



# Parent Handbook

**The Robin's Nest – A Christian Preschool**

*Inspiring Dreams. Developing Wings. Loving God.*



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## WELCOME TO THE ROBIN'S NEST

The Robin's Nest was established in 1983 as a mission of Palm Harbor United Methodist Church. It is our pleasure to extend to you a warm, heartfelt welcome. We know that as an active member of your child's total learning environment, you join us as partners, investing in the excellence of Christian education.

Thank you for choosing The Robin's Nest for your child's education. We look forward to working with you and your child during the school year.

We encourage you to be involved in your child's education through volunteer work in the classroom and other school activities. Communication between school and home is enhanced through emails, newsletters, parent-teacher conferences, and The Robin's Nest Parent's Advocate Club.

The Robin's Nest Handbook has been prepared to help you understand clearly our expectations. It is our hope that this information will be of value to you as you join our school. Please read the handbook carefully. It can be an invaluable aid in helping you to make the most of your child and family's Robins Nest school experience.



## **Mission Statement of the PHUMC Board of Education**

Our mission is to provide an environment that allows all children to develop cognitively, physically, socially, emotionally and spiritually. Palm Harbor United Methodist Church is dedicated to utilizing Christian teaching and modeling Christian values.

## **The Robin's Nest Mission Statement**

The Robin's Nest is committed to providing an atmosphere of respect, consistency, and concern that nourishes a child's natural desire to learn.

### *Supporting Statements*

#### **The Robin's Nest ...**

Provides children with opportunities to develop their social, intellectual, emotional and physical capabilities in a loving Christian environment.

Encourages active involvement, meaningful experimentation and the development of self-reliance.

Implements developmentally appropriate activities that emphasize process rather than product, fostering a sense of pride and accomplishment for each child.

Cherishes each child as a unique gift from God; allowing us to get to know each child individually and help them reach their greatest potential.

## **The Robin's Nest Accreditation**

The Robin's Nest is accredited by the United Methodist Association of Preschools (UMAP). UMAP accreditation is achieved by maintaining high standards in staff qualifications, curriculum, health & safety, Christian education, reading readiness, physical development, and social development. The Robin's Nest also possess a Gold Seal Quality of Care Certificate presented by the Florida Department of Children and Families Childcare Services and is licensed by the Pinellas County License Board (license # C000846).

## **Christian Education**

The Robin's Nest hopes to instill Christian values and attitudes in your child by providing a relevant, integrated program that utilizes Christian teaching and models Christian values. Devotions, chapel and the study of Scripture are vital parts of our Christian moral development. The Christian attitude of the staff helps to develop the child's knowledge and understanding of God, Jesus, the Bible, the Church and themselves as children of God.

## **The Robin's Nest Classes**

The following classes are offered at The Robin's Nest:

2-year-olds	Tuesday/Thursday	9:00-12:15
	Monday/Wednesday/Friday	9:00-12:15
3-year-olds	Tuesday/Thursday	9:00-12:15
	Monday/Wednesday/Friday	9:00-12:15
	Monday – Friday	9:00-12:15
4-year-olds/VPK	Monday – Friday	9:00-12:15
Extended/Enrichment Program	Monday – Friday	8:00-3:00

### **Class Size**

2-year-olds	12 students / 2 teachers
3-year-olds	16 students / 2 teachers
VPK classes	18 students / 2 teachers

### **Chapel**

Robin's Nest students enjoy the privilege of attending chapel on a weekly basis. In chapel, they will sing along with familiar songs and hear Bible stories and special messages presented by Pastor Dave and his puppet friends. Our teachers plan weekly classroom activities that reinforce the chapel message. Christian education is interwoven in the total school experience.

### **Music**

Robin's Nest students attend music class once a week. In music class, children are taught (at an age appropriate level) concepts of tone recognition, mood, notation, and rhythm through songs, games and exercises that are fun for the children. The music enrichment program fosters the development of the child's listening and group cooperation skills.

