



# Parent Handbook

Created April 2008  
Revised July 2022

*Psalms 127:3*

*Children are a gift from the Lord. They are a reward from Him*

**Committed to making a difference**

The Learning Cove admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities afforded or made available to student at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions policies, and other school administrated programs.

## Table of Content

<u>Meet the Team</u>	<u>4</u>
<u>Registration/Enrollment Fees&amp; Hours of Operation</u>	<u>5</u>
<u>Additional fees.</u>	<u>6</u>
<u>Attendance</u>	<u>6</u>
<u>Drop off/Pick up</u>	<u>6</u>
<u>Curriculum.</u>	<u>7</u>
<u>Children with Special Needs</u>	<u>7</u>
<u>Playgrounds</u>	<u>8</u>
<u>Toys from Home</u>	<u>8</u>
<u>Clean and Safe Environment</u>	<u>8</u>
<u>Illness and Injury Policies</u>	<u>9</u>
<u>Fire Drill Emergency Evacuation Procedure</u>	<u>9</u>
<u>Biting</u>	<u>10</u>
<u>Discipline</u>	<u>11</u>
<u>Food in Preschool</u>	<u>12-13</u>



elcome to *The Learning Cove* at *McGregor Preschool Ministry* where we have a love

and passion for God and His children. As inspired by the following story, familiar to most, we are committed to making a difference in the lives of children one life at a time. We see each one so unique and special as created in God's own image. We are thankful for the opportunity to partner with you in introducing your child to a world of possibilities and the love of Jesus Christ.

"A friend of ours was walking down a deserted Mexican beach at sunset. As he walked along, he began to see another man in the distance. As he drew nearer, he noticed that the local man kept leaning down, picking something up and throwing it out into the water. Time and again he kept hurling things out into the ocean.

As our friend approached, he noticed that the man was picking up starfish that had been washed up on the beach and, one at a time, he was throwing them back into the water.

Our friend was puzzled. He approached the man and said: "Good evening, friend. I was wondering what you are doing."

"I'm throwing these starfish back into the ocean. You see, it is low tide right now and all these starfish have been washed up onto the shore. If I do not throw them back into the sea, they'll die up here from lack of oxygen."

"I understand," my friend replied, "but there must be thousands of starfishes on this beach. You cannot possibly get to all of them. There are simply too many. And don't you realize this is probably happening on hundreds of beaches all up and down this coast? Can't you see that you can't possibly make a difference?"

The local man smiled, bent down, and picked up yet another starfish, and as he threw it back into the sea, he replied: "Made a difference to *that* one!"

—*Jack Canfield and Mark V Hansen*



## Meet the Team

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**The Learning Cove** is a licensed VPK provider through the Department Children and Families. License Number C20LE0046

**The Learning Cove** three-day preschool program ages one through three is approved through ACSI



## Registration/Payment

Parents are expected to pay registration fee upon completion of registration forms. Registration forms include a completed application, your child's birth certificate, Florida certification of Immunization, current physical. Only a completed application and registration fee will secure a place in our program for your child. Registration fee is non-refundable.

**TUITION** is calculated for the entire school year, with holidays and school closures included in the yearly rate. We do not charge extra for months with 5 weeks, we do not discount for months that include holidays or school closings.

**PAYMENT** must be paid by FACTS direct debit. Parents are responsible for setting up the Payments using the link that is on our Learning Cove page or the link attached to the July Newsletter. Payments will be deducted on the 1<sup>st</sup> of each month. If your payment is more than 5 days overdue, a late fee of \$15.00 will be applied. If a payment comes back as unpayable, and has not cleared by the 7<sup>th</sup>, your child will be dropped from the roll, only to be readmitted if an opening exists. Refusal to pay late fee will result in your child being dismissed from the program.

**Refunds:** Families choosing to withdraw from the program will not receive a refund for registration or tuition already paid. This includes first month's tuition to reserve a spot. This also includes current monthly tuition paid if a child exits the program mid-month and the before/aftercare program. The State requires 80% VPK attendance.

