



# Parent Handbook

Sanlando Christian School

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*Dear Parent,*

*Welcome to the Sanlando Christian School community, 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 look forward to making this early childhood experience a positive one for your family.*

*An important goal of our program is to help children become aware of God's character 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.*

*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.*

*It is our hope that God's grace will surround all of us as we help your child grow emotionally, physically, academically, and spiritually. Welcome.*

*Blessings,*

*Erica Holloway  
Director*

## **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 to be 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.*

### **VALUE STATEMENTS:**

- We believe that children are a gift from God.
- We honor the uniqueness of each child.
- We believe that God has called us to His service to teach, nurture, and help children discover His plan for their lives.
- We believe that parents play an important role in the full development and success of their child.
- We believe that parents have the responsibility for their child's spiritual development in harmony with the school.
- We believe that the church builds disciples of God through faith-based education. (Jesus said, "...therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20)

### **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, we have the blessed responsibility to help your child to grow socially, emotionally, cognitively, and spiritually. To that end, we integrate Bible stories and verses, prayers, songs, and Christian values into our daily routine and learning experiences. You will find a more complete list of Biblical stories and monthly emphasis in your parent's packet of materials and on the school's website. These are some ways we worship and praise God:

- |                           |  |
|---------------------------|--|
| <b>Children's Chapel:</b> | Each week, time is set aside for each age level to attend a special time of worship designed just for that particular age group.   |
| <b>Family Chapel:</b>     | One Tuesday morning of each month from 9:00-9:20 am, the entire school gathers in the church sanctuary to worship and praise God together. Church members, school families, and friends are invited to join in this gathering.   |
| <b>Monthly Prayer:</b>    | Each month, we teach the children a brief prayer. We use this and other 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. It is located on the back page of the monthly school newsletter. We also encourage the children to talk to Jesus like a friend when we pray at gathering times. |
| <b>Bible Stories:</b>     | Throughout the school year, the great stories of the Bible are shared in many ways – pictures, reading of the Bible, storytelling, acting, music, and games.   |
| <b>Music:</b>             | We sing to God's glory at Sanlando Christian School, and we invite you to sing along. Nothing is more fun than to have your child teach your family a song of joy, praise, or thanksgiving. Please ask your child to share the songs they have learned in school.  |
| <b>Holidays</b>           | We celebrate all Christian holidays with special emphasis on the true meaning of Christmas and Easter.   |

In addition, you and your family are invited to participate in all Sanlando United Methodist Church activities – Sunday School, worship services, Wednesday classes, church choirs and

programs. At your request, the church will pray for you and support you in whatever way it possibly can.

**The Sanlando Christian School Family:  
Parents, Staff, and All Adults Who Interact With SCS Students**

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

**The Ten Agreements of the Sanlando Christian School Family**

**We will:**

1. Work together for the good of the children.
2. Create an atmosphere of positive energy and cooperation.
3. Follow the Golden Rule: "Do for others what you would like them to do for you."  
Matthew 7:12.
4. Give our time and energy to work toward the greater good of the school.
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 packed for the day.
7. Refrain from gossip or negative behavior.
8. Schedule appointments to discuss any concerns or questions for 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 Christian School.

**Important Adult Behaviors**

We strive to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal 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
6. Leave cell phones off while on the school campus
7. Refrain from soliciting or selling goods 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:  
ARRIVAL, DISMISSAL, CLASSROOM ACTIVITIES**

**Arrival and Dismissal**

It is the parents' responsibility to make sure their child arrives on time daily to ensure a secure school environment. Children must be walked to their classroom for their own safety and protection. Children must be signed in and out by their parent/guardian upon arrival and dismissal each day. If your child arrives after the scheduled arrival time, you must stop by the school office before proceeding to the classroom to sign in. If you arrive after the scheduled dismissal time, your child must be picked up in the SCS Office, at which time the parent's signature is required. The director will address consistent late arrivals and dismissals.

**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.**

Your child will not be dismissed to anyone that is not on the emergency contact list in his/her file in the office. Emergency contact persons must be prepared to show their driver's license in the school office to ensure identity. If you are in a carpool, fellow SCS parents must be on your contact list in your child's file. One time only "play dates" must be documented beforehand with a permission note written by the child's parent before a child is released to another parent.