### **Lunch Bunch**

Our 3-year-old and 4-year-old classes are offered an optional extended "Lunch Bunch" program from 12:15-2:00, Monday through Friday. Children have the option to purchase a hot lunch or bring a lunch from home. Our Lunch Bunch program offers children opportunities to prepare for a longer school day, to socialize with peers and to participate in exciting daily enrichment classes. Although we accept 'day of' registration, due to limited availability, we strongly encourage parents to utilize the monthly sign up form and register their child for Lunch Bunch in advance. Lunch Bunch reservations must be cancelled by 9:15 a.m. to receive a credit voucher.

### **Extended Care / Enrichment Program**

Our Extended/Enrichment Program is available to VPK students. The hours are 8:00-3:00 daily. Parents must pre-register their child for this program. The extended hours will include a time for lunch, indoor and outdoor play and daily enrichment activities – such as Music, Art, Yoga, Literacy Explorations and Science. Children have the option to purchase a hot lunch or bring a lunch from home. This program not only extends students’ learning experiences but also helps parents coordinate their preschool child’s schedule with school-age siblings’ or parent work schedules.

### **School Calendar / Holidays**

The Robin’s Nest closely follows the schedules of both the Pinellas County School system and/or Westlake Christian School. There may be some days during the school year that vary from the schedules of the above mentioned programs. The Robin’s Nest will provide a school calendar, monthly newsletters and monthly calendars that will list all holidays and special events for the month. If there are any changes to the calendar, parents will be notified.

### **Curriculum**

The curriculum at The Robin’s Nest is based on *The Creative Curriculum*, United Methodist Association of Preschools Standards, Florida State Standards and VPK Standards. Our teachers create weekly lesson plans that are relevant and developmentally appropriate for each age group. Learning centers are created and designed to encourage students to continue learning and provide opportunities to reinforce the skills presented in class. Throughout the year, your child will be assessed both formally and informally allowing their teachers to gather in-depth knowledge about your child’s specific strengths and goals and develop lesson plans aimed at helping each child reach their greatest potential. Our teachers are dedicated to helping our students build a solid foundation for their future success in school and in life.

We are fortunate to be located in an area of Pinellas County that allows us to incorporate the community into our program. The Robin’s Nest brings community helpers, heroes, wildlife experts and live theater presentations to the school to offer exciting enrichment activities to the students.

### **Community Partnership in Education**

Our Community Partnership program partners parents, individuals, families, businesses, and other organizations with our school in both a financial and social function. This program is available so that all members of our community can connect in a deeper way with the mission of our school.

**Adopt-A-Class:** Help to provide items from a specific teacher’s wish list; items may include manipulatives, classroom supplies, books, special items, etc.

**Adopt-A-School:** Help to provide items for general school use such as music, art supplies, library books, playground equipment and much more.

## **Parent – School Communication**

Communication between teachers and parents is essential to the success of our program. Parents will be informed about classroom and school-wide activities, plans and events through written notices, emails and newsletters. A monthly class calendar listing special events and activities is posted outside your child's classroom. Please be sure to check your child's bag or folder daily.

Teachers will communicate with individual parents when necessary by email, written notes or phone. Parents should not hesitate to communicate with the classroom teachers or The Robin's Nest office if they have any child or class related questions or concerns.

**Progress Reports and Conferences:** Teachers will be in contact with you throughout the year to keep you informed of your child's progress in the classroom. Individual conferences will be held during the school year. Conference dates are noted on the school's calendar. Parents will receive written progress reports documenting their child's growth and development and are encouraged to discuss any concerns with the teacher or director at any time throughout the school year. We welcome your comments and suggestions.

## **Family Involvement**

It is well documented that family involvement is a major factor in a child's educational success. The Robin's Nest encourages and appreciates family participation. There are many different ways in which parents and families can participate and volunteer at The Robin's Nest. Parents may volunteer to be room parents, to read in the classroom, to help teachers with various activities and/or to help coordinate special events. We encourage parent participation in all ways! Please share your "gifts" with us – your music, stories, hobbies, careers, talents, baking, art and yourselves!

