



Parent Policy Handbook 2024-2025



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* Please return the signature page to the office by the end of the first week of school after reading the

Parent Policy Handbook.



Dear UCELC Parents,

Welcome to University Carillon Early Learning Center! We are excited to start this new year with you and your child, and thankful for the trust that you are placing in us to care for your little ones. Our mission is to create a Christian environment that inspires children to develop inner discipline, self-assurance, a love for learning, and to know their Savior, Jesus Christ. Our goal is to help children become more aware of God's presence and greatness by weaving Christian principles into the total school curriculum.

Our teachers will strive to give your child the loving care and guidance that children need in their formative years. We will provide your child with the tools they need to develop reading readiness, math and science skills, art and music expression, and for them to grow in their awareness of themselves and others.

UCELC is not only for your child, but also for you. We are happy to invite our parents to visit, ask questions, make suggestions, volunteer at school programs, and serve our school either as a Room Parent or on the Preschool Advisory Board. Your time and talents help our program to excel and your participation in your child's education will leave a lasting impression when they remember their childhood.

Communication between school and home is one of the most important ways to stay connected. Please follow our school on Facebook, and remember to check your email for information from your teacher and for our weekly school newsletter email. My office is always open, feel free to drop in and say hello. If you ever need to talk or schedule a meeting please reach out to me at 407-359-2629 or by email at jamiedeger@universitycarillon.net.

Thank you for sharing your children with us!

Blessings,

Jamie Deger

Jamie Deger

Director



Getting to know UCELC

Office Contact Information

- **Jamie Deger, Director**
ja-
miedeger@universitycarillon.net
- **Christa Macheske, Registrar**
christamacheske@universitycarillon.net
- **Karen Sanchez, Program Coordinator**
karensanchez@universitycarillon.net
- **Suzanne Brookshire, Office Assistant**
suzannebrookshire@universitycarillon.net

1395 Campus View Court
Oviedo, FL 32765

Phone 407-359-2629
Fax 407-359-2114

www.ucelc.net

Our Classroom Staff

The classroom teachers and support staff at UCELC are highly qualified in the area of Early Childhood Education (ECE). Our employees meet and exceed state and local guidelines, and attend continuing education courses annually to add to their personal knowledge of the ECE field.

UCELC Advisory Council

UCELC is a ministry of University Carillon Church. It is overseen with advice and guidance from the Advisory Council. The Council consists of the ELC Director, a Pastoral representative, a member of the Staff-Parish Committee, the UC Family Connection Coordinator and UCELC parent representatives.

If you are interested in serving on our Advisory Council, please contact Ms. Jamie.

Our Church

Main Church Phone 407-359-2112

www.universitycarillon.net

Service Times: Sundays 8:45am, 10:00am, 11:30am

- University Carillon (UC) is a community sent to help anyone & everyone become a follower of Jesus.
- UCELC is connected with UC in their mission and accepts all students regardless of gender, age, race, religion, creed or ethnicity.
- Children in all of our classes meet weekly in the Sanctuary to participate in Chapel; a time to hear a Christian Bible story, participate in praise and worship music, and review how we can apply the Bible story to our life. Parents are welcome to attend our monthly Family Chapel day.
- Theology taught in our school will mirror that taught in the church. Specific questions or concerns can be brought to Ms. Jamie or to any of our church Pastors.
- Family contact information, limited to name, address, phone number and email address will be shared with the church for communication purposes. Parents may opt out at the UCELC office.

In Partnership with Families

School-Home Communication

- Monthly classroom calendar of activities
- Monthly printed newsletter to keep you informed of current events
 - Updates & handouts as needed
- UCELC school wide Facebook page and Family only Facebook group
- Written evaluations and assessments of student progress
 - Weekly school emails
 - Classroom Messaging groups

For the safety of our students, teachers are asked to remain off their phones while in the classroom or while supervising students. If you need to reach your teacher during the school day please call the school office at 407-359-2629 and we will get a message to them for you and help in any way we can.

As a courtesy to our teachers, we do not distribute teacher cell phone numbers and ask that messaging be conducted through our classroom Remind App.

Parent Participation

Active involvement of parents in the education of their child is important to classroom success.

Open House, Curriculum Information meeting, Helping Hands volunteer meeting and Parent Conferences are scheduled throughout the year as an effort to keep you as informed as possible about your child's school year.

We are looking forward to a wonderful year of activities and events with your children! We have many fun things planned and rely heavily on parent involvement to make these events successful. Opportunities include school wide events such as: Pumpkin Patch, Gingerbread Night Prep, Winter Wonderland, Valentine Town, Bible Lunch, Library helpers, etc.