SCS parking decals will be issued for parent vehicles. Please display on the rear windshield. Parent parking is ONLY in the back forest area of the church campus. No parking is allowed in the front or side of the church building or at Crown Oaks. This area is reserved for church members and church visitors who participate in church-related activities. Handicapped parking is available in the front of the church. **Do not park in the fire lanes.**

**Dress/Backpacks/Toys**

Children should come to school dressed to learn, play, paint, experiment, and have fun. Their clothes should be comfortable and easy to button, snap, and zip. Please, no belts, one-piece outfits without easy access, necklaces, rings, or other jewelry. Shoes should be closed-toed and rubber-soled for the safety of your child. "Crocs" are not considered safe shoes for easy mobility for school activities.

All Pre-K three year olds should be potty trained before the school year begins. For children not potty trained or under the age of three, all clothing must be easy to dress and undress.

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 or personal items should be left at home or remain in backpack for use during transition time, if needed, at the beginning of the school year.

### **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 asked to participate by signing up to either donate an item or to be a classroom helper for the celebration. We do not have the facilities to accommodate a large number of guests in the classroom, so we ask parents to take turns to ensure that each parent has the opportunity to participate in some event. In order to participate in your child's classroom celebrations, you must have a cleared volunteer screening application on file. **Please make childcare arrangements for younger siblings.**

### **Videos and Photographs**

SCS video policy requires that videos with only a "G" rating be shown. Videos are not a part of our regular curriculum. If you have video concerns, please notify your child's teacher.

While most of the photos taken during the year are used for a Visual Student Portfolio that is given to each child at the end of the school year, there are times when photographs of children's activities are used in the training of teachers and the public about early childhood care and education. These photos may appear in such forms as videos, books, special projects, brochures, newspaper articles, websites, DVDs, display panels, or TV publications. Names will not be used. At no time will a parent receive compensation for these photos.

We do ask each parent to sign the "SCS Release" form for his/her child. This form is found in the parent registration folder. The SCS staff will be highly selective and judicious in the use of any videos or photos.

### **Off-site Field Trips**

At Sanlando Christian School, children in the preschool grades (PK 2s, 3s, and 4s) do not go off campus for field trips.

SCS kindergarten students have scheduled field trips off campus throughout the year. Transportation to and from the field trip location is provided by each child's parent or a parent-designated adult. The parent or parent-designated adult will be responsible for the supervision of students while in transit to the field trip site.

In order for your kindergarten child to attend a kindergarten field trip, he/she must have a completed field trip permission slip form and all fees turned into the school office prior to the field trip. All adults attending the field trip must have a cleared volunteer background screening on file in the school office and, if not the child's parent/guardian, must be on the child's emergency contact list in the child's file in the school office. Please make child care

arrangements for siblings. The kindergarten teacher will be in direct supervision of all students at the field trip site. The teacher will be in possession of all students' emergency information and the first-aid kit. Adult/child ratios will be maintained at all times while at the field trip site.

## **Sanlando Christian School Policies and Procedures:**

### ***FOOD POLICIES***

#### **General Food Policy**

All food that comes from home for sharing among children 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.

#### **Lunches**

Lunch is to be provided each day by the parent. To foster independence, lunches should be packed so that children can learn to open and manage their own meals. Student lunches will be refrigerated; therefore, lunches must be packed in a Ziploc bag or school-designated lunch bag labeled with the names of the child and teacher for efficient storage and distribution.

An optional Special Lunch, prepared by the school, is offered once a week as a school fund raiser. Annual menus and prices are distributed and posted on our website.

#### **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.

#### **Birthday Treats**

Pre-packaged birthday snacks and a party napkin may be provided for your child's class snack time to celebrate his/her birthday. For a birthday snack, the following pre-packaged items are appropriate: cookies, mini-cupcakes, fruit snacks, or other simple treats that are easy to handle. Full-sized cupcakes and cakes are prohibited. Home-baked treats are not permitted.

Parents are encouraged to invite their child's classmates to celebrate birthdays and/or special events at their homes; 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:**  
***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**

Enrollment at Sanlando Christian School is open to children ages one through kindergarten. Sanlando Christian School is a private school and enrollment may be denied for reasons 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 card and by paying the materials and registration fees. 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.

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. The parent registration packet and fees are not meant to serve as contracts guaranteeing service for any duration.

Please make sure that your contact information and all of the information regarding your child is kept current in the school office, so we can stay in touch with you and serve your child fully.