All volunteers are required to have a signed Volunteer Affidavit form on file. When volunteering, please sign the volunteer log in The Robin's Nest office and obtain a "Visitor" badge to wear during your visit. When concluding your visit, please sign out before leaving.

## **PAC – Parent Advocate Club**

The Robin's Nest is most fortunate to have a very active Parent Advocate Club, PAC. PAC is open to all parents and to members of Palm Harbor United Methodist Church who wish to actively support The Robin's Nest program. PAC is designed to enthusiastically support The Robin's Nest program financially and spiritually. All club activities benefit the betterment of The Robin's Nest students. The words and actions of each member should reflect our school in a positive light and be used to better serve our teachers, students and families. Officers are elected to manage PAC functions. PAC meetings are held the first week of each month. Parents are encouraged to attend and get involved in all the exciting activities. We love our parents!



## **Enrollment / Registration**

Enrollment at The Robin's Nest is open to children who turn 2, 3 or 4 on or before September 1<sup>st</sup> of the school year for which they are registering. Registration for the upcoming year will begin in February. Registration dates and procedures will be published on the school's website <http://robinsnestpalmharbor.org/> and in the school newsletter.

The following schedule is used in determining the order of registration for the next school year:

1. Currently enrolled Robin's Nest students
2. Siblings of Robin's Nest, Westlake Christian School and/or Stars and Comets students
3. Palm Harbor United Methodist Church members
4. Open registration to the public

Parents can apply for enrollment of their child in The Robin's Nest by completing the registration forms and paying the Registration and Activity fees. These fees are NON-REFUNDABLE.

Enrollment shall be granted without regard to race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, disability, marital or veteran status.

## **Registration Forms**

Parents must complete all required registration forms prior to starting their child in the program.

Robin's Nest students are required to have the following forms on file:

- Child Enrollment Record
- Application and Student Identification Record
- Statement of Cooperation and Permission
- Emergency Medical Release (notarized)
- Food Experience Form
- Food and Nutrition Policy
- Withdrawal Authorization Form
- Parent Handbook Acknowledgement Form
- Flu Brochure
- Physical Examination health form
- Certificate of Immunization
- VPK Voucher

**Change of information:** Parents are required to notify the school of any changes in information on the child's identification records and to keep emergency contact information current.

**Children must be toilet trained in order to attend the 3 and 4-year-old programs.** Toilet trained is defined as being able to toilet independently and take care of personal hygiene. We understand that children occasionally have accidents but accidents should not happen on a regular basis.

## **Financial Information / Tuition**

Tuition is computed on a yearly basis. Parents have the option of payment in full by July 1<sup>st</sup> or in 10 equal monthly installments through electronic payment. ***Payments are due on the 1<sup>st</sup> of each month. If the first electronic payment is not received by August 1<sup>st</sup> your child's enrollment at The Robin's Nest may be forfeited.*** Information about electronic payments is available in the Robin's Nest office.

Tuition will be pro-rated for late enrollments. Monthly installments will be adjusted for students that register after the 1<sup>st</sup> payment.

**Registration Fee:** A non-refundable registration fee is required for all private pay programs (no registration fee required for VPK-only students) and is due with the application forms at the time of registration.

**Activity Fee:** A non-refundable activity fee is required for all private pay programs (no activity fee is required for VPK-only students). This fee covers dramatic presentations, classroom needs and enrichment activities brought on site.

\*VPK only families have the option to make a \$250 donation to cover the above fees.

**Discounts:** Families will receive a 10% tuition discount for their second and third child enrolled during the same school year. Discounts are applied to the lesser tuition amount. VPK-only students are not considered when calculating this discount. This discount does not apply to the registration or activity fee.

