



**LAKESIDE**  
UNITED METHODIST CHURCH & PRESCHOOL

# FAMILY HANDBOOK 2023-2024

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407-330-4648 Phone 407-330-6510 Fax

[lakesideumc.net](http://lakesideumc.net)

DCF # C18SE0299/VPK # 11591

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# FAMILY HANDBOOK

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CHURCH

Dear Parents,

Welcome to Lakeside UMC's Preschool program! We are so excited and honored to have you with us. As we prepare to begin the school year, it is our goal to make this a wonderful learning experience for your child. For some of you, this may be your child's first "away from home" experience. Parents and children experience excitement and sometimes, even a little apprehension. These feelings are normal, and you can rest assured that our experienced and caring staff will work with you and your child to start the year off right!

There are so many moving parts in having a solid preschool program. So, we need your help! During our busy lives we might not take the time to read a Family Handbook because it's going to be boring or contain material that you've already heard. Well, **it's important to read this handbook! It's also important to read all emails that come from your child's school.** We will do our part by keeping you informed on the normal things like parties, chapel, what the children are learning in class and any illnesses that seem to be in our school! So please, read this handbook, and open/read all of your emails from your child's school.

This handbook has been published to help answer many of the questions that you may have about our program. If any questions remain after reading it, please feel free to contact us. Lakeside has an open door policy and your questions and comments are welcome. You may call 407-330-4648 or check out the school link on the church website at [www.lakesideumc.net](http://www.lakesideumc.net) Again, we are so glad to have your child at Lakeside Preschool. On behalf of the teachers and staff, welcome and we look forward to getting to know your family!

Yours in Christ,

## **Lakeside United Methodist Church**

### **Educational Philosophy**

**Welcoming, Growing, and Serving Christ's Love  
for the Renewal of our Community.**

Our goal is to provide an educational experience that is fun, caring, and stimulating in which children grow spiritually, emotionally, intellectually, physically, and socially.

Our faith-led curriculum is carefully selected from research-based material that considers individual learning styles and age appropriate applications. We also set educational goals and expectations for each age group well beyond state standards. Families are the primary influence in children's education, and our program is one that encourages and welcomes parental involvement.

**MISSION**

Lakeside’s Preschool Program is dedicated to providing a positive, Christian based, age appropriate learning experience for children ages 18 months to 5 years.

**MONTHLY TUITION**

Tuition payments are due on the 1st of each month. Our preferred method of payment is our automatic payment processing system that allows payments to be made with your credit card or automatically from your bank account.

**YOUNGER 2-YEAR OLD PROGRAM**

T/Th	9 - 12 p.m.	\$380/month
M/W/F	9 - 12 p.m.	\$410/month
M-F	9 - 12 p.m.	\$480/month

**OLDER 2-YEAR OLD PROGRAM**

T/Th	9 - 12 p.m.	\$380/month
M/W/F	9 - 12 p.m.	\$410/month
M-F	9 - 12 p.m.	\$480/month

**3-YEAR OLD PROGRAM**

T/Th	9 - 2 p.m.	\$470/month
M/W/F	9 - 2 p.m.	\$510/month
M-F	9 - 2 p.m.	\$605/month

**4-YEAR OLD PROGRAM**

M-F VPK	9 - 12 p.m.	State Funded
Extended Day	12– 2 p.m.	\$345/month
Non VPK spot	9 – 2 p.m.	\$605/month

***Your child must be the class age on or before September 1st of the current year.***

**TUITION/LATE FEES/RETURNED CHECKS**

A \$35.00 late fee will be assessed after the 5th of each month for each child. There is a \$35.00 charge for returned checks/declined credit cards. If applicable, both fees will apply.