**\*\*\* If your child is dismissed from the State-funded VPK program for excessive absences, parents have an option to continue at The Learning Cove for a monthly fee. \*\*\***

## Enrollment Fees

Non-VPK Registration and Resource fee The Learning Cove/3-day (M, W, F)	\$150.00/mo.
18 month Class	\$440.00/mo.
2 years Class	\$420.00/mo.
3 years and up Class	\$410.00/mo.
Extended Care Morning 8:00 –9:00 AM	\$125.00/mo.
Extended Care Afternoon 2:00-3:00 PM	\$125.00/mo.
Extended Care Morning and Afternoon 8-9 & 2-3	\$225.00/mo.
VPK Must be 4 yrs. old before September 1	State Funded

## Facts

We are pleased to offer FACTS payment plans for The Learning Cove. All students who pay any form of tuition/before or aftercare must be enrolled in FACTS. The link to sign up is on The Learning Cove Web Page. [Signin \(facts.mgt.com\)](http://facts.mgt.com) Please make sure you sign up for FACTS at least 15 days prior to the start of school.

## Hours of Operation

MWF 3 day and VPK	9:00 AM -2:00 PM
Extended Care AM	8:00AM – 9:00AM
Extended Care PM	2:00 PM – 3:00 PM

## Additional Fees/Penalties

Our program closes promptly at 2:00 PM. Late charges are as follows: \$10.00 from 2:06-2:30, \$20.00 from 2:31 -3:00 and \$50.00 if your child is picked up after 3:00 PM according to preschool lobby clocks. Late charges for Extended Care begin to accumulate at 3:06 PM. Late fees must be paid by the 3<sup>rd</sup> school day of the following month. If a payment has not paid by the 5<sup>th</sup>, your child will be dropped from the roll, only to be readmitted after payment has been received. **Refusal to pay late fee will result in your child being dismissed from the program. Late fee's will be added to the FACTS account to those who have one, those without must pay the drop-in rate the day the service is used. Late fees must be paid within 2 school days.**

We do offer drop-in rates for parents who have the occasional need for an earlier drop off or a later pick up. Prearranged drop-in rate is \$20.00 for morning or aftercare.

## Attendance

It is important that your child comes to school on time. Our teachers begin class promptly at 9:10. Being late disrupts the class and your child misses out on valuable learning time. **Please make sure that your child is here no later than 9:10 AM.** The doors from the lobby to the classroom are not proxy accessible after 9:10. If your child will not be attending for any reason, please contact the director or assistant to let us know. You can send an email to [denise.bridges@mcgregor.net](mailto:denise.bridges@mcgregor.net) or call 239 689-2579. Pick up is at 2:00 P.M. unless your child is enrolled in Extended Care. Keep in mind, recurrent late drop-offs and early pick-ups will affect class time and learning time and could also be reflected on assessments.

***\*\*Children may not be dropped off after 10:00 without prior approval or a Dr. note. \*\****

**VPK students can only miss 20% of the required 540 hours, or approximately 2 days per month, and must have a note. This is a state policy due to funding and is strictly enforced. Once your child has missed the 20%, You will be withdrawn from the program unless you have established an ACH to become a self-pay at the rate of \$385.00 per month.**

### **Withdrawal Policy:**

Removing your child from the program (including before/aftercare) requires the following, in its entirety, two weeks prior to your child's last day:

Turn in a written notice to the Director or Assistant Director.

Turn in all proxy cards.

*\*We will not recognize a verbal notice.*

## **CHILD DROP- OFF AND PICK- UP PROCEDURES**

Because we value the safety of every child, *The Learning Cove* has developed the following arrival and dismissal procedures. **We have an open-door policy and at no time will a parent be denied access to the facility;** however, the following procedures will help to ensure the safety of all children while in our care.

For children who pay the registration fee: Each parent or guardian is issued one proxy card to gain entry to the Preschool Ministry facility. The proxy cards only allow access into the doors located in the Preschool Hope Lobby. The cost to lease the proxy card is covered in the registration fee. You may lease additional proxy cards for \$15.00 each. VPK parents are not issued a proxy card but may lease one or more at the above fee. To ensure we always know who has an active proxy card, we request all cards be returned at the end of the school year. All Proxy cards are made inactive on the last day of school.