Siblings & Classroom Visitors

Due to DCF regulations siblings are not allowed in the classrooms or on the playground during the school day. We will provide as space for childcare for children age 3 and under for select daytime events for parents who wish to volunteer. You will need to sign up in advance for childcare. For more information about being a Helping Hand stop in and see Ms. Karen Sanchez at the UCELC Office or email her at karensanchez@universitycarillon.net

For events occurring outside of the classroom, such as Family Chapel, Bible Parade and school performances siblings will be allowed if space permits while being accompanied by a parent or guardian. We also have some events that are only for our student and their parent. We appreciate your understanding. Please refer to the school calendar for more information.

Our Purpose and Curriculum Guidelines

Young children learn through play. Small groups, hands-on experiences and multi-sensory materials all help define the educational purpose of our classrooms at University Carillon Early Learning Center.

We target our instruction to meet the goals of the Florida Early Learning and Developmental Standards through the use of a school-wide Bible based curriculum. These standards and benchmarks reflect the knowledge and skills that a child on typical developmental progression should know and be able to do at the end of an age-related timeframe as dictated by the Florida Standards set by the Florida Dept. of Education.

Spiritual development of the whole child is our key focus at UCELC. We believe that spiritual development cannot be addressed as an afterthought, but should be at the forefront of every way we teach and serve our children. We accomplish this through incorporating Bible lessons into our daily classroom activities, attending Chapel as a school family, and focusing on social interaction and skills as we go throughout our daily routine.

Academically, we focus on age appropriate reading and math readiness, the development of scientific inquiry skills, creativity through the arts, an understanding of the world through exploring basic social studies, and control of our bodies through gross and fine motor skills training.

Reading Readiness

- Visual discrimination
 - Auditory skills
- Language development
- Introduction to the alphabet
 - Phonemic awareness
- Creative expression through writing

Math Readiness

- Sorting & classifying
 - Patterning
 - Graphing
- Numeral recognition & number sense
 - Shape & color recognition
 - Spatial concepts

Physical Development

- Large and small muscle control
- Games and creative movement
 - Perceptual motor skills
 - Personal care routines
 - Sensorimotor
- Proper feeding and nutrition

Social Skills and Interaction

- Cooperation and respect for others
- Understanding emotions & asking questions
 - Imagination and make believe
 - Obeying rules for safety
- Working independently & as a group
 - Expressing feelings and needs

Payment Policies

University Carillon Early Learning Center is a self-supporting, non-profit program. The annual tuition is divided into ten (10) equal monthly payments. Monthly payments remain the same regardless of number of attendance days in each month. There will be no change in the monthly payment for school holidays, extended absences or vacations, or weather related cancellations. Families may choose to pay tuition in full at the start of the year.

A discount of 10% is offered for 2nd & 3rd siblings enrolled in our program (VPK excluded). The registration and co-curricular fees must be paid in full for each child.

All parents are expected to comply with the following payment policies, failure to do so may result in removal from the program. Need based scholarships are available.

Online payments can be made at www.ucelc.net or in the office with cash, check or card.

Monthly Payments

- The monthly payment is due by the end of the 1st week of the month.
- Tuition paid after the due date will be assessed a \$10 late fee.
- If tuition is not paid by the 15th of the month, your child may not be admitted back to class until tuition is paid.

Payment Options

- A personal check payable to **UCELC**, cash, Visa, MasterCard and Amex payments are accepted at the school office. Payments must be handed directly to an office staff member and a receipt will be issued for cash payments.
- There is a \$30.00 fee for returned checks.
- Teachers are not permitted to receive payments from families.
- Electronic payment using a card or bank account information may be made online at www.UCELC.net

In an effort to keep processing costs down, families will have the option to help with the cost of electronic processing. Your help is appreciated!

State Funded VPK

UCELC has entered into a contract with the State of Florida to provide a free 540-hour pre-kindergarten education to all students who meet the state age and residency requirements (VPK). Parents of VPK students have entered into an agreement with the State to receive free VPK services. Parents of VPK students agree to sign Monthly Attendance Verification form which are sent to the state, as well as to uphold UCELC's VPK attendance policy provided at the start of the school year. If parents do not abide by the terms of the VPK attendance agreement, students may be withdrawn from the State Funded VPK program and will be responsible to pay UCELC the standard 3 day Pre-K tuition fee for the remainder of the school year and to abide by the tuition policies as stated in the Parent Handbook.

Program Withdrawal

It is requested that parents notify the Director in writing two weeks prior to withdrawal from the program.