**Refunds:** The Robin's Nest is a non-profit program which relies solely on tuition payment to provide the means to meet operating expenses. It is assumed that each child's enrollment is for the entire school year. Therefore, the school offers no refund, reduction, or credit for withdrawals, dismissals, or absences due to illness, holidays, or vacations.

**Late pick-up fees:** A fee of \$1.00 per minute will be charged for any child picked up after the normal dismissal time (grace period of 5 minutes).

## **Attendance / Absences**

Good attendance habits now set a precedent for later school years. Children should attend school every day that they are healthy. Absences disrupt a child's sense of routine, and children often find it difficult to re-adjust upon their return.

**\*\*When children are absent due to illness or other unexpected causes, please call the office by 9:00 am to let us know. Also, please notify the office if your child is going to arrive late.**

## **Arrival / Dismissal Procedures**

The parent, legal guardian or caregiver is required to escort the child to the classroom. Please be prompt when bringing your child and picking them up from school. Children enrolled in our extended day program or who will be attending morning care may be dropped off as early as 8:00 am. All other students may be dropped off beginning at 8:55 am.

All half-day classes dismiss at 12:15 pm. Children are dismissed from their classrooms. Pick up time for students attending Lunch Bunch is 2:00 pm. Students enrolled in the extended day program must be picked up by 3:00 pm.

For your child's sake, it is very important that you arrive on time and pick up your child promptly.

Written authorization is required for anyone who is going to pick up your child. Please keep this in mind when providing the school with names of authorized individuals. This is a licensing regulation for your child's protection as well as the school's. A picture identification will be required for anyone picking up your child who is on your pick-up list and is unfamiliar to The Robin's Nest staff. In addition, The Robin's Nest will not release a child to an individual who appears intoxicated or otherwise impaired.

Students in the Extended Day program dismiss from either the back parking lot or designated car line. Please be sure to check with the Extended Day teachers for specifics regarding dismissal.

**Late Pick-up:** Parents are expected to be prompt in picking up their children. Half-day classes end at 12:15 pm, Lunch Bunch at 2:00 pm and Extended day program at 3:00 pm. The Robin's Nest is licensed to operate only during these time periods. If an emergency does arise, and you will be late picking up your child, please notify the office as soon as possible. A fee of \$1.00 per minute will be charged for any child picked up after the normal dismissal time (grace period of 5 minutes).

## **Health / Communicable Diseases**

The Robin's Nest follows all health/communicable disease policies as outlined in the Pinellas County License Board Manual.

We take great pride in maintaining a clean, healthy school environment for everyone – our students, families and teachers. If your child has a communicable disease (streptococcus, chicken pox, hand-foot-mouth, etc.) please INFORM THE OFFICE so that we can track any illnesses which may occur at our school.

Children who exhibit any signs of illness will be sent home. Parents are required to pick up an ill child within 30 minutes of notification by phone.

**Children must be symptom free (including but not limited to fever, diarrhea, vomiting, runny nose and cough) for 24 hours before returning to school.**

If a child has been diagnosed with a communicable disease, they must have a physician's note, stating the child is no longer contagious, to return to school.

## **Non-immunized Students**

Florida's school immunization law requires all students to have documentation of proper immunization or exemption to attend school. Students enrolling in The Robin's Nest must present a record of physical examination, completed within the last twelve months, a Florida Certification of Immunization (Form DH 680) documenting age appropriate immunizations OR a Religious Exemption Form Immunization (Form DH 681) if immunizations are in conflict with the religious tenets and practices of child's parents.

These forms must be completed and issued by a Florida physician or a Florida county health department.

The Robin's Nest may have students enrolled who have not received immunizations.

## **Medication**

Only medications prescribed by a physician will be administered. Medicine must be brought to the office in the original pharmacy container, labeled with the child's name and prescribed dosage. A medication authorization form must be signed in order for the staff to administer any medication. No other medications will be administered to your child.

Please do not leave any medication in backpacks, with your child or with the classroom teacher.

