

FAMILY HANDBOOK



Pasadena Community Church Preschool

112- 70th Street South

Saint Petersburg, FL 33707

Phone # (727) 345-3167

Fax # (727) 381-9037

www.pasadenacommunitychurch.org

Hours of Operations:

Monday – Friday 7:30AM to 5:30PM



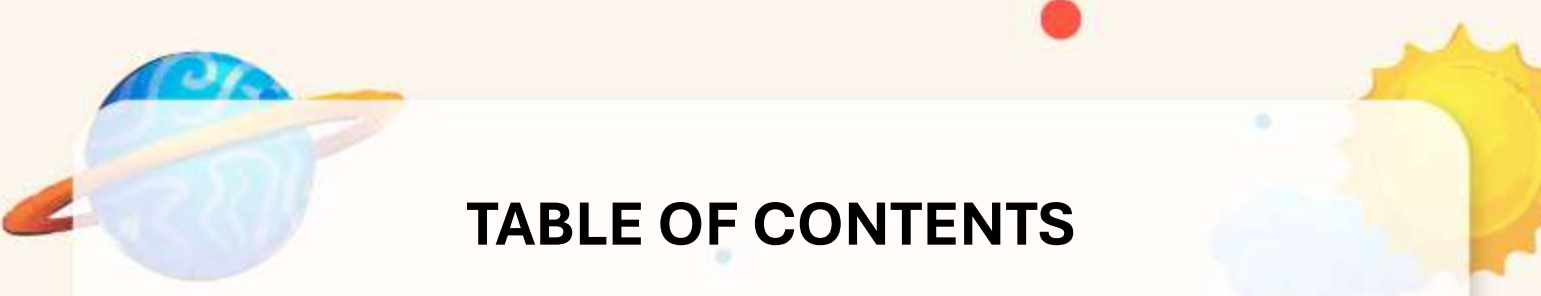
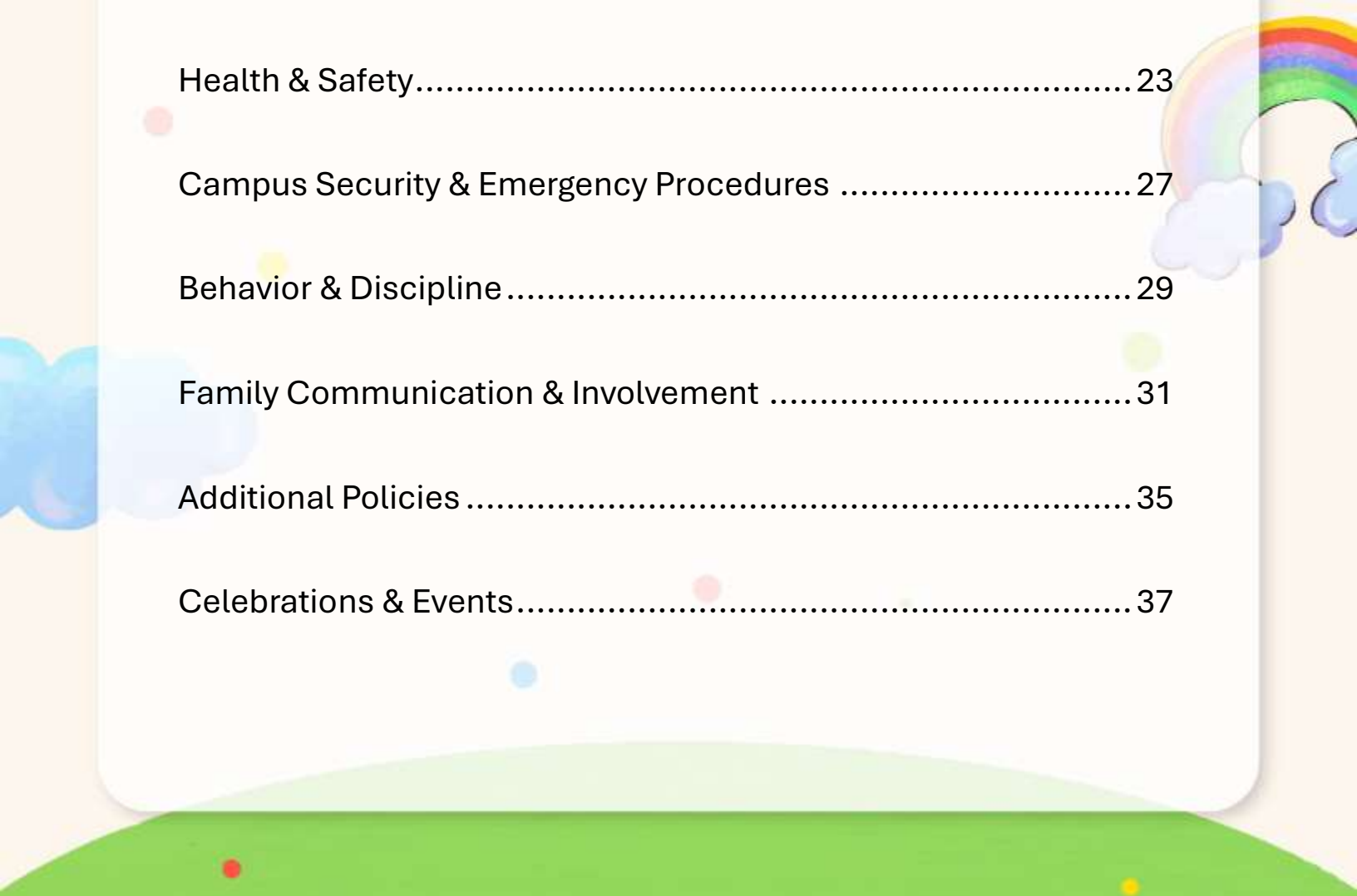


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1.WELCOME LETTER

To our Preschool Families,

We want to thank you for being part of our Pasadena Community Church School Family. Being part of Pasadena Community Church, we continue to provide Christian education to our students, to help them learn and grown in their Christian journey. It is our honor to serve your family during this important season of life.