## **Curriculum**

Our curriculum utilizes a variety of resources to plan a fun-filled, Christ-centered curriculum with developmentally appropriate practices. We utilize the Investigator Club, 2<sup>nd</sup> Step, and the Gospel Project for Kids to prepare our lessons for each week.

The Investigator Club is divided into units or themes that teach the children to “Investigate” the world around them. Implemented curriculum-based centers in the classroom promotes independence, helps students become more responsible, and allows students to learn through self-discovery. Center time may seem like “playtime” to our students. However, we know that students are practicing and developing important reading, writing, and spelling skills, as well as growing socially and emotionally. Children begin their day with centers, calendar time, and pledges. They have a music, movement, and designated art time built into their day.

The Gospel project for kids teaches our children about God's word. Children also have an opportunity to experience Chapel for a time to sing praises to God and reiterate the biblical truths they have learned. Each Bible story is selected from Gospel Project for Kids curriculum and is coordinated to match our church services throughout the week.

Second Step early learning program we use helps your child learn, practice, and apply skills for self-regulation and social-emotional competence We also have Library Day and Stem room day that provide additional small group activities that add additional support to the classroom

lesson plan. Combined with a Bible story, letter, number, shape and color, each teacher then develops activities based on the abilities of the children in the classroom.

The Learning Cove assesses children as a measurement of progress to ensure children are learning and prospering. VPK children are evaluated at the beginning, middle, and end of the school year. 3-year-old children are evaluated twice during the school year, and children two and under are monitored throughout the year (a formal evaluation is only done on an as-needed basis if the teacher feels it is necessary and will benefit the child).

Teachers will provide feedback on your child's growth and development. Since this is a partnership and parents know their own child's strengths and growth areas best, we encourage parents to communicate with teachers on a regular basis.

## **Dress Code**

Students should wear comfortable clothes that can be worn for messy activities. Please dress your student in clothes that they can easily handle themselves when going to the bathroom – if potty trained. Dress your student appropriately for the weather. Long sleeves and long pants or sweat suits are appropriate when it is chilly and short sleeves and short pants or skirts when it is warm.

**All students MUST wear comfortable, well-fitting, age-appropriate shoes to school.**

- **Sneakers (tennis shoes) and socks are most appropriate as feet are well protected and provide proper support for outdoor activities.**
- No sandals, open-toed, or open-heeled shoes
- No heavy, hard sole or pointed toe shoes/boots are allowed as they may cause injury to others
- No dangling or low hanging earrings
- No necklaces or chains around the neck which pose a choking hazard
- No Nail polish on male students.
- Hair should be neat, well groomed, and not cause a distraction. Highlighting and coloring of hair are permitted if the highlights and color are a natural hair color and highlights blend with the hair color,

Please send one extra set of clothes for the student to keep in his or her backpack. This should include shorts, pants, or skirt, top or T-shirt, underwear, and socks. We will change the student into the extra clothes if he or she requires it for any reason. Soiled clothes will be sent home in a plastic bag for you to wash. Please return another spare set for the backpack on the following school day. **Please label all extra clothes, sweaters, and jackets with the student's first and last name with a permanent marker.** Please do not allow your student to wear fancy/costly jewelry or rings to school (we are not responsible



for lost items). Clothing that has suggestive, inappropriate or gang related insignia or writing is not allowed.

**We realize there are no universal standards of appropriateness, but we reserve the right to make the final decision as to what is worn and overall appearance on school grounds and at any school functions.**

**\*\*\*Please see our statement of faith on page 16 \*\*\***

## **Children with Special Needs**

Our teachers have the required DCF training, CDA or bachelor's degree, and are CPR certified, but are not specifically trained to teach children with special needs. If our staff and/or facility is not equipped to best accommodate your child and we feel his/her needs are not being met appropriately, we reserve the right to deny service and recommend another program better suited for your child.