2024-2025 School Year

Annual Fees due at time of Enrollment

Registration Fee - New students - \$100.00 Returning students - \$50.00
Co-Curricular Fee - One day per week \$75 Two days per week \$150
 Three days per week \$225 Four days per week \$300
 Five days per week \$425

Program Tuitions

5s - Kindergarten Readiness Program

<u>Class Days</u>	<u>Monthly Installment</u>	<u>Class Size</u>
5 Day	\$750.00	6-12

4s – Prekindergarten Program

	<u>Class Days</u>	<u>Monthly Installment</u>	<u>Class Size</u>
VPK	3 days – T/Th/F	\$ 0.00	10-16
VPK-Wrap	2 days – M/W	\$325.00	10-12
PreK	3 days – T/Th/F	\$450.00	10-12
PreK	5 days	\$750.00	10-12

3s Program -

<u>Class Days</u>	<u>Monthly Installment</u>	<u>Class Size</u>
2 day*	\$325.00	10
3 day*	\$450.00	10
5 day	\$750.00	10

2s Program –

<u>Class Days</u>	<u>Monthly Installment</u>	<u>Class Size</u>
2 day*	\$325.00	10
4 day – M-Th	\$650.00	10

University Carillon Early Learning Center admits students of any race, color, national or ethnic origin.

*Parent’s preference of days will be noted on registration form and verified when classes are established in July. Class days will be assigned as needed to provide a balanced classroom experience for students.

Health Protocols

The health & safety of your child is our primary concern. UCELC reserves the right to send a child home if it is determined by the teacher or Director that the child presents a health hazard in the class. If a child becomes ill during school hours, the child will be separated from the class until a parent can be contacted & the child picked up. We rely on parental cooperation to help prevent the spreading of communicable disease throughout the preschool program.

Children are required to stay home if they display any of the following symptoms:

- A fever of 99.5 or higher
- Heavy nasal discharge, any color but clear
 - A constant, nagging or “wet” cough
- Nausea, vomiting or refusal to eat breakfast due to illness
 - A rash on face or body
 - Any signs of diarrhea
 - Unusual tiredness
- Any symptoms of possible communicable disease, (i.e. sniffles, reddened eyes, sore throat, headache or abdominal pain with or without fever)

If your child has persistent allergies, a doctor’s note stating that the child’s condition is NOT contagious is required.

Students will be allowed to return to school once the symptoms have been gone for 24 hours, without the administration of medications (prescription or over-the-counter).

A child sent home from school due to illness is **required** to take the next consecutive **school day off**.

UCELC HAS A “No Nit” policy regarding lice, which is in accordance with Seminole County Public Schools. We require all students who have had head lice to be checked by a staff member prior to returning to the classroom. If a third occurrence is noted by the school, a physician’s note for re-admittance is required before returning to class.

Medication

Students requiring the administration of Over-The-Counter or prescription medication **MUST** complete all necessary forms with the front office in order to have medications dispensed by a school employee.

Prescription medication must be in original packaging with instructions, dosing information, and prescription label attached indicating child’s name.

Safety Protocols

UCELC reserves the right to cancel school should a health, safety or weather emergency arise. We follow Seminole County Public Schools (SCPS) in cases of public emergencies. As a school wide safety procedure, all external doors and internal classroom doors will remained locked during the times when students and staff are on campus. A door bell is placed to the right of the main doors for use when the doors are locked. All school visitors will be required to enter at the school office and will be escorted to their destination after signing in. Our church and school campus is also covered by a surveillance system which is monitored by staff throughout the day.

Fire & Inclement Weather Drills

- Procedures are relayed to teachers and acted upon when necessary.
- Fire/emergency drills are conducted on a monthly basis.
- Instructions and procedures are posted in each classroom.
 - Students are alerted before and debriefed after drills to explain why the activity occurred and when it would be used.

Lock Down Policy

- There will be no access in or out of any buildings on campus
- Staff will remain with the students at all times
 - Classroom teacher's will maintain possession of student emergency contact information
- If a situation arises in which it is necessary to leave the classroom, staff will follow the drill procedures as practiced
- Communication will be sent to parents as it is available
- Parents, DO NOT arrive on site to pick up your child during a lock down, as no one will be allowed to enter or leave the buildings.