## ARRIVAL AND DISMISSAL PROCEDURES

### ARRIVAL:

Children should arrive between 8:55 am and 9:05 am. Please do not arrive early as the teachers are preparing for the day. There are planned activities, and tardiness disrupts the class schedule. Parents are welcome to spend a few minutes helping their child feel comfortable before saying their good-byes. VPK Students are required to attend chapel as that is part of their hours & includes a portion of their required domains. It's important for children to arrive on time for school. We understand there are times when you will be late. If you arrive with your child during Chapel (9:15 a.m.), please bring your child to the Sanctuary. Sit with your child towards the back of the sanctuary until the worship songs begin, then have your child join his/her class and sign your child in with the teacher. This plan will help maintain the consistency of worship during Chapel for the entire school.

You are required to sign your child in every morning. In the event that someone other than a parent will be picking up your child that afternoon, please make a notation on the sign-in sheet AND inform the teacher. Only persons listed on the child's registration form may be allowed to pick up the child. There are no exceptions to this rule for safety reasons. Children will be dismissed from their classroom. In the event that it is raining during arrival or dismissal, please check your email to see if we are implementing "Rainy Day" arrival/dismissal procedures.

### DISMISSAL:

Classes are dismissed at 12:00 pm for our 2 year olds, and VPK only students, 2:00 pm for preschoolers. Children should be picked up promptly. Tardiness is often upsetting to the child. There will be a \$30.00 fee for consistent late pick-ups. A late pick-up is defined as 5 minutes past the time of pick-up. If you arrive after 12:06 or 2:06 or later please pick your child up at the office and a late fee will automatically be billed to your account. A picture ID will be required for ANYONE picking up a child from the Preschool program. If an emergency arises and the parent is not able to pick up the child, someone from the "approved pickup" list may pick up the child after we have received approval from the parent. **For the safety of the child, any person picking up a child MUST BE ON THAT CHILD'S APPROVED PICKUP LIST, and ID will be required. There are NO exceptions to this rule.**

### ALTERNATE DISMISSAL:

Occasionally there are special events at the church, which occur during our school day. Sometimes, these events take place in or near our classrooms. If and when one of these occasions arise, parents will be notified in advance of the alternate dismissal procedure.

**DROP OFF/PICK-UP/PARKING:**

Please use the parking spots in front of the school, or the church side parking lot. We would like to keep the “drive-way” in front of the school open for the safety of the children and to maneuver vehicles. Our doors will be open from 8:55-9:05 a.m., 11:55 a.m.-12:05 p.m., and 1:55-2:05 p.m. Please walk with your child to their classroom and sign them in upon arrival. If you arrive after the front doors are closed, you will need to take your child to the sanctuary and have them join the class at that time. You will still need to sign your child in.

Since our teachers are responsible for checking each child out, we ask that you discuss any concerns with the teacher after all the children are picked up.

If your child is not picked up by 12:06 pm or 2:06 pm you will be charged a late pick up fee of \$30.00 and a \$1.00 late fee for every minute thereafter. This will be implemented on the 3<sup>rd</sup> occurrence.

Dismissal will be from the front porch for our Two's & Three's. VPK students will dismiss from their classrooms. Three's will dismiss from the Preschool/Office doors. The two's will be brought out to you as you arrive to pick them up on the Preschool/Office doors.

**ENROLLMENT POLICIES**

Parents may terminate their child's enrollment by providing 2 weeks' notice, in writing, to the school office. Under these circumstances, registration fees, activity fees, and tuition payments are nonrefundable.

Lakeside may terminate a child's enrollment under any of the following situations: Failure to pay fees; Required record information not provided within the time frame dictated; The administration and teachers feel that further attendance is not in the best interest of the child or the class. On occasion a child may require more individual care than we are equipped for. This would be decided mutually, in a series of Parent/Teacher conferences.