Our mission is to provide a safe, nurturing and Christ centered environment where children can grow spiritually, academically, socially, and emotionally.

Throughout the year, we will focus on our Christian values as well as early literature, math, art, music, and social interaction. We will also work on our social skills which includes kindness, patience, and respect.

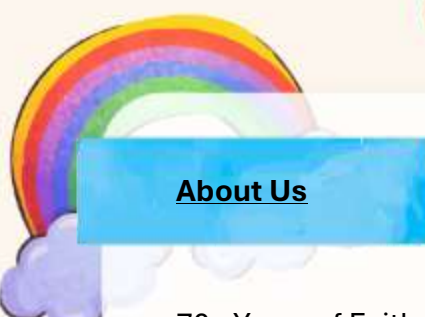
We are blessed with a wonderful staff who puts the children's needs above all. We believe in open communication between our school and home. Please never hesitate to contact us with any questions or concerns.

Together, we will have a great year! Thank you again for being part of our family.

God Bless,

Susan H. Sanders, Director





About Us

70+ Years of Faith-Filled Learning, Growing, and Community

Pasadena Community Church Preschool (PCCS) is a Christ-centered early learning program dedicated to nurturing the whole child—spiritually, socially, emotionally, cognitively, and physically. As a ministry of Pasadena Community Church, we believe that a child's earliest experiences should reflect God's love, encourage curiosity, and lay the foundation for lifelong learning.

PCCS is an accredited preschool, which means we meet or exceed standards in quality, safety, curriculum, and staff-child ratios. Families benefit from:

- Smaller class sizes for more individual attention
- A thoughtfully planned curriculum that fosters exploration and discovery
- A caring, experienced team of early childhood educators
- A nurturing Christian environment rooted in love, compassion, and community.

We are proud to serve families who are seeking more than general supervision offered through daycare services. PCCS is a place where learning happens intentionally—through age-appropriate activities, play-based exploration, and spiritual guidance. While children are cared for with love and attentiveness, they also benefit from a structured educational experience that supports their growth in every area of development.

With over 70 years of service, Pasadena Community Church Preschool has a long-standing tradition of excellence in early childhood education. We take pride in the strong foundation we provide for children and the welcoming, supportive community we build for families. PCCS is more than just a school—it's a place where lasting friendships are formed, faith is nurtured, and children are truly known and loved.



Mission & Philosophy Statement

Pasadena Community Church Preschool is a vital and active ministry of Pasadena Community Church, a United Methodist congregation. Our mission is to provide a nurturing, Christ-centered early childhood education that supports the development of the whole child—spiritually, emotionally, socially, physically, and cognitively—within a loving and inclusive Christian community.

We believe that every child is a unique gift from God and should be given the opportunity to thrive in a safe, secure, and enriching environment. Our certified staff and administrative team are dedicated to working in partnership with families and the broader church community to foster Christian values and model the love of God in all we do.

As a ministry of the church, we are committed to:

- Encouraging an understanding of faith and promoting Christian values through meaningful daily experiences
- Providing a nurturing environment where children are supported as they grow and reach their full God-given potential
- Contributing to the Christian nurturing and support of families
- Serving as an active and engaged expression of the church's mission in the community

Through engaging, play-based learning and intentional spiritual guidance, we help children build a strong foundation of confidence, compassion, curiosity, and a lifelong love of learning—preparing them for school and for life.