## **PLAYGROUNDS**

The Preschool is blessed to have playgrounds for all ages, including four indoor play pods, and two outdoor playgrounds. Weather permitting, all children have a minimum 20-30 minute daily outside time. Teachers follow a pre-determined schedule that coordinates with at least one other classroom, sending them to the playground most age appropriate. In addition to the playground, teachers often take classes on walks, use sidewalk chalk, play facilitated outdoor games, or take them for a buggy ride. Teachers take a radio, comfort bag, and attendance sheet with them when leaving the classroom.

Toys and other items from home are not permitted in *The Learning Cove* Preschool classrooms, as this potentially creates disharmony among friends. If left at home, the item(s) will stay safe and not cause conflict. **The exception to this rule is "Show and Tell."** Each child can bring one item from home that starts with the letter of the week. Those items are to be placed in a shopping bag and will be incorporated during show and tell time only.

Movies are only viewed as a special event and must correlate with the curriculum. Movies may not be brought from home.

## **CLEAN AND SAFE ENVIRONMENT**

All team members are at least 18 years of age and are thoroughly screened prior to their first day of employment.

Staff is required to complete FBI screening, Drug screening, CPR certification, 45 hours of childcare training, and 10 + additional hours of training each school year.

Teachers are trained to keep the environment safe and clean.

Teachers wear disposable gloves during diaper changes and bathroom use. Changing pads are thoroughly cleaned between each use.

Children's hands are washed as needed. Every child is required to wash hands or have his/her hands washed upon arrival, before and after eating, using the restroom, and between art activities.

Names of cleaners used in the classroom: Disinfectant cleaner 20

This is a health issue as other children sit and play on the floor with Preschool Ministry equipment. We do ask that all children be toilet trained by their 3rd birthday.

## **Fire and Emergency Drill**

Fire and emergency evacuation routes are posted in each room. Toddlers, two- three-, and four-year-old will have a knotted rope for each child to hold onto and will proceed with the fire drill in an orderly manner. The teacher will take the sign-in sheet and will count the children as they evacuate, and again when they get to their designated meeting area. Our campus will also practice a Lock Down drill periodically. We announce that we are having a "Noah's Ark Drill - All animals on the ark." Teachers will proceed with Lock Down policy procedures as instructed. **At no time can a parent pick up or drop off their child during any drill.** They must wait until the children are back in the rooms and a head count has been taken. Parents who are in the building during an emergency drill must participate in the drill.

## **ILLNESS AND INJURY POLICIES**

The Learning Cove desires to provide a safe, clean, and healthy environment for children. It is a beautiful sight when children share but let us make sure they are not sharing illness. Children with any of the following symptoms will not be accepted in the preschool area. Parents will be asked to keep their child with them or will be called to pick them up if any of the following are occurring or have occurred within the past **24 hours**:

Fever of 100 degrees or higher/vomiting  
Discharge in or around the eyes  
Green or yellow runny nose  
Excessive coughing  
Diarrhea (two loose stools within one hour)  
Questionable rash  
Any communicable disease  
Head lice

If a child becomes ill while in the classroom, the Director or Assistant Director will contact the parent to take the child home for his/her own comfort and health. **Parents are to keep the child out of the program for at least 24 hours until symptoms have cleared, or a doctor's note is provided. Under no circumstances do we administer medication to children, even if asked to do so by a parent.**

## **BITING**

### **Why do children bite?**

Children bite for a variety of reasons. Biting happens when children feel crowded, want to be noticed, when they desire to obtain something, like a toy or the lack of communication skills can also cause young ones to bite. For some children, biting has become a learned behavior and they realize that biting does, in fact, get them what they want, attention or a toy.