All parents and family members are encouraged to act in a Christ-like manner at all times. Remember, as an adult, you are a role model for your child as well as other children. **Failure to conduct yourself in a Christ-like manner may result in separation from Lakeside UMC Preschool.**

**DISCIPLINE POLICY**

Discipline is enforced by first redirecting the child and secondly removing the child from active participation, but not from adult supervision. Positive behavior is reinforced. Corporal punishment is not administered under any circumstances. If excessive discipline problems arise, the Preschool Director will contact the parent to schedule a meeting to discuss the child's behavior. **Excessive discipline problems can result in the child being removed from the program, but every effort will be made FIRST to make sure this doesn't happen.**



### DAILY SCHEDULE & CLASSES

- Class rosters are set by the Director and Teaching Staff.
- Children will be divided into groups by age and learning level as determined by the teacher.

### DAILY SCHEDULES

Class Schedules incorporate the following:

- Chapel
- Center Time—Blocks, Math & Art, Literacy, Science and Dramatic Play
- Circle Time—Christian & classic children's literature, academic concepts, finger plays, songs, and felt board activities, etc.
- Restroom Break
- Snack Time—Snacks brought from home, Incorporates prayer, manners, and hygiene.
- Outside Activity- weather permitting
- Special Time—Art, Spanish, music, movement, or group activities.

*The order and duration of each activity may vary. Schedules are posted in individual classrooms. In the event of inclement weather play will happen inside the building (hall, church lobby and or Sanctuary).*

### PARENT INVOLVEMENT

We recognize how important it is to keep parents actively involved in the education of their children. We encourage you to visit your child's classroom and participate in the many planned events during the year. Please coordinate with the teacher as to the times and dates. Our goal is to make this an enjoyable experience for you and your child. Please make sure you read your weekly newsletter outlining the activities planned for that week and highlighting any special events that may be coming up.

The Lakeside Preschool has an "open door" policy. We are interested in your comments, questions, and even encouragement. Stop in any time or call to arrange a special time to talk.

If you wish to volunteer in the classroom, please see the Director/Assistant Director for paperwork.

### SNACKS

- Parents will provide snacks for their child
- **We are a peanut/nut free school, so please plan snacks and lunches accordingly.**
- If nuts, traces of nuts or processed in a plant that may contain nuts is on the nutrition label on the box, then it is not allowed at Lakeside
- Please do not pack candy or cookies for snack.
- Children with food allergies will be identified to all staff members.

### BIRTHDAY SNACKS:

Parents are encouraged to celebrate your child's birthday with the class. You may bring a birthday treat for the class if you would like. Parents should notify the child's teacher in advance so they can plan accordingly. **We are a peanut/nut free zone, so please plan accordingly. Absolutely no peanut/nut products should be brought onto school property as it poses severe health risks for students with related allergies. Please check with the business to ensure items are nut free and to ensure that there will be no cross contaminated items. All birthday treats need to be approved by the Preschool office before being taken to the classroom. Thank you for your understanding in this matter. If you are not**

***Birthday Snacks continued.....***

sure about the special treat, please check with the Preschool office BEFORE you order or purchase the item. We surely do not want to disappoint your child if we are not able to allow the item in the classroom.

**CHILDREN'S CLOTHING**

Children need to come dressed to work, play, and have fun. Their clothes should be comfortable, easy to button, snap, and zip to allow independence in toileting. Children play outside each day with the exception of rainy days. Please provide appropriate jackets for cool days. Shoes should be closed-toed and rubber-soled. ALL children need a complete change of clothes to be kept in their diaper bag or backpack. All clothing brought to school should be clearly marked with the child's name and placed in a gallon-sized Ziploc bag. Outfits with scary, frightening or intimidating images or other inappropriate logos may not be worn at any time.

- STUDENTS NEED A COMPLETE CHANGE OF CLOTHES IN A GALLON ZIP LOCK BAG CLEARLY MARKED WITH THEIR NAME ON IT.
- IF YOUR CHILD IS CURRENTLY POTTY-TRAINING, WE ASK FOR SEVERAL CHANGES OF CLOTHES. IF POSSIBLE AN ALTERNATE PAIR OF SHOES AS WELL (SOILED CLOTHES AND SHOES WILL BE SENT HOME).