2.CONTACT INFORMATION & ADMINISTRATION

School Contact Information

Pasadena Community Church Preschool

Address: 227 70th Street South, St. Petersburg, FL 33707

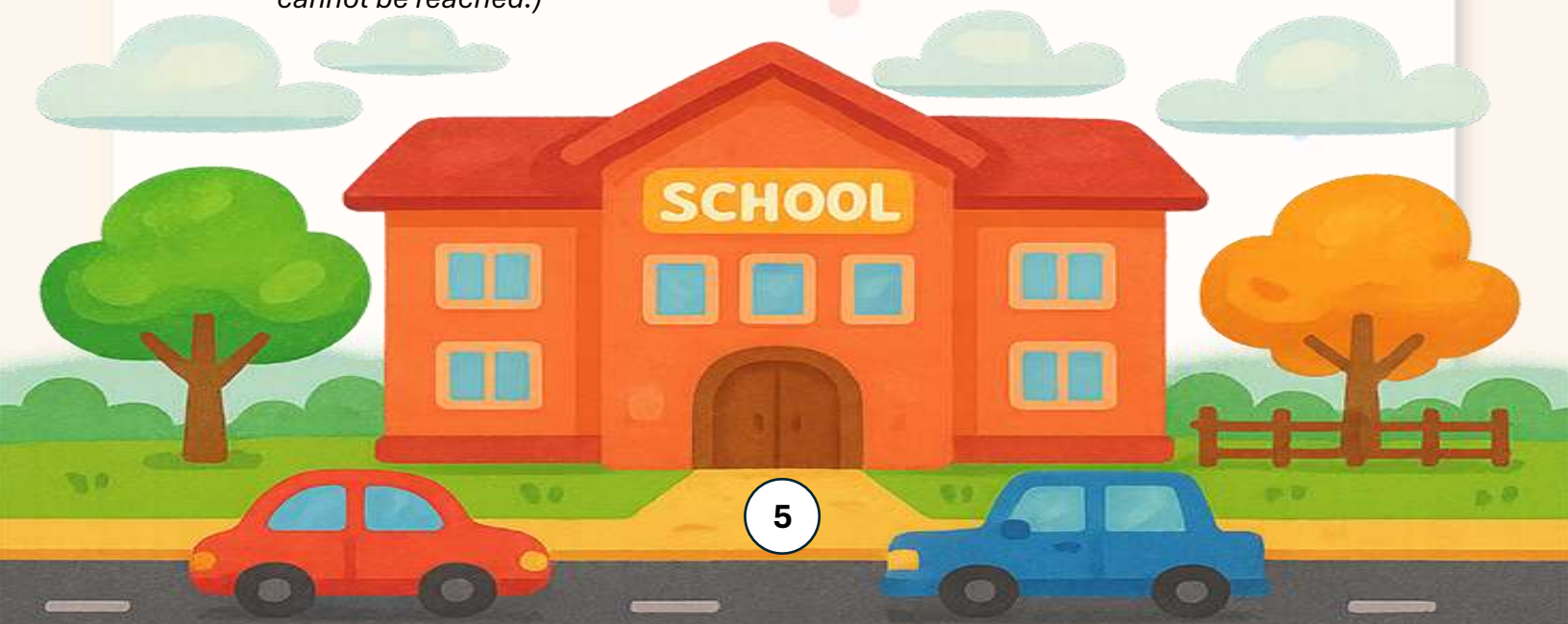
Main Office Phone: (727) 345-3167

Email: The office administrator will provide their email at the start of the year.

Office Hours: Monday–Friday, 8:30 AM – 4:00 PM

If you are unable to reach the preschool through the main office number, please try one of the following:

- **Pasadena Community Church Main Office:** (727) 381-2499
- **Preschool Emergency Cell Phone:** (727) 422-8842
(This number is for urgent situations when both the preschool and church offices cannot be reached.)





3. PROGRAMS & CURRICULUM

OVERVIEW OF PRESCHOOL PROGRAMS

Toddler Program (12–24 months)

Our toddler class provides a warm and secure space where children begin to explore their environment, develop trust, and gain confidence through routine and play.

Curriculum Focus:

- Social-emotional bonding and early socialization
- Language development through songs, books, and repetition
- Sensory play and gross motor activities
- Introduction to group worship and prayer routines

Typical Day Includes:

- Circle time with music and story
- Guided free play
- Outdoor exploration
- Snack and rest time
- Hands-on creative projects
-

Young 2-Year-Old Program

This transitional class supports children as they begin to follow routines more independently, explore their environment more confidently, and expand early language skills.

Curriculum Focus:

- Simple routines and classroom expectations
- Early vocabulary, color, and shape recognition
- Parallel play and guided social interaction
- Introduction to potty training (as appropriate)

Typical Day Includes:

- Circle time and songs
- Free play and sensory exploration
- Bible story or chapel integration
- Outdoor play and nap time

Older 2-Year-Old Program

Older twos are gaining more independence and begin participating in structured activities for longer periods while continuing to build core skills through play.

Curriculum Focus:

- Expanded vocabulary and communication skills
- Potty training support and independence
- Simple crafts, counting, and sorting activities
- Positive social interaction and classroom citizenship

Typical Day Includes:

- Morning welcome and calendar

- 
- Art and fine motor activities
 - Bible-based story time
 - Outdoor play and nap

3-Year-Old Program

Three-year-olds are immersed in hands-on learning that prepares them for pre-reading and pre-math concepts, while strengthening confidence and cooperation.

Curriculum Focus:

- Letter and number recognition
- Early literacy through story sequencing and phonics
- Group play, role-playing, and classroom jobs
- Chapel attendance and spiritual discussions

Typical Day Includes:

- Structured circle time and learning centers
- Small group activities
- Outdoor play and gross motor games
- Creative art and enrichment

4-Year-Old / VPK Program

Pasadena Community Church Preschool participates in Florida's Voluntary Prekindergarten (VPK) program, which offers funding for a portion of the school day for eligible 4-year-olds. Our full-day program provides a continuous, developmentally appropriate learning experience beyond the VPK-funded hours.

Families may choose to enroll in the full-day option, which includes extended care and enrichment activities for an additional fee.

For more information about eligibility, VPK enrollment procedures, and full-day tuition rates, please see the Tuition & Financial Policies section of this handbook.

Curriculum Focus:

- Phonemic awareness and early reading skills
- Number sense, measurement, and pattern recognition
- Journaling, storytelling, and problem-solving
- Weekly chapel and Christian values in daily lessons

Typical Day Includes:

- Morning work and circle time
- Literacy and math instruction
- Enrichment (e.g., music, STEM, Bible time)
- Outdoor play, rest, and reflection



CHILDREN'S WORSHIP

Weekly Chapel

Worship experiences are offered for children every Tuesday each week at 9:30 in the Chapel. Families are invited to attend. Children learn to live effective Christian lives as they learn about scripture, sing Christian songs and praise the Lord through prayer. Each month the school will present a different story from the Bible, witness this story during worship and have hands-on experiences in their class to reinforce and extend their spiritual growth.

Children's Ministries

PCC Kids Sundays (Preschool thru 5th grade):

We meet each Sunday morning beginning at 9:00am, we offer an hour of fun and learning. Our program follows a curriculum from Orange that includes a monthly theme, live worship, crafts and more. Each week we follow along with a different story from the Bible. Join us for a fun and engaging morning!