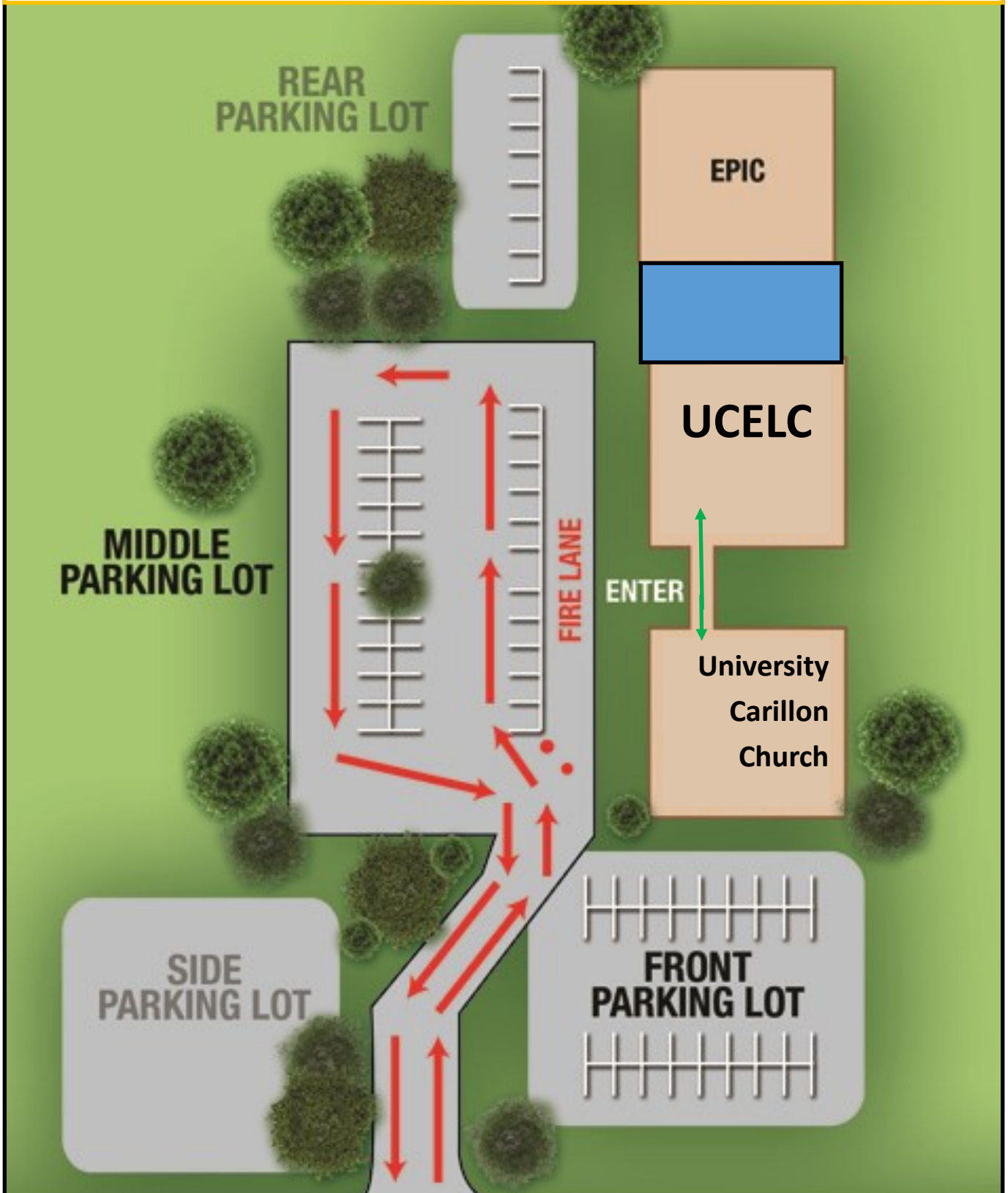
In the event of an Accident

- Plan 1—If your child has a minor accident, staff will take whatever action is necessary to comfort the child, such as wash the wound, apply a bandage or ice, and give a hug.
- Plan 2— If the child has an accident that produces an injury requiring professional medical care (i.e. large bumps, head injuries, uncontrollable nosebleeds, cuts that may require stitches or possible fractures), the parent, guardian or parental designated emergency person will be called immediately.
- Plan 3—In emergency situations, 911 will be called. This will occur prior to notifying the parents.

Emergency Closing Plan

- Decisions to close the school for weather/ public emergencies will follow that of SCPS
- If the decision is made during the school day, the classroom teachers will contact the parent's for their class
 - A statement will be prepared by the Director explaining the situation and the steps parents need to take for picking up their child.
- Reopening communication will come through the classroom teachers at the decision of the Director

- Please follow directional arrows for driving & walking for everyone's safety.
 - Do not stop or park in the Fire Lane.



Drop-Off Procedures

All Students are dropped off at their classroom.

- School hours are 9:00a.m. to 2:00p.m.
- Doors will open no earlier than 5 minutes before and close 10 minutes after arrival and dismissal times.
- Park and walk your child to their classroom.
- No child will be admitted to class without a parent or guardian present.
- Parents must initial their child in & out daily & provide the time of drop-off & pick-up.
- On the Daily Attendance sheet, the name of the person picking up the child that day must be clearly printed,
- An emergency contact phone number must be logged daily at sign in.
- Tardy students MUST check in at the school office and be escorted to class.

Absence Requirements

- Absences MUST be communicated to the school office by 10:00am by phone or email. You may leave a message or email in advance of a planned absence.
- Doctor's notes can be turned into the front office for absences to be excused.

Secure Release of Children

- Doors to the school building and classroom will remain locked until 5 minutes prior to pick-up.