**BACKPACKS**

Children will need to bring a small backpack to preschool. This backpack should contain a complete change of clothing and two or three diapers, if used. Do not bring sippy cups or other personal items other than personal water bottles labeled with your child's name on it.

**Toys**

Except for the purpose of assigned show and tell, please do not allow your child to bring toys or other such items to Preschool. We have found that when one child brings a toy, the other children also want to play with that toy and problems arise. We furnish a full range of toys and educational manipulatives for the children to play with at the appropriate times.

**SEVERE WEATHER POLICY**

When the National Weather Service provides advance warning of severe weather and announces school closures for Seminole County, Lakeside will also be closed. If severe weather should develop while our program is in session, weather safety procedures will be followed.

**HEALTH AND SAFETY**

Every effort is made to ensure the health and safety of your child. If an accident should occur at Preschool, the parents of the child will be notified immediately. If contact cannot be made with a parent, we will attempt to contact the people indicated on the child's registration form as emergency contact. If none of the above people can be contacted, we will contact your child's physician and/or call an ambulance as necessary. Parents are responsible for the cost of any medical or emergency treatment.

A medical record is maintained for each child. Children are required to submit a physician's certificate of good health at the time of admission and update every other year of attendance at Lakeside. Documentation of the child's inoculations and a copy of birth certificate is required as well. Per DCF regulations, immunization and health records need to be submitted within the first 30 days of the start of school.

**CHILD ABUSE AND NEGLECT**

**WE ARE REQUIRED BY LAW TO REPORT ANY SUSPECTED CHILD ABUSE OR NEGLECT (SEE NEXT PAGE)**

# **REPORT CHILD ABUSE**

## **EMERGENCY 911**

**Seminole County Sheriff  
Department  
407-665-6600  
Sanford Police Department  
407-688-5070**

**Florida Child Abuse Hotline  
1-800-962-2873  
Florida Poison Info Center  
1-800-222-1222  
Seminole County Fire Dept.  
407-665-5175**

### **EMERGENCY CONTACT INFORMATION**

#### **LAKESIDE**

**PASTOR DAN WUNDERLICH**

**407-330-6560 (CHURCH) 407-489-5523 (CELL)**

**CHILDREN'S MINISTRY LEADER – DANA MORSE**

**407-330-6560 (CHURCH) 609-751-6758 (CELL)**

**PRESCHOOL DIRECTOR – MARTI PACHECO**

**407-330-4648 (PRESCHOOL) 407-312-5230 (CELL)**

**ADMINISTRATOR FOR CHURCH – WENDY VOTINO**

**407-330-6560 (CHURCH) 407-222-2922 (CELL)**

**DISTRICT SUPERINTENDENT – REV. DR. SHARON G.**

**AUSTIN**

**321-295-8801 (OFFICE)**

**ANYONE WHO WITNESSES OR HAS KNOWLEDGE ABOUT AN ABUSIVE  
SITUATION MUST REPORT THE ABUSE.**

**FOR THE PROTECTION OF ALL THE CHILDREN, A CHILD SHOULD BE KEPT HOME IF HE OR SHE EXHIBITS ANY OF THE FOLLOWING:**

- \*A temperature of 100.0 degrees or higher, oral within the last 24 hours. \*
- \*Diarrhea within the last 24 hours.
- \*Vomiting within the last 24 hours.
- \*An undiagnosed rash
- \*Sore or discharging eyes
- \*Profuse nasal discharge
- \*Pink eye
- \*Any other contagious symptoms

**PLEASE KEEP YOUR CHILD AT HOME IF THEY ARE NOT FEELING WELL!**

Please do not give a fever reducer to your child and send them to school. Attempting this may mean dismissal from our program. We want to keep ALL of our students as safe and healthy as possible.

\*If a child is sent home at 11:00am on Monday with any symptoms listed above, we will expect to see the child back no earlier than Wednesday.

A child who develops any of the above symptoms while at Preschool will be isolated from the other children, and parents will be contacted in order to take the child home.