**Epi-pens:** If your child has been prescribed an epi-pen we ask that you bring the pen(s), in its original pharmacy container with the prescription and/or medical action plan attached, all inside a drawstring bag. This allows our teachers to carry the medication when they travel on-site.

## **First Aid**

Every teacher at The Robin's Nest is certified in CPR and First Aid. The staff records all student accidents and incidents. Parents are required to sign accident forms when picking their child up from school. If an accident is serious or causes concern, parents will be notified by phone. If an accident is life-threatening, 911 will be called and the child will be transported to the nearest hospital. The fastest method to call 911 will be used – teachers are authorized to make 911 calls as well as the school office and/ or director.

## **Food and Nutrition Policy**

### **The Robin's Nest promotes safe, healthy eating habits.**

We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit our children by:

- Maximizing growth, development, activity levels and good health.
- Minimizing the risk of diet related diseases later in life.
- Contributing to children's' good health and wellbeing that is vital for positive engagement in learning activities.

Therefore:

- The staff at The Robin's Nest model and encourage healthy eating behaviors.
- Food and drink are consumed in a safe, supportive environment for all children.
- Parents and caregivers are encouraged to send healthy foods to school with their children in insulated lunch containers packed with ice packs if needed.

### **Parents are responsible for reporting children's food allergies to The Robin's Nest office.**

### **The Robin's Nest is a Nut Free School.**

Due to the extreme nature of allergic reactions in children allergic to nuts and products containing nuts,

The Robin's Nest prohibits foods containing nut products. Parents are responsible for providing foods that are nut and nut product free for their child's lunch and/or snack.

### **Snacks at The Robin's Nest.**

Students at The Robin's Nest will be offered a morning snack. Students take turns providing a store bought snack for the class. Parents are asked to provide nutritious snacks that contain at least 2 food groups (such as applesauce and crackers or cheese and apple slices). All snacks must be delivered in original, unopened store bought packages. Please avoid sending snacks notable for choking (popcorn, grapes, pretzel nuggets). When children celebrate a birthday, they may arrange a day to bring in a special snack to share with their classmates. Snack calendars are posted in each classroom. If a child follows a special diet or has significant food allergies, parents are always welcome to send in a separate, nutritious snack for their child.

### **Snack information (continued):**

Some items you may wish to consider providing during your snack week:

Carrot sticks	Teddy Grahams	Melon
Celery	Natural Fruit-by-the-foot	Raisins
Peppers	Nutri-grain fruit bars	Cream Cheese
Broccoli	Dried Fruits	Yogurt
Applesauce	Lunch Meat	Cheese
Grapes	Egg Salad	Bananas
Oranges	Graham Crackers	Goldfish Crackers
Apples	Jell-o	Rold Gold Pretzels.

**\*Please read the labels of all food brought to the center to be sure that it does not contain peanuts and/or peanut products.**

### **The Robin's Nest:**

- Provides rewards/ encouragements that are not related to food or drink.
- Understands and promotes the importance of breakfast and regular meals for our children.
- Teaches the importance of healthy meals and snacks.

### **Clothing**

Children should come to school dressed for PLAY! Our students are engaged in various activities during the course of the day, including active and messy play. We recommend washable, comfortable play clothes. For your child's safety, closed-toe, non-skid shoes must be worn. Our playgrounds are mulched so socks are highly recommended. NO flip-flops, crocs or sandals are permitted. Children may wear a hat on the playground, but not in the classroom.

A complete set of labeled clothes (including underwear and socks) placed in a labeled zip-lock bag must be kept at school. Please label all items with your child's name. Children go outside daily, weather permitting, so please dress them appropriately.

### **Personal Belongings**

Please mark your child's name on all removable clothing items, backpacks and lunch boxes. Due to the risk of damage, sharing issues and loss, children are not permitted to bring in toys from home, unless they are for a school activity. Your child may bring in items that are appropriate to the monthly theme or books to share. Please make sure your child's name is on these items. Toy weapons such as swords or guns are never permitted at school.