Nursery:

Our nursery is staffed and available for both our 9 a.m. and 11:15 am services, along with care available during the 10:00 a.m. hour for those engaged in classes during that time.

Sunday School:

We meet each Sunday from 10:10-11:10 am for all ages up to 5th grade.

Kid's Club:

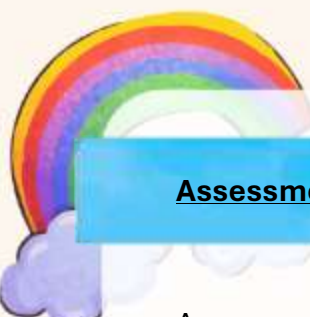
For children Kindergarten through 5th grade meet each Wednesday from 5:30-7:30 pm. We have dinner (pizza and a fruit/ veggie), followed by games, a craft and lesson from the Bible. Cost is \$15 per month or \$5 a night which includes dinner and supplies.



Annual Holiday Events - Throughout the year we have various events of Trunk-or-Treat, Christmas play and services, along with an Easter Egg Hunt and more.

These and more are activities available for children at Pasadena Community Church. Please us at 727-381-2499 ext 215 for interest in any programs and events or more information.





Assessments & Conferences

Assessments are conducted twice a year for all classes except for VPK. A conference will be requested, if needed, following the first assessment in the fall. A mandatory conference will be held after the second assessment in the spring. In compliance to state regulations VPK will assessments in September, January and May. Please be aware that we believe that comprehensive assessment of a young child's growth and development is an ongoing process that is comprised of varied methods than just standardized testing. Teachers will comprise developmental portfolios that help present a holistic record of each child's development.

Pupil Placement

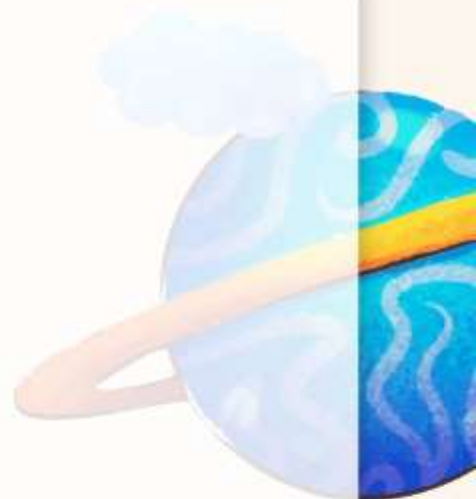
PCCS reserves the exclusive right to pupil placement. Decisions regarding pupil assignments consider several factors including the social, behavioral and emotional needs of each individual child as well as balancing the ratio of boys and girls within a classroom. The recommendation of the teacher who has worked with the student in a previous educational setting is also considered. Due to continued growth of our school, we will no longer be taking specific classroom or teacher requests. Observations of classes are permissible by appointment only between the months of February through April keeping in mind staff changes do occur. Please note that students will remain in their current class during summer sessions at the current tuition rate.

Inclusive Program

Pasadena Community Church Preschool is inclusive of all children. We work with families along with community resources and public agencies to meet all children's physical, cognitive and social emotional needs to the best of our ability. Our preschool will never discriminate or show bias to a child or family that has varying abilities, because of social-economic status or diverse family structure or beliefs.



4. DAILY LIFE AT PCCS



Daily Schedule Overview

Opening Ceremonies

Preschool children, with the exception of the toddler classes, gather together to start the day at 8:30 am every day. The children gather, by class, around the flag- pole. A school song is sung, the Pledge of Allegiance is recited, and birthdays are recognized. After closing in prayer, teachers will lead children to their daily schedule of activities. Please keep in mind this is a good time for adults in attendance to model proper respect and etiquette while participating in this character building process.

Nap

All children will have a rest period each day from 12:30- 2:30. The staff at PCCS cannot deny nap for any child. If a child does not want to sleep, this is acceptable. They will be asked to rest quietly on their cot during rest period and allowed access to books and other materials. All nap items will be sent home on Friday to be washed.

Absences

Please notify your class teacher via email or school office if your child will be absent due to illness or vacation. There are no requirements to report absences but teachers do like to know if someone will be out.

VPK Absences

The VPK program consists of a total of 540 hours. Children are allowed to miss 20% of these hours or approximately three days per month. If you cannot meet these expectations you may be asked to withdraw from the VPK program or you can participate in our non-VPK program at the current tuition rate.

Lunch

Children may bring a cold packed lunch to school each day. Please label your child's lunch box with their full name and include an ice pack to ensure food safety. Due to licensing and safety policies, we are not able to heat or refrigerate lunches.

Lunch time is also a learning opportunity, and we encourage healthy habits that support your child's growth and development. Parental cooperation is appreciated in providing nutritious, balanced meals that are low in added sugars and rich in essential nutrients. Please do not include soda, candy, or sugary treats.

The foods that children eat directly impact their ability to learn, focus, and thrive. We encourage families to follow the USDA's nutritional guidelines for preschool-aged children, which emphasize:

- A variety of fruits and vegetables
- Whole grains
- Lean proteins (meat, dairy, beans, etc.)

For helpful tools and age-specific meal tips, visit: www.choosemyplate.gov

Snacks

Children are offered a morning and afternoon snack each day. These snacks are voluntarily provided by parents on a rotating schedule (please refer to your child's classroom communication for your assigned days).



Snacks must follow our school's nutrition policy and should include items from at least two food groups (e.g., fruit + dairy, vegetable + grain). Examples include:

- Fresh fruit and whole grain crackers
- Yogurt and applesauce
- Cheese and cucumber slices

100% fruit juice may be included as a food group, but please avoid sending:

- Fruit snacks or gummies
- Chips, popcorn, cheese balls, or Cheetos
- Candy, chocolate, or high-sugar pastries

Birthday Celebrations: Cupcakes, cookies, or cake may be brought for birthday celebrations, pending teacher coordination.