All Students are picked up at their classroom.

- Pick-up after 2:10pm is considered late pick up.
- Students who are remaining in their classrooms after 2:10pm will be brought to Stay-N-Play and assessed the \$10 Stay-N-Play fee.
- Parents must submit to the office a Security Release Form. This form will list any people who are authorized to pick up the child from school. Updates can be made at any time.

Pick-up by someone other than a parent.

- If someone other than a parent is picking up a child, the person MUST be on the Security Release Form,.
- They MUST present their Driver's License as identification at the front office to receive a pick-up card to present in the classroom
- All people picking up a child MUST be over the age of 18.

After School Hours

We welcome you to play in our courtyard afterschool, but ask that you are mindful of the following guidelines.

- Students may play in the courtyard while their parent is present in the courtyard.
- If you need to leave the courtyard for any reason, please take your children with you as there is no supervision provided by the school.
- Use the benches and tables properly. No standing on or jumping off the tops.
- Be gentle with our gates and fences, and ask your children not to rock back and forth or pull on the fence.



Stay-N-Play

We love having your children with us and encourage you to use our after school Stay-N-Play time for your children to have fun and socialize with friends from other classes while being supervised by our fantastic staff members. During Stay-N-Play students will come to the playground at first and then return inside to use the bathroom and finish their time playing in the Clubhouse.

- Stay-n-Play hours 2:00pm - 3:30pm.
- Stay-N-Play is opened to all students who are potty trained
(no diapers or pull-ups)
- A minimum of 2 students is required to offer Stay-n-Play daily.
You will be contacted if Stay-n-Play is cancelled.
 - Stay-N-Play has a maximum capacity of 18 students.
- The cost for Stay-N-Play is \$10 per child and must be paid in advance or on the morning of Stay-N-Play participation.
(Late pick-up fees are \$5 for every 5 minutes late).

To register your child for Stay-n-Play:

- Check the **SNP** column on your class sign in sheet.
- Come to the preschool office and add the required information to the Stay-N-Play participant list.
 - Pay the Stay-N-Play fee. (Cash, Check & CC in the office or online)
 - Payment is required the day of SNP participation.
- Please provide an extra snack for your child if they are staying for Stay-N-Play.



Discipline & Potty Training Policies

At UCELC, we believe that providing reasonable, age appropriate rules and logical consequences in a loving environment is the most effective way for children to develop a sense of responsibility and inner discipline. We use clear and consistent rules and daily routines to help our students learn the proper school behavior. All children are treated with respect and dignity at all times. Our staff uses positive approaches to problem solving, such as redirection, supervised time apart from the situation, and positive behavior modeling when disciplining students.

Communication is a vital part in providing a positive atmosphere for all children in the program.

Please let your teacher or the Director know if there is a home situation, major life change, or a problem that may effect your child's behavior. Our staff will work with you to form the best plan for the circumstance.

Corporal punishment or the withholding of food or drink is against our discipline guidelines.

Disciplinary Policy

The following steps are taken in the event of continued disruptive behavior, such as:

- Biting
- Excessive hitting/pinching
- Aggressive behavior
- Tantrums requiring removal from the group
- Behavior disabling classroom progress

1. The incident is documented noting date, circumstances leading up to incident and disciplinary actions taken.
2. Parents are contacted and notified in writing of the incident.
3. A copy of the notification is placed in the student's file.

After three incidents viewed to be unusual and unprovoked, the child will be placed on probation. The child may be removed from the program if another incident occurs.

Our goal is to help students learn to behave within acceptable limits, learn self-control, and maintain a safe and secure environment for all children in the program. Termination of a student is at the discretion of the center.

Potty Training

Children must be potty trained **before** starting classes in our **3 year old and higher programs**.

Our definition of potty trained is as follows:

- The child wears cloth underwear under their clothing, "pull up" diapers and training pants are not considered underwear.
- The child shows an interest in using the toilet when it is scheduled during class time.
- The child knowingly alerts the teacher if they have to use the toilet, or is able to approach the toilet on their own.

In the event of a toileting accident, the student will be cleaned and changed into the clothing provided by parents in their backpack. Soiled clothing will be packaged in a sealed plastic bag. Parents will be called. If the child is changed into their spare set of clothes, then parents will be contacted.

More than 2 accidents in a week period will require a meeting with the parent, teacher and Director to develop an appropriate plan. If potty training milestones cannot be met the student may be remediated or removed from the program at the discretion of the center.

Dress Code

Children should come to school dressed to work, play, paint, experiment and have fun! Their clothes should be comfortable, easy to button, snap and zip, and allow for independence in toileting.

Children will play outside each day. Shoes should be close-toe and rubber-soled. Sandals, rainboots and "Crocs" are not preferred as they are dangerous on the playground and during PE. We encourage tumble shorts underneath dresses.