### **How does *The Learning Cove* handle biting?**

The injured child is immediately treated and offered comfort and first aid, if needed. The child who is bitten is removed from the area and talked to calmly by the teacher about what is going to happen (“we’ll wash off your boo-boo”). Even if the bite did not break the skin, the area is cleansed with antiseptic, along with a bandage and cold compress if necessary. If the child’s skin is broken, parents are contacted and encouraged to call their pediatrician. Once the child who was bitten is calm and has been treated, he/she is reintroduced to the group, and the teacher completes an incident report to be signed by the Director or Assistant Director and then a parent. The child who did the biting will also be removed from the area to discuss why this happened and to offer solutions to the child for resolving disagreements with words.

A parent of both the child who bit and who was bitten is notified at pick-up and asked to sign incident reports. Privacy is of the utmost importance in behavioral matters, and we all make sad choices now and again. Therefore, we will not release the name of the friend who made a sad choice to anyone other than the parent of that child. Please do not ask, “Who bit my child?” Trust the team to intervene during situations such as these to redirect and teach how to interact with other children as part of the learning experience and social skills curriculum we offer. Teachers are trained how to best handle these incidents. Any parental concerns should be directed to the Director via appointment or email.

### **Biting Policy**

1 <sup>st</sup> & 2 <sup>nd</sup> Offense	Verbal warning & parents notified
3 <sup>rd</sup> Offense	Conference with parents
4 <sup>th</sup> Offense	2-week suspension
5 <sup>th</sup> Offense	We reserve the right to withdraw the child from the program.

## **DISCIPLINE**

It is imperative to understand that “discipline” at any age is NOT “punishment for bad behavior.” Instead, the very word discipline means “teaching” – the very kind of teaching Jesus did with the disciples! Discipline is a door of opportunity to teach children appropriate ways to meet their needs. Such teaching of these ways will be two-fold: First, to immediately stop inappropriate behavior (behavior that might hurt a child, destroy materials, or disrupt the group); secondly, to help the child find another more appropriate way to behave.

Discipline of any child in our care does not include any sort of negative physical touching (spanking, slapping, swatting, tapping, shaking, pulling, biting back, or the like). It also NEVER includes ridicule, sarcasm, threats or withholding any sort of food or care from a child. We encourage communication between parents and teachers when working through a developmental stage that calls for more behavioral guidance and intervening than usual. The Learning Cove Team will be positive role models in manners, language, and tone of voice.

#### **Discipline procedure**

1 <sup>st</sup> offense	Redirect unacceptable behavior
2 <sup>nd</sup> offense	Redirect unacceptable behavior & verbal warning
3 <sup>rd</sup> offense	Removed from activity/set out within classroom
4 <sup>th</sup> offense	Sent to Director or Assistant Director with note or phone call to parent

## **FOOD IN THE PRESCHOOL**

We promote healthy choices encompassing all facets of life, spiritually, socially, academically, and physically. Did you know that research links proper nutrition to behavioral and academic success? We take lunch time to teach children how to identify healthy foods and why they are so important. By Pre-K, students know which foods in their lunch box are healthy and will choose those first to eat without being prompted by their teacher.

We are aiming to see each child have a well-balanced meal of fruit, vegetables, and protein, and would love to see the children drinking water. **Do not send candy, doughnuts, sticky buns, cupcakes, etc. in your child’s lunch box. While sweets can be good in moderation, we would like to reserve those foods for home where parents can supervise.** Per DCF regulations 3.9.3 F: *“In the event that a parent or legal guardian fails to provide a nutritious meal, the program must provide supplemental food items to complete the meal.”* If this occurs, The Learning Cove will charge the parent/legal guardian \$4.00 for the cost of school provided lunch.

*As per DCF regulations, 3.9.3C: “Foods that are associated with young children’s choking incidents must not be served to children under the age of 4 years of age such as but not limited to, whole/round hotdogs, popcorn, whole grapes, nuts, cheese cubes or sticks and any food of similar shape and size of the trachea/windpipe. Food must be cut into pieces ½ inch or smaller to prevent choking.”*

**We must send foods home that do not meet these criteria** to avoid being in violation of DCF Regulations

*As per DCF regulations 3.9.3 G: “If a parent or guardian notifies the program of any known food*

*allergies, written documentation must be maintained in the child's file for as long as the child is in care."* The parent must provide a copy of the physician's order. The Learning Cove will only serve your child what you put in their lunch box. This includes special events. It will be the parent's responsibility to provide special food items for any event that we will have shared food items. I.e.: birthdays, Thanksgiving, Christmas, etc.

