



POLICIES FOR ALL STUDENTS AND FAMILIES ENROLLED IN TOTS



667 20th St., Vero Beach, FL 32960
ChristChurchVero.org

1. Public Health

Please **do not** bring your child to TOTS if he/she has had a **fever, runny nose, cough, diarrhea, or vomiting within the preceding 24 hours** or currently exhibits any of these symptoms. Children exhibiting these symptoms will be sent home early.

2. Lunch

Send your child to TOTS with an appropriate lunch each day. **Please do not include anything with glass containers. Please include an additional snack when your child attends aftercare.**

3. Attendance and Arrival/Departure

Please use the main office entrance to enter the children's wing. **Drop off time starts at 8:50 a.m.** The classroom door will be closed until then so we can prepare for the morning ahead. Sign your child in daily through Kid-Check and indicate any changes to your contact info or pick-up routine for that day.

Prompt pick up at 12:00 pm is expected! Please review pickup directions on the following page. Students are dismissed in order of the car drivers and are signed out at that time.

The doors adjacent to the TOTS classroom and playground are EXIT ONLY for safety reasons. Late comers still need to use the office entrance to drop off or pick up children.

4. Attire

For safety reasons, please send your child in appropriate play clothes and shoes, preferably closed-toe shoes. Sandals are fine if secured to the foot with a strap. Flip-flops and costume shoes may lead to injury and should not be worn to TOTS for general safety reasons.

Please supply an extra set of play clothes, including undergarments or diapers, in a labeled Zip-loc bag that can stay here for when they are needed.

5. Personal Items

Please leave toys and non-essential items at home to avoid loss and arguments. For special circumstances where an item still provides emotional security, *not just a favorite toy*, they may bring that item to "nap" in their personal cubby for the morning. **Please put your child's lunch and extra set of clothes in a small children's backpack.** Aftercare students are asked to provide a labeled sippy cup and an extra snack.

6. Program Fee

The monthly program fee of \$160 (or \$80 for Tue-Wed) is due the first week of each month. You may pay by cash, check, or debit card through online giving at www.christchurchvero.org. If you need to deviate from this schedule, please contact Bruce Gammell.

7. Special Events

We plan special events most months. With the exception of our first event, The Great Pumpkin Parade (all students welcome), and the last day of school (all students welcome), events are held on Wednesdays to accommodate all students. Detailed info will be sent in advance via e-mail with an occasional request for food/party donations. Your help is much appreciated!

8. Fire Drills & Emergency Preparedness

TOTS carries out safety/emergency drills and maintains a log containing the date of the drill, the number of children participating, an attendance roster to indicate that all children have safely evacuated the facility and returned after the drill is completed, the time taken for a full evacuation to be completed, and any special conditions that occurred. Fire Drills are conducted monthly. TOTS also has a lockdown procedure in place, drills are conducted.

9. First Aid

We stock basic first aid items. In the rare event of injury, we will apply first aid immediately. If the injury is minor, e.g., a scrape or bumped forehead, you will be notified at pick-up time. More serious injuries will include immediate parent notification. Our standard procedure for open wounds is antibiotic cream/spray with a bandage. Ice packs will be applied to bumps and bruises; if the skin isn't broken we may apply arnica cream to the area to minimize bruising and associated pain. Hydrocortisone may be applied to relieve a distracting, uncontrollable itch. We do not dispense oral medication. All TOTS personnel are First Aid, CPR, & AED certified.

10. Behavior Correction

Discipline and correction are important for healthy development. Discipline isn't punishment; it is routine training for meeting expectations and following directions. Correction is applying change to an unacceptable behavior. Under no circumstance will a child be spanked or belittled.