## **Electronic Media Policy**

The use of electronic media in the classroom will be limited to developmentally appropriate learning materials for and age-appropriate length of time. All videos must be approved by the director before being shown in the classroom.

## **Emergency Procedures / Severe Weather**

The Robin's Nest and the ministries of Palm Harbor United Methodist Church have a detailed emergency plan in place, which includes procedures for fire, tornado and lockdown situations. In 2018, a full-time Sheriff's Deputy was employed to be on campus during school hours. In addition, Pinellas County Sheriff's Department conducts routine trainings for all teachers and staff so that we are prepared to act quickly and safely if an emergency were to take place.

Emergency fire, tornado and lockdown drills are held throughout the school year to acquaint your child with our emergency procedures. These drills may make quite an impression on your child the first time, but they will soon become accustomed to it and know just what to do.

In case of severe weather, please monitor your email and the school's Facebook page for updates.

Whenever possible, with enough prior notice, we will contact parents first in the event of a possible school closing or evacuation. However, in the event of an ordered evacuation, we will relocate to the Presbyterian Church of Palm Harbor located at 2021 Nebraska Ave., Palm Harbor, FL. Students will walk supervised by teachers and administrators across the athletic field to the Presbyterian Church.

In the event that the Presbyterian Church is also not a safe evacuation location, students will be transported by Palm Harbor United Methodist vans to the Palm Harbor Library, located at 2330 Nebraska Ave, Palm Harbor, FL.

The Robin's Nest staff will maintain teacher/student ratios and constant supervision during any evacuation. Parents will be notified immediately by phone.

Parents will be notified of pick up information by telephone and/or email.

## **Discipline / Student Behavior / Expulsion Policy**

The beginning years of any child's life are critical for building the early foundation of learning, health and wellness needed for success in school and later in life. During these years, children's brains are developing rapidly, influenced by the experiences, both positive and negative, that they share with their families, caregivers, teachers, peers, and in their communities. A child's early years set the trajectory for the relationships and successes they will experience for the rest of their lives, making it crucial that children's earliest experiences truly foster – and never harm – their development.

The teachers and staff of The Robin's Nest will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity

It is very important a child's development is nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, biting, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, we will never use:

- Threats or bribes
- Physical punishment
- Deprivation of food or other basic needs
- Humiliation or isolation

No child will be subjected to discipline which is severe, humiliating or frightening, or associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited.

The Robin's Nest is committed to meeting all of our student's needs. If your child's behavior is very disruptive or harmful to himself or other children, we will discuss the issue with you privately. If the situation can be resolved by implementing behavioral support systems or utilizing outside agencies, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other schooling arrangements.



## **Parent Code of Conduct / Confidentiality**

The Robin's Nest requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. We cherish each and every child enrolled in our program and are committed to helping each of them grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of The Robin's Nest but, is the responsibility of every adult who enters the school.

By signing the *Statement of Cooperation and Permission* form, parents have agreed to cooperate with school personnel in a positive and supportive manner concerning the operation of the school ministry and the implementation of the education program. Parents agree to apply the principles of Matthew 18: 15-17 in resolving any questions or matters of disagreement. **Matthew 18 requires direct communication with persons involved as opposed to general discussions or gossip with other parents or teachers who are not directly involved in the matter.**

It is inappropriate for parents to discuss students other than their own – either on site or outside of school. All behavior concerns should be brought to the classroom teacher or director's attention. The teachers and/or director will address the issue. At The Robin's Nest, we abide by a very strict confidentiality policy. Teachers and/or the directors are strictly prohibited from discussing anything about another child with you. In addition, no information about your child will ever be shared with another parent.

Any parent with a concern about a staff member should follow the following procedures: 1) The concern should be brought to the attention of the staff member; 2) If the concern is not properly addressed by the staff member, it should be brought to the attention of the school director; 3) If the concern is not resolved by the director, it should then be brought to the attention of the church Business Administrator; 4) If the concern is not satisfactorily addressed by the Business Administrator, the parent should then bring the matter before the Board of Education at a scheduled board meeting.