**Please keep in mind that we are unable to microwave or heat up food.**

**We want to partner with you to ensure your child's nutritional needs are met.**

As stated before, we believe nutrition is a vital ingredient in a child's growth and development and is critical in determining behavioral choices. We encourage parents to make sure children eat a healthy breakfast and are mindful of the foods selected for lunch. This will assist in making sure your child has a successful day.

Your child will also learn how to open his/her lunchbox and all containers included and clean up at the end of lunch. Our facility participates in food-related activities, such as crafts involving dried noodles, cereals, rice, beans, marshmallows, popcorn, etc. We also incorporate food-related activities in our math and science units which are sometimes consumed by the children. These may include counting with Cheerios, eating healthy snacks, and making our own snacks, such as ants on a log, etc.

As per DCF Regulations 3.9.5 *Bottles and sippy cups brought from home shall be individually labeled with the child's first and last name and shall be returned to the custodial parent or legal guardian daily. **Make sure to label all your child's belongings with first and last name,*** including plastic containers inside the lunch boxes so they can be returned to the rightful owner at the end of lunch.

Please include utensils, napkins, and any other items your child may need in their lunch.

For the health and safety of all children, in compliance with DCF regulations, we ask that all food items brought to class for special celebrations be store bought, store packaged, and store prepared.

***Parents have the responsibility to notify staff and teachers of food allergies at the time of registration and again at drop-off on the first day. Especially if an allergy is life threatening, please make sure to let us know so we can inform the other parents in the classroom that a student has a food allergy and not to pack certain types of food.***

Below is a sample of a notice you may find sent home if one of the children in the classroom has an allergy.

We appreciate your support and look forward to healthy eating!

## ALLERGY ALERT

Please be aware one of your child's classmates has a life-threatening allergy to PEANUTS.

## **SPECIAL EVENTS POLICY**

DURING THE COURSE OF THE YEAR, THE LEARNING COVE WILL HOST A NUMBER OF EVENTS INTENDED TO INVOLVE THE FAMILY. WE SINCERELY WANT TO ENCOURAGE FAMILY PARTICIPATION; HOWEVER, WE MUST HAVE LIMITS TO MAINTAIN THE SAFETY AND WELLBEING OF ALL CHILDREN IN OUR PROGRAM AS WELL AS HOSTING EVENTS WITHIN A BUDGET THAT WILL ALLOW US TO HOST MORE EVENTS TO INCLUDE OTHER FAMILY MEMBERS. OUR RULES ARE AS FOLLOWS:

1. ALL VISITORS THAT WILL BE IN THE CLASSROOM **MUST HAVE AN ID** AND BE ABLE TO BE SCANNED AT THE FRONT DESK OF THE FAITH ATRIUM **FOR A VISITOR'S PASS.** **NO ONE WILL BE PERMITTED INTO THE CLASS WITHOUT A VISITOR'S PASS.** (YOU MAY WANT TO COME A FEW MINUTES EARLY TO ALLOW TIME TO OBTAIN THE PASS BEFORE OUR EVENT STARTS.)
2. EVENTS IN THE CLASSROOM CAN ONLY HAVE ONE GUEST IN ATTENDANCE. WE HOPE THAT YOU UNDERSTAND THAT MOTHER'S DAYS IS FOR MOTHERS (ONLY) HOP ON POP DAY IS FOR DADS (ONLY), AND GRANDPARENTS' DAY IS FOR GRANDPARENTS (ONLY).
3. OUR PREGNANT MOMS ARE NOT PERMITTED ON THE FALL HAYRIDE.
4. IT IS INTENDED FOR THESE SPECIAL EVENTS TO BE FOR THE CHILD IN THE CLASSROOM. WE STRONGLY ENCOURAGE YOU TO SET THE TIME FOR THESE EVENTS FOR THE CHILD WHO IS CELEBRATING BY NOT BRINGING YOUNGER SIBLINGS TO THESE EVENTS. IT IS OUR SINCEREST HOPE THAT THOSE SIBLINGS WILL HAVE THEIR OWN DAY TO CELEBRATE THESE EVENTS WITH US WHEN IT IS THEIR TIME. THIS IS A MOMENT TO MAKE A SPECIAL MEMORY WITH YOUR CHILD. WE ENCOURAGE YOU TO TAKE ADVANTAGE OF IT.
5. LARGER EVENTS WILL BE IN ROOMS THAT CAN ACCOMMODATE A LARGER NUMBER OF PEOPLE. IF IT IS A TICKETED EVENT, ONLY PEOPLE WHO HAVE PURCHASED TICKETS WILL BE PERMITTED. PLEASE DO NOT BRING EXTRA GUESTS WHO "WILL NOT BE EATING/PARTICIPATING". WE REQUEST ROOMS, REFRESHMENTS, AND SEATS BASED ON THE NUMBER OF PEOPLE WHO HAVE RSVP'D VIA TICKETS PURCHASED. ROOMS ARE SELECTED BASED ON CAPACITY AS SET FORTH BY THE FIRE MARSHAL. EXCEEDING THE LIMIT WILL CAUSE OUR PROGRAM TO BE IN VIOLATION AND SUBJECT TO FINES. IT IS NOT A RISK WE ARE WILLING TO TAKE. WE WILL HAVE NO CHOICE BUT TO TURN PEOPLE AWAY. WE PREFER

THAT WE ALL RESPECT THE REASONABLE LIMITS WE HAVE TO HAVE IN PLACE TO BE ABLE TO HOST THESE EVENTS.

**THE LEARNING COVE RESERVES THE RIGHT TO REFUSE ADULTS WITHOUT ID, VISITORS PASSES, TICKETS, OR ACKNOWLEDGEMENT OF THE CAPACITY OF OUR RESOURCES, AND CANCEL FUTURE EVENTS IF WE CANNOT PROVIDE SPECIAL EVENTS WITHOUT FOLLOWING THE GUIDELINES AS SET FOR BY DCF, ACSI, THE FIRE MARSHAL AND/OR MCGREGOR BAPTIST CHURCH.**

## **Animals in The Learning Cove**

The Learning Cove has an aquarium in our STEM room. It has fish and shrimp that the children can view but cannot touch.

## **Parent Teacher Communications**

Our teachers are provided a work email for parents to communicate with parents. **We do not allow our teachers to give out their personal email or telephone numbers** because we believe that all teachers/parents need to have boundaries for work related communication. There are also labor laws that dictate that an employee cannot be expected to work off the clock. Our teacher's workdays are Monday, Wednesday, and Friday from 8:30 to 2:30. Teachers will be provided a time each day to check emails that does not interfere with the safety and learning the students in their care. We ask that you communicate via email and allow the teacher a business day (they work every other day) to respond. If you have an emergency or a concern, that should be sent to the director, or the assistant.

We do not utilize ZOOM or any other virtual meeting application as we cannot assure the privacy or safety of our children with the use of these forms of communications.

## **McGregor Baptist Church and The Learning Cove Statement of Faith**

As a ministry of McGregor Baptist Church, The Learning Cove abides by McGregor Baptist Church's statement of faith as listed below.

Section 2.2:

**Our Statement of Faith**

The McGregor Baptist Church, Inc. embraces as our Statement of Faith and incorporates by reference The Baptist Faith and Message, as adopted by the messengers of the Southern Baptist Convention in the year 2000. As the Baptist Faith and Message is subsequently amended by the Southern Baptist Convention, such amendments shall be subject to approval by the membership of McGregor Baptist Church in accordance with Constitution Section 2.7.

