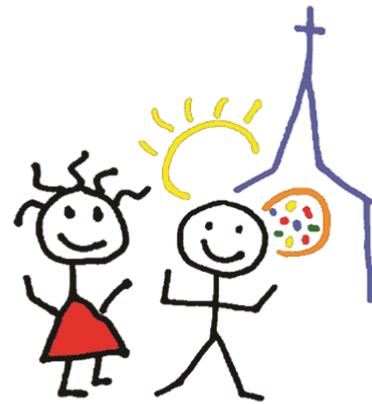
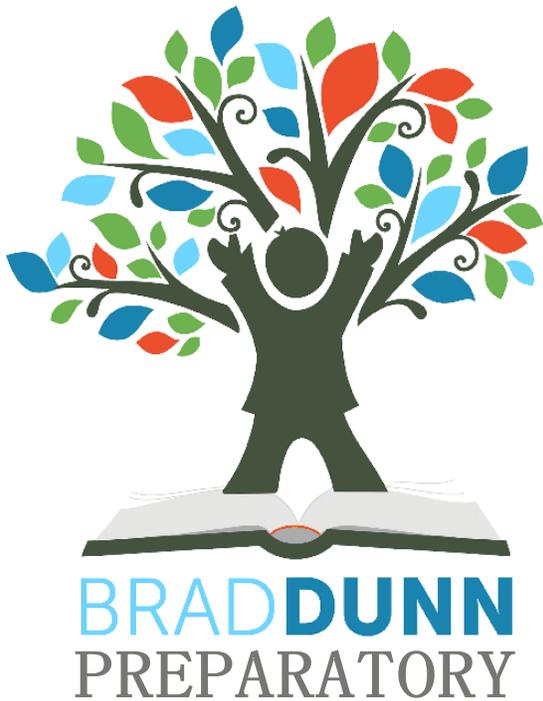


Dunn Preparatory School



Woodland Early
Childhood Center

Parent Policy Handbook

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Historical Sketch of the School

Woodland Early Childhood Center was started in 1993 in response to a need that the community had for quality childcare. Woodland Community Church follows the example of Jesus, in wanting to meet the need, in order for people to understand their need to know their creator as a loving God who pursues a relationship with them through Jesus Christ.

Dunn Preparatory School was started in 2014 in response to a need for an alternative method of education where children were taught according to their academic need and learning style.

Again, Woodland Community Church believes in meeting the needs of the community in order to share God's love with the community.

Faculty Relationship to the Church

The Pastor is the leader of the church and leads with the help of the staff and the Personnel Team and the Finance Team. These teams are made up of church members and help hold accountable and advise the Pastor. All staff including the principal and directors are subject to the Pastor and leadership of the church. Staff are not required to be a member of the church but are expected to help fulfill the mission of the church by showing God's love to all families and encouraging them to participate in activities and services at the church if they are not involved in a church.

Faculty Relationship to the Administration

The principal directs the day to day operations and is to be submissive to the Board of Directors, which is made up of church members and established by the church. The principal works with the directors, administrative assistant and team leaders to make up the Administrative Team. The team operates the daily functions and fulfills the mission of the school. The faculty and staff follow the direction of the Administrative Team. The faculty and staff provide feedback and information for the Administrative Team to make sure that we are supporting the staff in our mission to meet the needs of our families.

Faculty and Staff Relationship Coordination

Faculty and staff are to work as a team, to share ideas, support each other and see a win for one as a win for all and a problem for one as a problem for all. The pastor, staff, administrative team and faculty are to show love and to treat each other as they would like to be treated.

Purpose Statement

To show the love of Christ as we lead children to grow in wisdom and stature and in favor with God and man.

Philosophy of Education

We believe that learning is a profoundly unique experience and that each child should be given instruction and opportunities to observe, discern and discover within his or her individual learning style. Specially trained teachers educate students in small groups using research proven, multisensory techniques through implementing the Orton-Gillingham approach to address reading readiness, writing, spelling, and academics. Because learning is individual, assessment of that learning must also be individual. We use a whole child approach to assessment, including formal standardized testing as well as portfolio and practical application to assess achievement.

Accreditation

Woodland Early Childhood Center and Dunn Preparatory School are accredited by the Florida Association of Christian Colleges and Schools. We enroll infants through 5th graders in our childcare, preschool and primary elementary school and kindergarten through 5th graders in our afterschool and summer programs. The Florida Association of Christian Colleges and Schools as well as local fire officials regularly inspect the school to ensure that we comply with all rules, regulations and guidelines required by the state of Florida and the Department of Education.