**Violations of the Code of Conduct:** The Robin's Nest takes very seriously the responsibility of maintaining an environment of mutual respect and the confidentiality of all persons associated with our program. Parents must understand the implications of this responsibility. Our policy not only applies to your child and family but to all children, families and employees associated with The Robin's Nest. Any parent who shares any information considered to be confidential or seeks information from other parents which is not necessary for them to know, will be considered to be in violation of our Code of Conduct.

## **VPK Attendance Policies**

Parents of children in the Robin's Nest VPK program are required to sign the following policy statement at registration. The signed statement will be kept in their child's enrollment file.

## **VPK Policies Statement**

The Robin's Nest offers the Voluntary Prekindergarten (VPK) Program. Our attendance policy is as follows.

Please be prompt bringing your child to school and picking up your child. VPK classes begin at 9:00 a.m. and end at 12:15 p.m. If you plan to take your child out of school for any period of time (vacation, etc.) please inform the teacher.

Please call the school office at (727) 786-1861 by 9:00 a.m. to report a student absent. We request this parental support to know the child's whereabouts and to be informed of illness within our school community.

Tardiness is strongly discouraged by our Robin's Nest school as it impedes the classroom teacher's overall effectiveness. Repeated tardiness is brought to the attention of the director. Parents are contacted if chronic tardiness becomes an issue and cooperation is expected in promptly remedying the situation.

VPK children are allowed to be absent for no more than 20% of the program year. In the event that your child exceeds the permitted absences, you will be charged a \$20 per absence fee for the remainder of the school year. If extensive absences continue, your child may be withdrawn from the VPK program at our site. You may choose to continue your child's care with us by using our private pay program.

Parents must be prompt in picking up their children. Half-day classes end at 12:15 p.m., Lunch Bunch ends at 2:00 p.m., and extended day classes end at 3:00 p.m. The Robin's Nest is licensed to operate only during these time periods. If you are running late please call and let the school know. A fee of \$1.00 per minute will be charged for any child picked up after the normal dismissal time (grace period of 5 minutes).

You must verify your child's attendance at the end of each month by signing the monthly form. It is required that you do this no earlier than the last VPK day of the month and no later than ten VPK days after the end of the month.

Lunch Bunch is available from 12:15 p.m. until 2:00 p.m. for \$12 per day.

## **Ministries of Palm Harbor United Methodist**

**Westlake Christian School**, a Christian, college preparatory environment, educates children from Kindergarten through Eighth Grade in a comprehensive program dedicated to excellence in well-rounded academics and spiritual formation.

**Stars & Comets** provides high quality, fun, and safe before and after school care for children ages 5 – 12 with age appropriate classes and a low student / teacher ratio. Children experience a caring, devoted staff, fun activities, a family friendly Christian environment, and even exciting trips (on breaks and half days). Serving students from Westlake Christian and 10 north Pinellas public / charter schools.

**Camp CUBBER** offers your rising K – 8<sup>th</sup> grader the summer of his or her dreams. Camp CUBBER is Florida's largest Christian summer day camp, providing campers with great classes, activities, field trips, and more each week. Running the 10 weeks of summer break, Camp CUBBER offers the perfect blend of education, fun, and faith / character development.



**It looks like play, but we are learning to:**

- Work and play together
- Respect the rights of others
- Listen as well as speak
- Grow in self-control
- Participate in group activities
- Share toys, equipment, and experiences
- Listen to directions and follow them
- Develop good working habits
- Grow from dependence to independence
  - Finish what we start
  - Clean up after work time
- Enjoy using a variety of materials
- Dramatize stories and experiences
  - Develop an interest in books
- Stay with plans for increasingly longer times
  - Improve muscular coordination
- Understand new words and be able to use them
  - Develop new interests and extend old ones
    - Develop an interest in the world around us
- Experience God's love through caring teachers, parents and church members

**Play is a Child's Textbook, and Through it We are Learning**