Food-Related Activities:

Throughout the year, your child may participate in special events involving food, such as holiday celebrations, classroom lessons, or themed activities. PCCS will follow all documented allergies and food restrictions noted on your child's PCLB enrollment form. If you have any questions or updates to your child's food restrictions, please notify the office immediately.



Dress Code

Children should be dressed in simple, comfortable clothing suitable for school, work and play. All children should be dressed in self-help clothing. Inappropriate and derogatory sayings should not appear on clothing. This includes advertisements for alcohol and/or tobacco. No sandals, flip-flops, jellies, or crocs are allowed on the playground. These are unsafe footwear for active children.

School shirts may be purchased through the school office. They may be worn any day and is encouraged on Fridays or other designated days during the school year.

Remember to dress children warmly with jackets or sweaters in cold weather. Children play and exercise outdoors everyday except when it rains. All clothing items should be marked permanently with the child's name. Clothing not marked will be held for 30 days in the office and, if not claimed, donated to the PCC thrift shop.

Temperature Guidelines

If the outside temperature is below 55 degrees then the children will remain indoors. If there is a heat warning in effect, outdoor time will be limited.

School Bags & Communication Folders

Each year we will supply every child a PCCS schoolbag and a class folder. Please make sure that these are sent to school daily with your child. We believe that the class schoolbag and communication folder helps to foster a sense of responsibility and contributes to our school community. The PCCS schoolbag helps build independence and allows the children to practice self-help skills. Please leave backpacks at home. In the event that your schoolbag or folder is lost or damaged please notify your teacher and we will replace it.

Prohibited Items & Toys

DO NOT allow your child to bring gum, candy, drugs, jewelry, medications, guns, other weapons, alcohol, tobacco or unnecessary money to school. The following items may not be in your child's bag or on their person: hand sanitizer, cough drops, bug spray or sunscreen. We ask that children DO NOT bring toys to school as well. Toys may get broken, lost or carried home by another child and can become a distraction in the learning environment. Teachers will notify families, in advance, of special "Show and Tell" days. Toy weapons are not appropriate for show and tell.





5. ENROLLMENT & FINANCIAL POLICIES

Tuition & Fees

Students are enrolled upon the basis of a financial agreement signed by the parent or guardian, and payment of the initial fees including registration, activity and supply fees. Families with outstanding balances may not renew registration. Those attending for our fall session are on a ten-month payment schedule. The fees are calculated accordingly to include holidays, absences, vacations, and days the school may be closed due to inclement weather. No refunds or adjustments will be given for any of the conditions. Please note our tuition is based on a 40 week school year. Payments are divided into 10 payments starting in August and ending in May.

Statements will be sent home in your child's folder at the first of each month. Any late fees, drop ins, or late pick- ups for the prior month will also be reflected on that statement. We do not keep enough cash in the office to provide change. Please pay the exact amount or any overage will be applied to your next invoice.

Please make all cash payments directly in the school office to the administrator. Cash payments must be paid in person.

Late Fees

Monthly payments received after the 10th of the month will be charged an additional \$30 late fee. Weekly payments received after Wednesday of that week will be charged an

additional \$10 late fee. Any checks returned to PCCS from its bank will be charged a \$25 service charge.

Please note: Payments must be received in the school office by the final due date. Payments received after that date will be assessed a late fee.

The director will handle any accounts that continue to accrue late fees or remain unpaid. If your family experiences undue financial hardship, please contact the director as soon as possible. If the account remains unpaid for two consecutive weekly payments or a month, if paying monthly, you will be asked to remove your child until payment arrangements can be made.

Drop in Policy

PCCS offers additional drop ins if spaces are available in your child's class. Full day drop ins are \$40.00, half day drop ins are \$30.00, and lunch drop ins are \$8.00. Please note days may not be switched. If you miss one of your scheduled school days you may not switch with another day, but may add on a drop in day. Also, other than pizza days, VPK only students are limited to the amount of drop in days they are allowed. Please see the office staff if you will need consistent drop ins as you will be responsible for start up fees.

Discounts

A sibling discount of 10% is available for each family member after the first paid child attending PCCS. Discount is not given if the second child is enrolled in the PCC Christian Playgroup or Aftercare only Program.

For the purposes of preschool-related programs and discounts, an “active church member” is defined as a member of Pasadena Community Church who regularly participates in the life of the church community. This may include:

- Regular attendance at Sunday worship services
- Involvement in church ministries, small groups, or service activities
- Support of the church through time, talents, or financial gifts
- Intentional engagement in the spiritual and communal life of the congregation

We recognize and value all church members, and we understand that participation may look different for each family and season of life. If you have questions about your family's eligibility, please feel free to speak confidentially with the Preschool Director or the church office.

If you are receiving any funding that pays PCCS any portion of your tuition, discounts will be applied to the actual amount that you are responsible for paying.





6. ARRIVAL & DISMISSAL PROCEDURES

Arrival/Parking

Cars may use the circular driveway on 1st Ave. S for drop off and pick up only. Please note that this driveway is ONE-WAY traveling east. If parking, please use the north side of the drive only. If you are parking for any length of time, please park in one of the two parking areas and walk your child onto campus. The parking areas are located:

- *1. On the east side of the toddler playground;
- *2. On the grassy field at the corner of First Avenue S. and 70th Street S.