All children need to bring an entire change of clothes with shoes to be kept in a Ziploc bag in their back pack incase of accident. All items should be clearly marked with the child's name. The school will call for early pick-up if the child has an accident and does not have clothes to change into.

Children in our 2 year old must provide an adequate amount of labeled diapers for the time they are at school.

Birthdays

Special recognition of your child's birthday may be planned with your teacher. Simplicity is important. You may send a store bought special snack, such as cookies, mini cupcakes or another simple treat.

You may also arrange with your teacher a time to visit the classroom if you would like to be present for their special day. Party invitations may be distributed at school if sent to the entire class. Large celebrations & gifts should be kept out of school. Due to DCF regulations, balloons cannot be kept in the classroom.

Classroom Events

Various holidays & events will be celebrated throughout the year. All will be celebrated in the individual classrooms at the teacher's discretion. Parents may be asked to provide supplies for these special days. Parents will be notified of any special snacks prior to the event and asked to give permission for children to participate.

We care and can help...

If at any point your family finds difficulty accessing nutritious foods, cold weather clothes or other basic needs, please do not hesitate to stop by the office and we will discretely put you in contact with our church outreach ministry representative.

Single serve packs of cracker snack or fruit pouches are always welcome donations which we can add to our supply of extras. We also are always in need of gently used or new children's underwear for accidents.

To donate items



To donate money to
Our scholarship fund, visit:
www.ucelc.net

Daily Nutrition

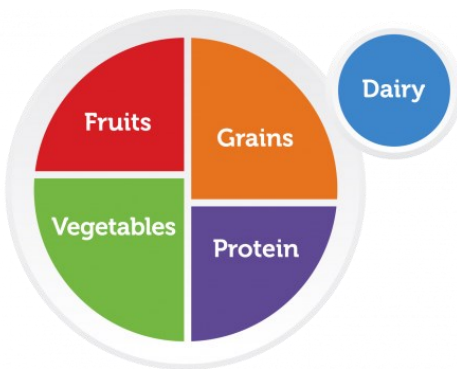
Proper nutrition is very important for your children. Other than the announced days of Bible Lunch and classroom holiday parties, food is not provided as part of our school day. It is the family's responsibility to provide a healthy snack and lunch for each day, as well as to ensure the child is provided breakfast and dinner outside of our daily program.

Snack and lunch must be packaged separately. Refrigeration and the heating of food is not available during the school day, please use an ice pack or thermos as needed.

Please let your teacher know if your child has any food allergies.

If snack, water bottle or lunch is not provided, parents will be contacted. Lunch MUST be brought prior to the child's lunch time or parent's must arrange for early pick-up.

We encourage students to eat their healthy foods first. Sometimes they will surprise you and eat things for us, even when they will not eat them at home. Any food that remains uneaten will be sent home. Candy should not be sent as the day's snack, but one piece may be sent as a dessert for the end of lunch.



Simple lunch ideas:

- Peanut butter, jelly, Nutella, hummus, cream cheese or other spread on bread or a tortilla
- Sliced fruit, fruit pouch or a fruit cup
- Yogurt, Babybel cheese
- Crackers, pretzels, goldfish
- Veggies (cucumbers, celery, carrots, peppers) with hummus or ranch dip
- A cookie or two, pudding cup or snack bar

DCF Restricted Foods

SECTION 3.9.3.C – Foods that are associated with young children's choking incidents **must not be served to children under 4 years of age**, such as, but not limited to, whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes/sticks and any food that is of similar shape and size of the trachea/windpipe. Food for infants must be cut into pieces $\frac{1}{4}$ inch or smaller, food for toddlers must be cut into pieces $\frac{1}{2}$ inch or smaller to prevent choking.

This applies to all food, even food provided by parents/guardians.

Miscellaneous Information

DCF Required Forms

Within 30 days of start or upon expiring

- School Entry Health Exam (DH form 3040)
 - Immunization Form (DH Form 680)

For Parent's Reference

- DCF "Know Your Child's Daycare Center"
 - DCF Flu Brochure
 - DCF Distracted Adult Dangers

Signed and returned by end of 1st week

- UCELC Enrollment Form
- Student Security Card
- Food Safety & Nutrition Agreement Form
 - UCELC Health Protocols
- Medical Release Form (notarized)
- UCELC Handbook Signoff Form
 - Disciplinary Policies
 - Field Trip Permission
 - Student Records Access
- VPK Attendance Policy
- Other documents as required by UCELC or by State of Florida as relevant

Subpoenaed Information

Personal information given to UCELC is confidential and will only be released through legal channels outlined under the Global Methodist Conference. Expenses to provide said information will be absorbed by the requesting party.

Our Church Facility

(On campus Field Trips)

We are so thankful and blessed for our school to a part of this beautiful campus. At times our classes will use church spaces during their scheduled activities.