To ensure clarity regarding the church's position on certain matters, the following should be read in conjunction with and as a supplement to The Baptist Faith and Message:

- A. **Human Sexuality and Marriage.** We believe sex is a gift from God to be enjoyed within the marriage relationship. We believe that marriage was instituted by God and, as such, the term “marriage” has only one meaning, regardless of current legal or cultural definitions. The Scriptures define “marriage” as the joining of one man and one woman in a single, exclusive union. We believe that God has commanded abstinence from any form of sexual or intimate activity outside of a marriage. We believe that participation in fornication, pornography, homosexuality, bisexuality, bestiality, incest, polygamy, or adultery are all sinful perversions of God's gift of sex. We also believe that gender is a gift from God, and He created human being's male and female; therefore, we hold the distinction between the two sexes to be sacred. We believe that God disapproves of and forbids any attempt to change one's gender by any means. (Genesis 2:15-25; Psalm 139:13-16; Isaiah 53:1-6; Romans 1:18-32; 1 Corinthians 11:11-12; 2 Corinthians 5:19-21; Ephesians 5:22-33)

## **Parent/Guardian Statement of Support**

I/We agree to provide a home environment that does not conflict with the biblical understanding of sexuality. I/We support the principle and practice of purity in singleness and fidelity in marriage, which is the union of one man and one woman. Specifically, our home will affirm the biblical teaching that sexual conduct outside the sanctity of marriage, including both hetero and homosexuality, is a sin, a turning away from God's ideal as outlined in Scripture.

I/We understand that the school regards sex at birth as the identification of the given biological sex of each member of our constituency. The school will not affirm attempted alterations by medical intervention of one's sex at birth. The school views the actions or intentions of those seeking fundamental changes of any kind from one's sex at birth as a rejection of the biblical and theological understandings to which the institution is committed, and hence as grounds for removal from consideration for attendance.

The Learning Cove covenants to provide the best it can for the student in the way of facilities, curriculum, special activities, and instruction. The Learning Cove further pledges to do all possible to support your home in growing every student in the nurture and admonition of the Lord. As the legal parents or guardians of the Student, I/we covenant to support the school in its efforts at Christian education. I/We agree that it is my/our responsibility to strive diligently toward the observance of the “Parent/Guardian Statement of Support” as God enables me/us by the power of the Holy Spirit. If for some reason I/we become dissatisfied, I/we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, I/we recognize it is my/our responsibility to leave the school and seek a school in alignment with our personal convictions. Together, as a school



and as parents/guardians, I/we pledge to submit our lives to one another and the final authority of the Word of God.

## Addendum to the Handbook/COVID

1. Children with a temperature of 100.4 or above will not be permitted to enter the classroom.
2. If a child has tested positive for COVID, they are not permitted to return without a Dr note. If they have been exposed to COVID, please follow the CDC guidelines to quarantine for 14 days before returning.
3. Children who have not been well (sickness other than COVID) must be symptom free for 48 hours before they return to school.  
*\*\*Please do not medicate your child to send them to school\*\**  
*We will call you if we find out that you have or when the med's wear off.*
4. Parents are not permitted in the classrooms at any time. Drop off and pick up will be done at the door.
5. The play area in the main lobby is closed until further notice. Please do not allow children to play in that area. Do not congregate in groups.
6. Parents must take ownership in social distancing. Please make sure you are being respectful of other families by maintaining the recommended 6 feet of distance.
7. We are suspending parents in the classrooms for birthdays. if you wish to share a treat with your child's classmates, they must be dropped off with the child in the morning. Food items must be individually wrapped.

***The Learning Cove reserves the right to make any changes necessary for the safety and wellbeing of children, staff, and families of the Learning Cove.***

With the threat of a variance constantly being talked about, we have decided to utilize best practices moving forward to continue to ensure the health and wellbeing of our children and staff. We continue to monitor the situation as new information becomes available. We reserve the right to adjust special events on the calendar that we will address the protocol of as we approach the dates of. We Thank you in advance for your understanding and cooperation as we try to balance the recommendations from the CDC, DCF, ACSI, ELC, MBC, and any other agency that has direct input regarding the safety of our children, staff, and families.

The Early Learning Coalition and the State of Florida make no provisions for Virtual VPK currently therefore We do not offer a virtual option for our program.