We strongly recommend locking your vehicle anytime it is unattended. We also strongly urge you to not leave any children in your vehicle during drop off or pick up.

Dismissal Times

Half-day students Dismissal will be promptly 12:15 PM. Please supervise other siblings who are with you during dismissal.

Children staying beyond 12:15 must be picked up no later than 5:30 pm. A charge of \$5 for every 5 minutes (or portion thereof) is charged to your account and will be visible on your monthly statement. Late pick up for early dismissals may also occur late fees. Failure to pay late pick up fees can result in dismissal or your child may not attend until fees are paid. Please call the office if you are going to arrive late due to an emergency.

Authorized Pick-ups

The name(s) of people permitted to pick up your child should be recorded in the school office. Please advise the school office if any person (other than those on file) will be picking up your child. We require a photo I.D for anyone picking up a student for the first time or if a teacher is not familiar with the adult. Our staff has been instructed not to release children to any adult who appears to be intoxicated or under the influence of drugs. They will be happy to call your emergency contact on record or a taxicab. Please give them your cooperation for the sake of your child's safety.





7. HEALTH & SAFETY

Sick Child Policy

Students who have a fever, diarrhea, pink eye, or vomiting may not attend school. Children who come down with these symptoms during the school day will immediately be isolated and will be sent home.

When notified that your child will need to be picked up due to illness, an authorized person must pick up your child within 30 minutes of notification.

Children who are sent home sick will be required to stay out the following school day. If they are still showing symptoms, please keep them home longer. When picking up your sick child you will be asked to sign an agreement as acknowledgment of this policy. This is in place to ensure the safety and wellbeing of all our children and staff and we ask for your assistance and honesty in following this procedure.

PLEASE KEEP YOUR CHILD HOME WHEN (S)HE:

- Is in the initial stages of a cold and has a green discharge from the nose.
- Has an elevated temperature of 100.4 or higher within 24 hours of the school day.
- Has an unidentified rash
- Has had an upset stomach within the last 24 hours or diarrhea or vomiting.
- Has a sore throat
- Has pink eye/conjunctivitis. If your child is diagnosed with pink eye or conjunctivitis, we ask that they be kept home and treated for 24 hours before returning to school.



Head Lice

If your child is found to have head lice or nits while at school they must be picked up IMMEDIATELY for treatment. A child returning to school after treatment for head lice must be inspected in the school office for a minimum of three days before being dropped off in his or her classroom. If lice or lice nits are found by PCCS staff during this inspection, we will ask that your child not be left at school until further treatment and cleared by school staff.

Communicable Diseases

Families are responsible for notifying the school office if their child has been diagnosed with a communicable disease. Please do so immediately. Do not wait until your child returns to school. Families are notified if a student in the room has been diagnosed as such so that precautions can be made at home. If your child has been sent home with an unidentified rash, he/she must return to school with a doctor's note.

Medication Policy

Please ask your physician to regulate your child's prescriptions so that it does NOT have to be administered during the hours that your child is in school. However, prescription medication prescribed for EMERGENCY treatment must be turned into the office for proper licensing procedures. A Medication Record and Parent Authorization Form provided by the office must be filled out for any and all medications. Please note we will not accept or administer over the counter medications. All medications must be dropped off with the office staff or staff member in charge. All medication must be in the original packaging with the original prescription on it and must not be expired. Medications should never be left in a child's bag or lunch box.

Toilet Training

All children must be able to toilet themselves independently before entering the three year old preschool program. PCCS is only licensed to take children who are in diapers or pull-up diapers in the toddler class, young 2s and older 2s. Pull up diapers SHOULD NOT be worn to school beyond the 3-year-old classes. Potty trained means children must be able to use the toilet at school. However, we do acknowledge that toilet accidents may occur, and we stress that punitive measures are NEVER imposed and should NOT BE IMPOSED AT HOME. Teachers will take the younger children to the bathroom (located in the classroom) at regular times throughout the day. Please dress your preschooler in self- help clothing to facilitate this process. We strive to assist two- and three-year-olds to toilet themselves and encourage you to do the same at home. Children in the Orange Dot class must be potty trained by the end of December. Noncompliance with our policy may result in your child not being able to attend class until they meet these toilet training requirements.

Allergy Policy

PCCS strives to accommodate all children and families and to meet each family's special needs in a manner that is all-inclusive. Please be aware that we may designate certain classrooms as peanut and or tree nut free rooms and restrict these food items in those specific class- rooms. Please note that no food is allowed outside of the classroom setting including all playgrounds, stairwells and common areas. For the safety of all children please have your family practice consistent hand washing practices before entering the PCCS campus.

Insect Repellant & Sunscreen

Mosquitoes and the sun are two prevalent issues in Florida and PCCS is not an exception. Please be sure to apply insect repellant and sunscreen to your child before morning drop off. This will ensure some protection throughout the day. Due to licensing regulations our teachers are unable to apply the repellant and sunscreen without a special permission slip from the parents. Parents with a signed permission slip must provide the sunscreen or insect repellant for the child.

Clean Air Policy

Please be aware that PCCS is a smoke and tobacco free zone. Smoking is not permitted anywhere on the church or school campus, or in the parking areas. This includes any form of smoking and E- Cigarettes. We thank you for your cooperation.

Class temperature

Please be aware that Pinellas County Licensing regulations state classroom temperature can be no higher than 82 degrees or lower than 65 degrees. In the event room temperatures are higher or lower we may need to temporarily move the students to another area of the school. If a situation is prolonged, class may be suspended until it is corrected.





