Camp 1st-6th**
 This registration fee will hold your child's spot. Enrollment papers must be renewed and updated yearly. The registration fee and the first month fees are due in advance. Fees are based on annual enrollment.

TK & K4 Year Old Program- \$4,680.00 (plus \$40.00 annual curriculum fee)

K3 Year Old Program- \$5,350.00

K2 Year Old Program- \$5,760.00

1 Year Old Program- \$6,000.00

Infants Program- \$6,750.00

These fees are based on 50 weeks of fulltime care.

Aftercare Program- \$55.00 per week.

Summer Camp 1st - 6th - 90.00 weekly/ or \$20.00 daily fee

Kindergarten Summer Program - \$375 monthly/ or \$20.00 daily play

The following is a schedule of fees for Full Time and Part Time.

Child's Age	Full Time	Part Time	Part Time	Part Time
	Monday to Friday 6:30 to 6:00	Monday to Friday 8:00 to 12:00	Mon., Wed., Fri. 6:30 to 6:00	Tues. & Thursday 6:30 to 6:00
Infants	\$562.50/ Month	N/A	N/A	N/A
One Year Olds	\$500.00/ Month	N/A	N/A	N/A
Two Year Olds	\$480.00/ Month	N/A	\$375.00/ Monthly	\$250.00/ Monthly
Three Year Olds	\$445.80/ Month	\$375.00/ Monthly	\$333.40/ Monthly	\$230.00/ Monthly
Pre K/Fours TK	\$390.00/ Month	\$300.00/ Monthly	N/A	N/A
Kindergarten Summer Program			Summer Camp Full Week \$375 monthly	Summer Camp Part-Time \$20.00 Per day
School Age	School Week \$55.00 Weekly Spring Break- \$90.00 for the week		Summer Camp (Grades completed 1st - 6th) Full Week/ \$90.00 per week	Summer Camp (Grades completed 1st - 6th) Part - Time/ \$20.00 Per day

Registration fees are required for all children

Late Fee: \$10.00 is added when payment is not received by due date.

Late Pick-up Fee: \$1.00 per minute after scheduled pick-up time.

**STEP BY STEP Children's Enrichment Center
Gonzalez Baptist Church**

1590 Pauline Street - Cantonment, Florida 32533
(850) 968-6224

Dear Parents,

We would like to take this opportunity to welcome you and your child to Step By Step Children's Enrichment Center. We are looking forward to serving your family in the months/years ahead.

Our goal is to make the children entrusted to us conscious of the fact that Christianity is a way of life. We believe that each child is a unique individual of great worth created in the image of God. We plan our daily program around the child's need for care and Christian training based upon the Word of God and sound early childhood educational principles.

Please take this opportunity to familiarize yourself with the parent handbook which contains valuable information concerning what you can expect from our excellent staff and what we expect from you as caring parents.

As the Director of Step By Step, I would like to personally welcome you and assure you that your child is in a loving, safe and most importantly Christ-Centered Environment that will encourage him/her to grow both intellectually and spiritually.

My prayers are with you and your child each and every day. May God richly bless your family throughout the upcoming year, and may you see and experience growth in His Word and Spirit as we walk together teaching and encouraging your child.

Blessings in His Glorious Name,

Step By Step, Children's Enrichment Center
1590 Pauline Street
Cantonment, FL 32533
(850) 968-6224

2015-2016 SCHOOL YEAR

STUDENT HOLIDAYS - Step By Step Closings

Labor Day	September 7, 2015
Veterans' Day	November 11, 2015
Thanksgiving Holidays	November 26- 27, 2015
Christmas Holidays	December 21, 2015 - January 1, 2016
Martin Luther King Day	January 18, 2016
Good Friday	March 25, 2016
Memorial Day	May 30, 2016
Independence Day	July 4, 2016
Teacher Work Days	August 11-12, 2016

Calendar is Subject to Change
With School District Changes*

*"My feet have closely followed in His steps and I have kept to
His ways." Job 23:11*



PARENT HANDBOOK

Step By Step Children's Enrichment Center
1590 Pauline Street
Cantonment, FL 32533
(850) 968-6224
stepbystepcec.com