**Registration**

Student enrollment is on a priority basis. Currently enrolled students register first. Enrollment is then opened to students in the following order of priority: 1) active Sanlando United Methodist church members, 2) siblings of currently enrolled students and former students, and 3) students on the waiting list and in the community. For the SCS Pre-K 4s Program (VPK Only and Advantage), please see the additional registration information and forms in the parent

registration folder. 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 Payment**

Tuition payments are due on or before the 10<sup>th</sup> of each month, and no later than the 15<sup>th</sup> of each month. A late charge of \$10 will be assessed after the 15<sup>th</sup> of the month. The school reserves the right to request withdrawal of a child if tuition is not paid by the end of the month. PLEASE PAY ON TIME.

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.

#### **Tuition Payment Options**

**1) Tuition Express:** For your convenience, we offer *Tuition Express* as our preferred monthly payment option. Please see the white *Tuition Express* enrollment form in the parent registration folder for details. A voided check must be provided for the enrollment process. A charge of \$20 will be assessed for *Tuition Express* returns.

**2) Checks:** Checks should be made payable to SCS (Sanlando Christian School). A charge of \$20 will be assessed for returned checks. Cash payment will be required if checks are consistently returned.

**3) Cash:** Cash payments must be handed directly to an office staff person who will issue a receipt.

#### **Available Tuition Discounts**

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

**Fees and tuition payments are non-refundable.**

### **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 requested Tuition 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. All fees and tuition payments are non-refundable.

### **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. If there is a past due balance, the invoice will be mailed to the address indicated in the child's file and must be paid within 30 days of the dismissal.

### **Dismissal of a Child: Process**

The School Director or designee will assist the parents in gathering their child's belongings at the time of dismissal. Parents are required to 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 Policies and Procedures:**  
***POSITIVE BEHAVIOR SUPPORT SYSTEM AND DISCIPLINE***

At SCS, we have developed a Positive Behavior Support System that enables children to learn to make appropriate choices. Our school-wide program teaches children to:

- Be Safe
- Be Helpful
- Be Friends

Our Positive Behavior Support System empowers children to learn appropriate social/emotional skills while learning Christian values. We teach these skills in a positive way that helps build a sense of community within the classroom and within the school. We expect children to learn to make appropriate choices with school and parental guidance.

For children who may need additional support or discipline, we provide reasonable, age-appropriate rules with logical consequences to help them learn to be safe, be helpful, or be friends. Our discipline policy takes a positive approach, using problem solving, redirection, and if necessary, a supervised time apart from the situation. We use consistent, clear rules and daily routines. Children are treated with respect and dignity at all times. Children are taught that their choices can be safe, helpful, and friendly. 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 in the child's records, 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 there is a second incident, a conference will be held with a parent or guardian of the child who committed the incident. This conference will be with 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 contacted and 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.

### **Sanlando Christian School Policies and Procedures:**

#### ***WHEN A CHILD IS ILL***

The health of your child is very important to us. We rely on parental cooperation to help prevent the spread of communicable diseases throughout our school. ***It is the policy at SCS that no child may return to school until at least 24 hours after all symptoms are gone.*** This is for the health of all of our children, staff, and families.

The SCS staff is pro-active 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.

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

1. A fever in the past 24 hours
2. A cold that is fewer than three days old
3. Heavy nasal discharge
4. A persistent, nagging cough
5. Fussy, cranky, or generally "not himself/herself" behavior
6. Nausea, vomiting, or refusal of food
7. A rash on face or body
8. Any sign of diarrhea
9. Unusual tiredness (necessary rest may prevent illness)
10. Any symptom of possible communicable disease – sniffles, red eyes, sore throat, headache, abdominal pain

If your child develops any of these symptoms at school, he/she will immediately be isolated, and you will be notified to pick him/her up immediately. Please make sure you have several people listed as emergency pick-up contacts in your child's file, in case you cannot be reached.

We ask for your help so that a staff member will never be put in the situation to decide if a child is well enough to be in school. Please report to the school any diagnosis of a contagious disease, so that other parents may be notified of the exposure.