8. CAMPUS SECURITY & EMERGENCY PROCEDURES

Gate Entry & Security Codes

Gates are installed at the perimeter entrances to our campus. All gates will be locked at all times. If you enter the campus through the outside perimeter gates you must enter C before the numbered code (ex. C####). If you forget the code you may enter at the entrance on First Avenue S and someone will be able to buzz you in. The code for the main gate located on First Avenue S is the 4 number code followed by the * key (ex. ####*). The gate will not open if the * key is not pushed. Please do not give this code to anyone who is not a regular pick up person. On campus therapists should not have access.

Emergency Procedures (Weather, Evacuation, Crisis Plan)

The school is equipped with a Weather Band Radio. In the event that the National Weather Service establishes a tornado watch or warning, the teachers will follow school safety procedures including "Duck and Cover." Listen to local TV and radio broadcasts regarding school closings during inclement weather. PCCS will close for inclement weather events when Pinellas County Schools close. However, we will open once conditions are warranted safe for our school. Your classroom teacher will notify you by phone if a decision is made to resume classes. We urge you NOT to attempt to bring (or pick up) your child if conditions are dangerous in your area.

In the event of a crisis, PCCS follows a Crisis Management Plan that includes informing parents, communicating information to the media, and follow-up with the students. Christian counselors are available to parents, staff, and children in the event of a crisis

Internal Precautions & Drills

Students and staff practice emergency procedures during the year for fire, tornado, and three levels of security cautions. All children have emergency tags that are pinned on them in an emergency. In the event that the school must be evacuated, the children will be relocated to the Life Enrichment Center building at 227 70th Street S. Our school will be notified by the St. Petersburg Police Department if a community concern or incident warrants a school wide lockdown. In the event we must evacuate the entire church premises, we will be transported to Our Savior Lutheran located at 5843 - 4th Avenue South in St. Petersburg.

First Aid

Only minor first aid treatment is given at school. Parents will be notified of such treatment in writing. Any person picking up that child will be required to sign and date the accident report that day. If that person is not the child's parent or guardian, a copy of the signed report will be sent home.

Campus Visits & Visitor Policy

The school office business hours are from 8:30 am to 4:00 pm. Please call during these hours with any billing concerns or questions. For the safety and security of our students; visitors and volunteers must sign in at the school office and receive a visitor/volunteer sticker or badge before going to the classroom.



9. BEHAVIOR & DISCIPLINE

Discipline Policy

The Staff of PCCS recognizes that many discipline challenges can be prevented in young children through the use of careful scheduling, structuring of the classroom environment, positive reinforcement, encouragement, and modeling. In spite of all precautions, challenging behavior does sometimes happen. In this event, the staff will redirect or divert the child's attention. When this is unsuccessful, the teachers use appropriate separation that is within the view of the teacher. This gives the child time to "collect" him/herself. The teacher then has an opportunity to discuss the child's choices with the child and to make plans for better choices in the future. Discipline is never associated with food, rest or toileting as punitive measures. Spanking, shaking or any other form of physical punishment is strictly prohibited. Behavior guidance strategies should help to calm, focus and self-regulate. No child under our care will ever be submitted to discipline that is severe, threatening, demeaning, or frightening in any way.

Toddler Biting Policy

At an early age, biting is a normal part of development. Some toddlers are not able to communicate needs or feelings verbally and may resort to pushing, hitting, and biting to resolve conflicts. We at PCCS understand that biting can be stressful to everyone involved and will take the following actions to educate families, prevent future occurrences, and facilitate communication.

- 
- The teacher will first attend to the child who was bitten by comforting the child and cleaning the wound.
 - The biter will be removed from the situation for an age appropriate time and the teacher will communicate to the child acceptable choices. The teacher will supply each child with proper language and words to help resolve conflict in the future.
 - Excessive biting may constitute a parent conference with the teacher in which a plan of action is devised.
 - Children who bite three times in the same week will be sent home for the day.
 - Our staff will do their best to meet the needs of each individual child and may need to shadow or individually attend to a single child if they have a tendency to bite or be bitten. These children will be given alternative methods to express themselves until they establish strong communication skills.

We ask that parents and families are patient and understanding during these occurrences and we assure you that we will work with all families to get through these typical toddler behaviors together.

If your child has a history of biting, please notify your child's teacher so that they can be more effective in preventing biting incidents.

PLEASE NOTE: Biting in the older classes may not be determined as a normal part of development and will not be tolerated. A child who bites will be sent home that same day. PCCS reserves the right to dismiss a child from school if biting continues.





10. FAMILY COMMUNICATION INVOLVEMENT

Teacher/Family Communication Policy

Pasadena Community Church has implemented a new communication policy for all church and school employees. School employees are no longer allowed to use their personal devices (cell phones, personal

e-mails, and all social media platforms) to communicate with families and parents due to liability concerns and to assure family and staff confidentiality. Each classroom has a classroom e-mail that will be used as the primary tool for daily communications. Please make sure that you are receiving classroom and office emails and that you check your email daily for important school communications. We have also implemented the REMIND communication tool that notifies of events or emergencies through text.

PCCS Website & Facebook Page

Please be aware that our school has a website that is a valuable tool and can be a source of enjoyment for your family. Important school events and a year-round calendar are always posted along with picture galleries and monthly newsletters. The school website can be found at www.pasadenacommunitychurch.org under the “Grow” tab.

PCCS has a closed Facebook page for families. It is under Pasadena Community Church Preschool. If you would like to be a member of the page and have not been accepted, please let the office know. Your name might not be recognized if it is different from your child's.

Family Advisory Committee (FAC)

Each classroom has one or two family representative(s) on the Family Advisory Committee (FAC). The FAC meets every other month to share ideas, promote our school community, and to partner with our staff. A FAC directory is published and distributed school-wide.