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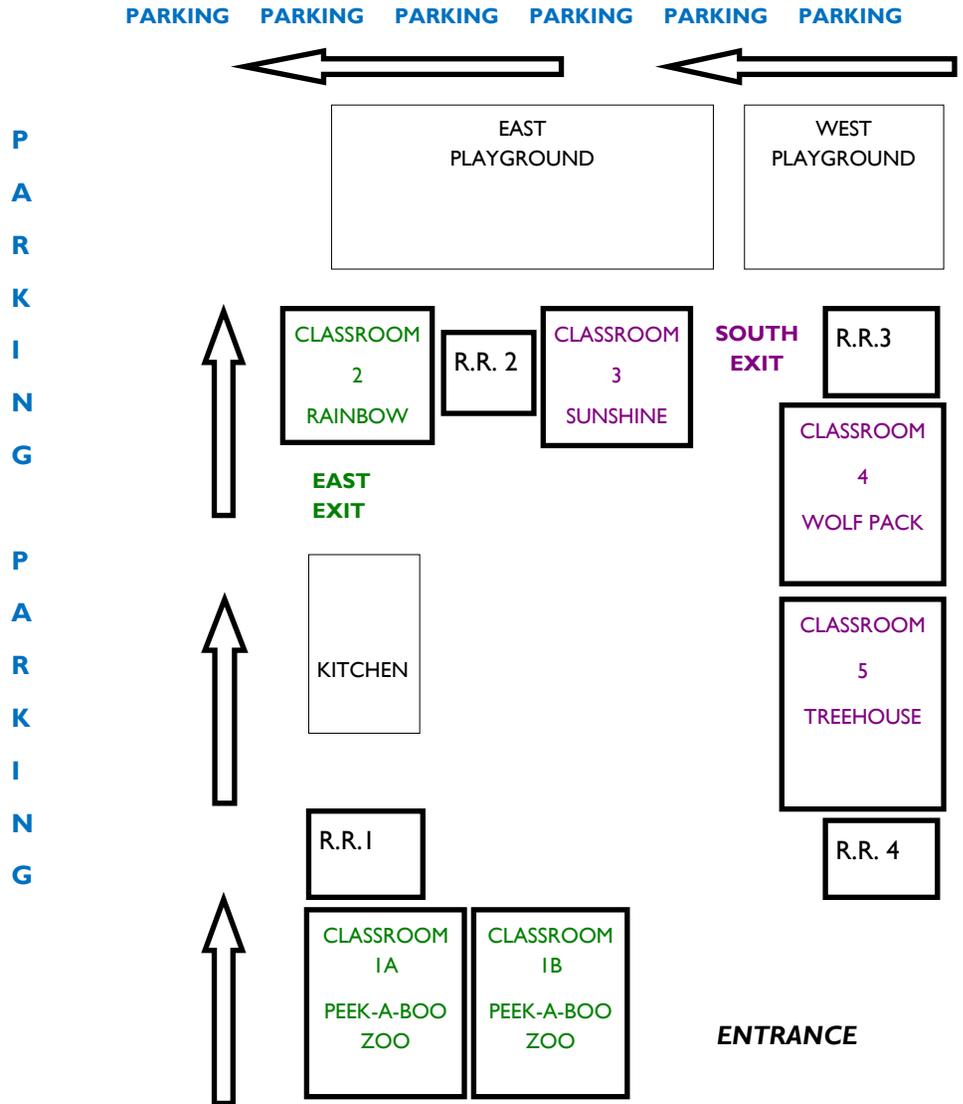
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Usually, correction is achieved with a simple re-direction of activity. Some kids prefer to test every boundary. Either way, correction is given calmly. Verbal reminders of expected behavior come first, a warning of pending consequences comes next, and if necessary, are then implemented. This may include possible removal from group activity. The end goal will be an acknowledgment of wrongdoing and apology if warranted. If the child becomes abusive or endangers others, a parent will be called for immediate pick up.

DISMISSAL

PEEK-A-BOO ZOO AND RAINBOW ROOM PICKUP AT THE EAST EXIT. SUNSHINE ROOM, WOLF PACK, AND TREEHOUSE PICK UP AT THE SOUTH EXIT. PARENTS WITH MULTIPLE CHILDREN CAN PICK UP ALL OF THEIR CHILDREN AT THE DISMISSAL EXIT FOR THEIR YOUNGEST CHILD.





BEHAVIORAL EDUCATION

Our classroom rules are very simple:

Love and Respect God and each other.

This standard helps children by creating “others awareness” especially when it comes to sharing, taking turns and self-governing words and actions.

...But with preschoolers? Yes!

It takes a lot of practice. And double the patience.

In order to help children understand what is and is not acceptable behavior, we reference the Biblical **Fruit of the Spirit**.

When we exhibit any of these qualities it shows we are focused on others instead of ourselves. It’s also teaching the gracious character of God.

Even more, your kids will learn to ask God to help them develop these hard qualities like patience and self control.

At home, please commend them when they are gentle with toys or pets, kind to their friends, exhibiting self-control when frustrated, et al, to help reinforce the development and practice of Godly character.



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**THE FRUIT
OF THE SPIRIT;**

LOVE
PEACE JOY
PATIENCE
KINDNESS
GOODNESS
FAITHFULNESS
GENTLENESS
SELF CONTROL



GALATIANS 5:22-23 CEB