Some of the preplanned activities include: weekly chapel for 30-45 minutes to be held in the main church Worship Center, weekly specials classes (music, literacy and science) for 30 minutes each in the Clubhouse or on the Covered Court, and monthly Bible Lunch for our VPK students in the church Worship Center. Classes may also spend time visiting other space on the University Carillon Church property both indoors and outdoors. At all times students will be accompanied by UCELC staff while out of the classroom, and safety procedures will be followed.

Enrollment & Registration

Enrollments are accepted until the class limit is reached. In-house registration will occur first and then enrollment will be open to community members.

If a wait list is needed priority will be on a first come, first served basis. All students enrolled in our 3 year old program will have a space in the VPK program if they choose to register.

Student Records

Student records are maintained in the UCELC office. Records will be accessed by school personnel only and will remain locked while not in use. After a student leaves UCELC records will be retained or destroyed as per state guidelines. Current staff is allowed access to student files with information such as child's name, date of birth, address and other details on forms completed by parents. If for any reason you need to see your student's record, please visit the school office.



DATE	EVENTS	FAMILY INVOLVEMENT
AUGUST		
August 9	Open House	Family event
August 12	School Starts, 9:00am-2:00pm	
August 19	Stay-N-Play Starts, 2:00pm-3:30pm	
August 19 & 22	Parent Curriculum Meeting., 9:15 am	Parent Meeting - siblings welcome
August 27 & 28	Family Chapel, 9:15am-9:45am	Family event
August 29	UCF Spirit Day	
SEPTEMBER		
Sept. 2	NO SCHOOL	
Sept. 4	Bible Lunch Wednesday	Volunteer to Help
Sept. 5	Bible Lunch Thursday	Volunteer to Help
Sept. 11, 12, 13	Wonder Years Pictures	Special sibling times before school
Sept. 11	Red, White & Bue Spirit Day	
Sept. 20	Transportation Parade	
Sept. 24 & 25	Donuts with Dudes, 8:30am-9:00am	Dad & Student, no siblings please
Sept. 24 & 25	Family Chapel, 9:15am-9:45am	Family event
Week of Sept. 30	VPK Fall Conferences	Parent Meeting
OCTOBER		
Oct. 2	Bible Lunch Wednesday	Volunteer to Help
Oct. 3	Bible Lunch Thursday	Volunteer to Help
Oct. 14	NO SCHOOL	
Week of Oct. 21	3s Fall Conferences	Parent Meeting
Oct. 22 & 23	Family Chapel, 9:15am-9:45am	Family event
Oct. 29 & 30	Pumpkin Patch	Volunteer to Help - childcare available
NOVEMBER		
Nov. 6	Bible Lunch Wednesday	Volunteer to Help
Nov. 7	Bible Lunch Thursday	Volunteer to Help
Nov. 11	NO SCHOOL	
Nov. 22	VPK Thanksgiving Program, 1:00pm	Family event
Nov. 22	NO STAY-N-PLAY	
Nov. 25-29	NO SCHOOL - Fall Break	
DECEMBER		
Dec. 3 & 4	Family Chapel, 9:15am-9:45am	Family event
Dec. 10	Icing Prep & Bag stuffing Day	Volunteer to Help
Dec. 11 & 12	Gingerbread Night, 6:00pm-8:00pm	Family event
Dec. 18&19	3s Carols on the Porch	Family event
Dec. 19	NO STAY-N-PLAY	
Dec. 20-Jan. 6	NO SCHOOL	
JANUARY		
Jan. 6	NO SCHOOL Teacher Work Day	
Jan. 7	School Resumes, 9:00am-2:00pm	
Jan. 8	Bible Lunch Wednesday	Volunteer to Help
Jan. 9	Bible Lunch Thursday	Volunteer to Help
Jan. 13	In house Registration begins, 9:00am	
Jan. 14 & 15	Winter Wonderland	Volunteer to Help - childcare available
Jan. 20	NO SCHOOL	
Jan. 21	Community Registration begins, 9:00am	
Jan. 28 & 29	Family Chapel, 9:15am-9:45am	Family event