FAC Mission Statement

The Family Advisory Committee (FAC) of Pasadena Community Church Preschool is a group of dedicated parents and caregivers who partner with the school to strengthen our preschool community. Through volunteering, event planning, communication, and collaboration with school leadership and the church, the FAC supports the spiritual, academic, and social growth of our children and their families.

FAC Goals

- Foster a strong sense of community by encouraging family engagement and connection at PCCS.
- Support the teachers and staff through appreciation efforts, volunteer coordination, and open communication.
- Serve as a bridge between families, the school, and church leadership by sharing feedback, ideas, and suggestions.
- Lead and assist with events and fundraising efforts that enrich the student experience and enhance the preschool environment.

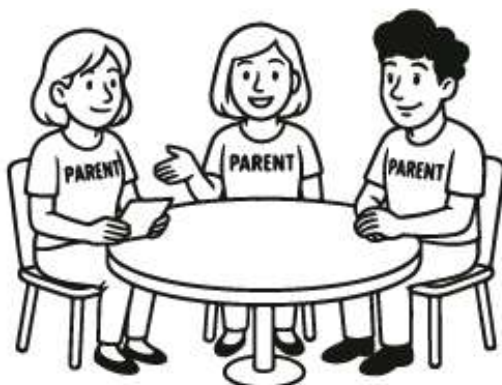


Join the Family Advisory Committee (FAC)

Partnering with the School to Strengthen Our Community

What is the FAC?

The *Family Advisory Committee (FAC)* is a group of room parents and school leadership who meet every other month to foster communication between families and the school. FAC members serve as a voice for their classrooms and help support school-wide initiatives that benefit students, families, and teachers.



What Do FAC Members Do?

- ✓ Attend bi-monthly meetings with school leadership
- ✓ Serve as a liaison between families in your class and the school
- ✓ Share important updates and reminders with parents in your class
- ✓ FAC members are responsible for developing fundraising ideas and organizing events that support the school and community.
- ✓ Participate in organizing or supporting school-wide events
- ✓ Coordinate one teacher appreciation lunch
- ✓ Be a friendly, welcoming contact for new families in your class

Why Join?



**STAY MORE
CONNECTED**
with what's happening at
the school



**BUILD
RELATIONSHIPS**
with other families
and staff



**HELP
ENSURE**
your class's voice is
heard



**MAKE A MEANINGFUL
IMPACT**
with a minimal time
commitment



INTERESTED IN JOINING?
Let your child's teacher know that
you'd like to join!



Volunteer Opportunities

We encourage all families to participate and be involved with their children's early childhood experiences at PCCS.

We offer many opportunities for families to volunteer such as school-wide events, serving on committees, helping in the classroom and doing projects at home for the teacher. Please let your classroom teacher know that you are interested in volunteering and look for sign-ups for classroom parties or events. Please be aware that children are always supervised by a level II screened staff member at all times and are never left alone with volunteers.

Classroom Concerns

If questions arise concerning a situation in the classroom, the family should first talk with the teacher. If the family does not receive satisfaction, the director should be contacted.

Appointments with the Director should be scheduled in advance through the school office. If the parent still feels that the issue is unresolved, they have the right to file a written request to the chairperson of the Preschool Advisory Committee or may contact the director's supervisor.





11. ADDITIONAL POLICIES

Media Policy

Children at PCCS do not watch television programming or are allowed internet access at anytime. On occasion a class may watch a movie, video or internet clip that supports their educational curriculum or as a teaching strategy. Please be aware that all forms of media are previewed by staff and approved by the director before children are exposed to them. Opt out forms will be sent home prior to class viewing. Full time students will watch a movie or video at the end of the day on some Fridays in the literacy center.

Pets on Campus

Some children are allergic to animals or are afraid of them. Although we believe that our family pet will not bite, the pet's temperament can quickly change when faced with several doting children and adults. Therefore, we must insist that pets ARE NOT ALLOWED on campus. Please refrain from bringing your family pet with you to pick up your child at dismissal and other times.



Student Files

Due to Pinellas County Licensing requirements parents are requested to turn in all necessary papers to the office in a timely manner. PCCS reserves the right to refuse a child to attend class if their student file is not in compliance.

Lost & Found

Lost items will be placed in a Lost and Found box that is in the school office. Unclaimed items will be donated to the Thrift Shop after 30 days.





12. CELEBRATIONS & EVENTS

At Pasadena Community Church Preschool, we believe in celebrating milestones, seasons, and special moments together. These events not only enrich your child's learning experience but also help build a strong sense of community among our families, staff, and church.

Throughout the year, PCCS hosts a variety of special events, performances, and classroom celebrations. Families are invited to participate in many of these experiences, whether by attending, volunteering, or donating items. Events are announced in advance through classroom communication and school newsletters.

Birthday Celebrations

We love recognizing each child's birthday in a simple and age-appropriate way.

- Parents may send in store-bought treats such as cupcakes or cookies.
- Please coordinate with your child's teacher in advance.

We ask that birthday celebrations remain low-key—no balloons, party favors, or gifts, please. Parents are invited to attend their child's birthday celebration in the classroom during morning snack.

Classroom Holiday Parties

Each classroom holds seasonal celebrations throughout the year. Parents may be asked to contribute snacks, supplies, or volunteer time. Holiday events are designed to be inclusive and developmentally appropriate while reflecting our school's Christian values.

School-Wide Events

- Spirit Day
- Trunk-or-Treat
- Christmas Concert
- Spring Concert
- Mothers Day Concert (Younger classes?)
- Weekly Chapel
- Family Social Events