A child who has contracted COVID, FLU, whooping cough, Measles, German measles, impetigo, chicken pox, diphtheria, pinworms, head lice, scarlet fever, fifth's disease, or any other case deemed contagious by preschool, is not permitted to attend Preschool until the potential of spreading the infection or infestation has subsided. The Preschool Office should be notified as soon as possible if your child has contracted or been exposed to any of the previous conditions. If the children of the program are exposed to a contagious condition, all parents will be notified.

### **Medication Policy**

The Lakeside Preschool Staff will only be allowed to administer medication (prescription and/or over-the-counter medication) with a doctor's note including specific medication, dosage and frequency. If your child carries an Epi-Pen for severe allergies or an inhaler for asthma—a doctor's note with dosage is required.

**DCF DOES NOT ALLOW LAKESIDE STAFF TO APPLY SUNSCREEN OR ANY OTHER TOPICAL TREATMENT TO YOUR CHILD AT ANY TIME.**

**BITING POLICY**

We strive to provide a safe and loving environment for your child. Children who are 2 years old and younger may bite from teething, for oral exploration, or because they are unable to articulate their feelings. We will make every effort to minimize frustrations and foster cooperation. We will use our discretion in responding to biting by a child, however, we reserve the right to respond with biting policies as noted below.

\*First Offense: Child will be spoken to about the offense and a behavior slip will be sent home.

\*Second offense: Child will be sent to the office and the parents will be called to pick up the child.

\*Third offense: Child will be sent to the office and the parents will be called to pick up the child and to meet for a conference.

\*Fourth offense: Child may not be allowed to attend Lakeside Preschool.

**PARENT/TEACHER CONFERENCES**

**We will be happy to schedule parent/teacher conferences with a 48-hour notice to discuss your child's progress in a quiet setting away from the classroom.** Our staff is committed to giving their full attention to their students from the moment they arrive at school and are unable to hold discussions at arrival or dismissal times. Conference times will be scheduled for the last 30 minutes of your child's class time. Thank you for your understanding.

**COMMUNICATION**

Communication is a vital part of our school. We have devised several ways to keep parents informed of the child's learning process. Each teacher will send home a weekly newsletter with special projects, themes of study, and any information applying to the child's learning. Reminder notes may also be sent home. **It is the responsibility of the parent to check the child's backpack daily. You may also be contacted by e-mail from teachers and the office. Please make sure an updated address is on file.**

**PARENT TIPS FOR COMMUNICATION**

1. Confidentiality is of the utmost importance at our school and is compromised by discussing your concerns in the hallways or parking lot. It is beneficial to the children, the parents, and the teachers to keep matters private.
2. Concerns should be discussed with your child's teacher first. This can be handled through a phone conversation or a parent-teacher conference.
3. If the parent is not satisfied with the results of the conference, the parent, teacher, and director can meet to discuss the matter further.
4. Any concerns about our school policies can be discussed with the director and or the assistant director.

## CURRENT & UPCOMING EVENT INFORMATION

We try our best to keep everyone informed of upcoming events and news regarding our school and church.

\*E-mails will be sent home.

\* Text message sent with updates and emergency information

\*Check our website at [www.lakesideumc.net](http://www.lakesideumc.net)  
where you will be able to access the school page.

\*Please feel free to ask your teacher or the directors if you have any questions.

### Ways to be involved:

- o Volunteer at School/Classroom Special Events
- o Assist Teacher with cutting, copying etc.
- o Room Parent
- o PAC team member
- o Substitute Teacher
- o Classroom Reader

Please communicate with your child's teacher with ways that you would like to volunteer.

You can find more ways to be involved by referring to the "Parent Participation" sheet in this folder.