FEBRUARY		
Feb. 5	Bible Lunch Wednesday	Volunteer to Help
Feb. 6	Bible Lunch Thursday	Volunteer to Help
Feb. 11 & 12	Valentine's Town	Volunteer to Help - childcare available
Feb. 17	NO SCHOOL	
Feb. 25 & 26	Family Chapel, 9:15am-9:45am	Family event
MARCH		
Mar. 3-7	Dr. Seuss Week	
Mar. 5	Bible Lunch Wednesday	Volunteer to Help
Mar. 6	Bible Lunch Thursday	Volunteer to Help
Mar. 14	NO STAY-N-PLAY	
Mar. 17-21	NO SCHOOL - SPRING BREAK	
Mar. 25 & 26	Family Chapel 9:15am-9:45am	Family event
APRIL		
Apr. 2	Bible Lunch Wednesday	Volunteer to Help
Apr. 3	Bible Lunch Thursday	Volunteer to Help
Apr. 2 & 3	3s Spring Program, 9:15am-9:45am	Family event
Apr. 15 & 16	Christian Parade, 9:15am & Family chapel	Family event
Apr. 18	NO SCHOOL—GOOD FRIDAY	
Apr. 21	NO SCHOOL—Easter Monday	
Apr. 24 & 25	Graduation Pics	
Week of Apr. 21	2s/3s Spring Conferences	Parent Meeting
Apr. 23&24	Family Chapel, 9:15am-9:45am	Family event
Week of Apr. 28	VPK Spring Conferences	Parent Meeting
MAY		
Week of May 5	Muffins with Moms	Mom & student, no siblings
Week of May 12	Teacher Appreciation Week	
May 13 & 14	Family Chapel 9:15am-9:45am	Family event
May 22.	VPK Graduation Program, 9:30am-11:00am	Family event
May 22.	LAST DAY OF SCHOOL—NO STAY-N-PLAY	
May 26.	OFFICE CLOSED - Memorial Day	

Family event = Everyone in your family is welcome to attend

Parent Meeting = If childcare can be arranged for younger siblings it would be preferred

Parent Meeting - siblings welcome = Parents and siblings are welcome, students will be in class

Volunteer to Help = Parents and grandparents are welcome to volunteer, no siblings please

Volunteer to Help - childcare available = Parents and grandparents are welcome to help, childcare available for siblings age 2 and younger with advanced sign-up

& Student, no siblings please = This event is only for the guest and the student

Bible Lunch Wednesday is for our MW, MWF and 5 day 3-year old class.

Bible Lunch Thursday is for our TR, TRF and all VPK classes.

We will hold a Meeting at the beginning of the school year at which we will discuss school policies, curriculum, and you can sign up for volunteer opportunities and learn more about our school year activities!

Thank you for your interest in supporting our school!

Parent Handbook Acceptance and Sign Off

Please complete this form after reading the Parent Policy Handbook and return to the office.

University Carillon Early Learning Center reserves the right to refuse enrollment to children or families who demonstrate disharmony regarding purpose, objective, standard, policies, rules and/or regulations of this center. Please familiarize yourself with our center's policies by reading the UCELC Parent Policy Handbook.

I have read and agree to abide by the policies set forth in the handbook. _____ Initials

I understand that tuition is due by the end of the 1st full week of the month. Late tuition will be charged a \$10 late fee. Late tuition may result in my child being denied entrance to class until the balance is paid.

I have read the tuition policies set forth in the handbook on pages 7 & 8. _____ Initials

I give permission for the staff of UCELC to apply topical ointments, such as hydrocortisone and triple antibiotic ointment, to injuries, bug bites, or skin rashes which occur or develop during the school day.

I have read and given permission for ointments to be applied if needed. _____ Initials

DCF – Notification of Disciplinary Practices - Section 10M-12.013 requires that parents are **notified in writing** of the **disciplinary practices** used by the childcare facility. The parents' or legal guardian's signature verifies the parents/guardians have been notified in writing of the disciplinary practices of the childcare facility as **contained in the Parent Policy Handbook**.

I have read the disciplinary policies set forth in the handbook on page 14. _____ Initials

SECTION 3.9.3.E.3 – Parents and legal guardians must be advised in advance of each food related activity, such as special occasions and learning activities that include food consumption. Written parental permission may be obtained in the form of a general or specific permission slip. Documentation of parent permission for food activities must be obtained for a minimum of 12 months from the date of each activity.

I have read the Classroom Events policy in the handbook on page 15. _____ Initials

SECTION 3.9.3.C – Foods that are associated with young children's choking incidents **must not be served to children under 4 years of age**, such as, but not limited to, whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes/sticks and any food that is of similar shape and size of the trachea/windpipe. Food for infants must be cut into pieces ¼ inch or smaller, food for toddlers must be cut into pieces ½ inch or smaller to prevent choking. **This applies to all food, even food provided by parents/guardians.**

I have read the DCF policy on restricted foods in the handbook on page 16. _____ Initials

DCF – Know Your Child's Day Care Center - Section 10M-12.008(2) F.A.C requires that parents must receive a copy of the Child Care Facility Brochure, **KNOW YOUR CHILD'S DAY CARE CENTER**.

I have received the **KNOW YOUR CHILD'S DAY CARE CENTER** brochure. _____ Initials

Print Child's Name _____ Class _____

Parent/Guardian's Name _____

Parent/Guardian Signature _____ Date _____