***SCS staff members are NOT allowed to administer medication to a child, unless an "Emergency Medical Plan" has been completed by a doctor and maintained in student file in the event of a life-threatening allergy or condition. This includes cough medicine, Tylenol, topical ointments, sunscreen, insect spray, prescription or any over-the-counter medication.***

***SCS reserves the right to request a doctor's note for any persistent symptoms or conditions.***

**Sanlando Christian School Policies and Procedures:  
EMERGENCY/SAFETY PLANS**

**Life-threatening Allergies or 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 Plan" which will be kept in the school office. The following interventions are in place to help keep your child safe:

- 1) Parent's written consent to seek medical treatment
- 2) Documentation and staff awareness of symptoms for each child
- 3) Documentation of emergency medical steps to take for each child
- 4) Staff trained in the use of an EpiPen if prescribed for a child
- 5) School request of classroom parents to refrain from sending food items to the classroom that may be harmful to a specific child

**Injury or Illness at School**

- If your child has a minor accident, the staff will wash the wound, apply a bandage, and offer comfort.
- If your child has an accident 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 parentally designated emergency contact person will be called.
- In obvious emergency situations, an ambulance will be called.

**Hurricanes/Storms/Natural Disasters**

Hurricane/tornado procedures are relayed to teachers, and necessary actions are taken as needed. Our teachers have been trained how to help children in these situations and directions/procedures are also posted in each classroom. In case of natural or national disasters, SCS will close school and no makeup days will be scheduled.

**Evacuation of the Building**

A fire evacuation drill is practiced monthly. National disaster and 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 posted in each classroom and throughout the building.
3. Parents will be notified immediately if children are moved to a different location away from the school for their safety.

**Campus Security**

SCS has a 24-hour camera surveillance system. All 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 the SUMC Facilities Manager, 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:**

***SAFETY SCREENING OF VOLUNTEERS, COURT ORDERS, CHILD ABUSE AND NEGLECT,  
CONFIDENTIALITY & PARENT/STAFF RELATIONSHIPS***

**Background Screenings of Adults Who Participate and Volunteer**

We invite and encourage parents and grandparents to be involved in school activities. To make sure that our children are safe and to comply with all Federal and State laws, any parent or adult who volunteers in the classroom (lunch dates, story reader, celebration/party helper, center helper, etc.) or attends a kindergarten field trip must have a cleared volunteer background screening on file. The white "Volunteer Screening" forms are available in the school office. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom or go on field trips.

**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

### **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:

1. Name
2. Address
3. Behavior issues
4. Disability
5. 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. They are prohibited from transporting or providing childcare before or after school hours for children enrolled in the school, unless a previous relationship has been established and documented.

In the event that a staff member and parent have had a previous relationship, established before the SCS staff member became an employee or before the parent became part of the school, both parties are required to sign a "Statement of Established Relationship" to be placed in the staff member's employee file, as well as the child's student file in the SCS office.



**Sanlando Christian School Policies and Procedures:**  
***ASSESSMENT OF CHILD'S ACADEMIC PROGRESS AND NEEDS***

**Child Placement Agreement**

As a ministry of Sanlando United Methodist Church, SCS has as its mission the desire to provide children with a positive and loving learning environment with an emphasis on Christian teachings. 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. Child placement will be posted outside the classroom on the first day of school and/or during initial class visits before school starts.

**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.

At SCS, we try to meet the needs of all children and offer parental support when interventions are needed. We are always committed to working toward the best interest of each child and all

children involved in the classroom setting. If your child has been screened or evaluated or is currently receiving interventions, please inform the school office.

**Sanlando Christian School Procedures:**  
***PARENTAL INVOLVEMENT IN SANLANDO CHRISTIAN SCHOOL***

Sanlando Christian School believes that it is our responsibility, along with the parent, to offer each child the highest quality Christian early childhood learning experience possible. To ensure a child's future success, we want to form a strong partnership with each family to help each child become excited about learning while feeling God's presence.

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. You must have a cleared volunteer background screening on file in order to participate in the classroom (lunch dates, story reader, celebration/party helper, center helper, etc.) or to attend a kindergarten field trip. **Please make childcare arrangements for siblings.**

There are many opportunities for you to be involved throughout the year in activities such as:

1. "Class Visits" Before School Begins
2. Partners in Parenting (PIP) Events
3. Parent Orientation
4. Monthly Family Chapels
5. Parent/Teacher Conferences
6. Holiday Celebrations
7. SCS Volunteers

**Staff Appreciation and Gifts**

Staff Appreciation is planned by our Partners in Parenting (PIP) each year at Christmas and at the end of the year. Two times each year, PIP 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 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 back of the white "Application for Enrollment" form located in your parent registration folder, 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!*