**Please check with the Preschool Office to see if there are any job openings within the preschool if interested! Working with this wonderful group is fun, challenging, and rewarding! Certain positions also offer a tuition discount!**

## School Calendar 2023-2024

August 10	First day of school for T/Th students 12:00 dismissal all students
August 11	First day of school for M/W/F students 12:00 dismissal all students
September 4	School Closed - Labor Day
September 27	Early Release – Teacher Work Day 12:00 dismissal all students
October 16	School Closed – SCPS Closed
October 25	Early Release – Teacher Workday 12:00 dismissal all students
November 17	Early Release 12:00 dismissal all students
November 20-24	School Closed – Thanksgiving Break
December 18-20	Early Release 12:00 dismissal all students
December 21 – January 5	Christmas Break
January 15	School Closed - MLK Day
February 19	School Closed - Presidents' Day
February 28	Early Release – Teacher Workday 12:00 dismissal all students
March 18-22	School Closed - Spring Break
March 29	Early Release – Good Friday 12:00 dismissal all students
April 1	School Closed – Easter Monday
April 24	Early Release –Teacher Workday 12:00 all students
May 23	Early Release – <b>VPK GRADUATION!</b> 12:00 all students
May 24	Early Release <b>Last Day of School</b> 12:00 for all student



Teacher: \_\_\_\_\_

Room #: \_\_\_\_\_

Director: Marti Pacheco 407-330-4648

mpacheco@lakesideumc.net

Asst. Director: Renee Carbia 407-330-4648

Preschool@lakesideumc.net

Arrival: 9:00 am    Dismissal: 12:00 or 2:00

Room Parent: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Teacher's Birthday: \_\_\_\_\_

Assistant's Birthday: \_\_\_\_\_

Preschool office has a profile sheet on each of your teachers if you need ideas on how to love on them throughout the year.

**LAKESIDE UNITED METHODIST PRESCHOOL****Student Files**

Student files are audited by DCF and the Early Learning Coalition each year. If our student files are incomplete, we will be found in violation of DCF and the ELC requirements. Therefore, it is very important that your child's file is complete.

Please have the following signed and on file in the school office no later than the 1<sup>st</sup> Day of School:

1. Registration Form
2. Tuition Express Form
3. Immunization Record
4. Health Records
5. Birth Certificate
6. VPK Certificate (if your child is in our VPK Program)
7. VPK Policy and agreement (if your child is in our VPK Program)
8. Parent Participation Form
9. Parent Handbook (last page)

**The following must be accessed from school website and read:**

***Lakeside UMC.net/registration***

\*Know Your Child Care Facility Brochure

\*The Flu Brochure

\*Influenza Brochure

\*Distracted Adult Brochure

## WELCOME GROW AND SERVE WITH LAKESIDE UNITED METHODIST MINISTRY INFORMATION

### SUNDAY CLASSES

NURSERY — AGES 0-2

JR. EXPLORES — AGE 3

EXPLORERS — PRE K — K

PATHFINDERS — K- 5<sup>TH</sup>

SUNDAY WORSHIP SERVICES 8:30 A.M. AND 10:45 A.M.

(NURSERY **ONLY** OFFERED AT BOTH SERVICES, SUNDAY SCHOOL CLASSES OFFERED AT **10:45 A.M.**)

### CHILDREN'S MINISTRY EVENTS INCLUDE:

Trunk or Treat

VBS

Easter Eggstravaganza

Back to School Bash

### YOUTH MINISTRY EVENTS INCLUDE:

High School Dinner & Devotion

Fall Retreat

Rock the Universe

Confirmation Classes and Retreat

Mountain Top Mission Trip

Middle School Faith and Friends

### ADULT MINISTRIES

Adult Studies

Outreach Groups

Workshops

### WORSHIP

God delights in real people giving Him real worship. We experience God through the hearing of His Word, and we express our love for Him through passionate praise, prayer, and service in our everyday lives. Weekly worship is an encounter with the Living God and a celebration of God's love! Join us Sunday mornings at 8:30 am and 10:45 am.

**Sunday Services live streaming at 10:45 a.m. on [lakesideumc.net](http://lakesideumc.net) or on our Facebook page.**