Elementary Student Entrance Requirements

1. Age - Children who are five years old on or before September 1st may enroll in kindergarten in August of that year. Students entering 1st grade must be six years old by September 1st of that year.
2. Physical Examination – The school requires that each pupil have a physical examination prior to school enrollment with a written report, signed by a physician, to be kept on file at the school.
 - a. Preschool, kindergarten and children entering a Florida school for the first time: Florida Laws (statutes 232.0315 and 232.032)

require that students have the following documentation on file in their school health records:

- i. Physical exam (DH3040-CHP072013) completed and signed by a licensed physician. The exam must be within the 12 months prior to the child (ren) enrolling in a Florida school. A parent signature is required on page 2.
- ii. Certificate of Immunization with all of the immunization dates (month, day and year) on forms DH680 07/2010 or DH681.

3. Birth Certificate
4. Enrollment Form
5. Emergency Medical Release Form

General Information

Contact Information: Telephone: 941 753-8588
Fax: 941 209-1370
Email: Jennifer@gowoodland.com
Website: www.gowecc.com

School Hours: 8:25 A.M. - 3:15 P.M.

Before School Program 6:30 A.M. - 8:25 A.M.

Afterschool Program 3:15 P.M. - 6:00 P.M.

Dunn Preparatory follows the Manatee County School calendar. Holidays, school out days, early release days, Fall, Christmas and Spring breaks will be the same. Parents will receive a monthly calendar.

Assistance Directory

Attendance:	Sylvia Kursawe	Ext. 100
Address Change:	Sylvia Kursawe	Ext. 100
Registration:	Stephanie Reeser	Ext. 133
Tuition/Billing	Stephanie Reeser	Ext. 133
Discipline	Jennifer Passmore	Ext. 131
Staff Questions	Jennifer Passmore	Ext. 131
Classroom Concerns	Jennifer Passmore	Ext. 131

Parent Expectations

1. Parents are expected to bring their child to school on time and every school day ready to learn. The child will:
 - a. Have had the proper amount of sleep and appropriate breakfast
 - b. Have supplies needed for class
 - c. Have a healthy snack, water bottle, and lunch packed
2. Parents are expected to read with their child and to support educational goals which may sometimes include homework or projects.
3. Parents are expected to discuss any concerns about the teacher, other children in the class, parents or classroom situations with the teacher first and then with administration. We will not tolerate parents discussing other children or situations with other parents that would reflect negatively on the child or his or her parents. It is a violation of the child's privacy.
4. Parents are expected to read all material sent home and to participate in parent/teacher conferences.
5. Parents are expected to follow up on any behavior concerns or situations when the child doesn't follow classroom expectations.
6. Parents are expected to partner with the teacher and administration to ensure that the child has the best school experience possible and learning is achieved.
7. Parents are expected to follow school policies and pay tuition in a timely manner.

Student Expectations

1. Students are expected to show love to their classmates and teachers by respecting them and by following classroom and school expectations.
2. Students are expected to do their best, to participate, to ask questions and to ask for help.
3. Students are expected to keep their hands and feet to themselves and to treat others the way that they want to be treated.
4. Students are expected to follow safety rules and never leave the class without permission. Students will walk in an orderly line and follow the teacher's directions in order to stay safe.

Teacher Expectations

1. Teachers are expected to show God's sacrificial love to children and parents by working hard, respecting them and following expectations.
2. Teachers are expected to provide instruction and opportunities for students to observe, discover and discern in a way that fits each child's unique learning style.
3. Teachers are expected to provide information and communicate about:
 - a. Student progress
 - b. Classroom events and expectations
 - c. Incidents and accidents or injuries
 - d. Behavior or failure to meet expectations
4. Teachers are expected to give honest feedback.
5. Teachers are expected to ask for help from parents and other resources if learning goals are not being met.
6. Teachers are expected to respect the privacy and dignity of students and parents and not to gossip or discuss the children or parents with others.
7. Teachers are expected to lead the partnership with parents and students to achieve learning goals.
8. Teachers are expected to be on time and to be ready to lead by having lesson plans and materials ready before the students arrive.

Security and Safety

We all play an important part in maintaining the safety of our school.

- Please make sure that you use your key fob to enter the building. Do not rely on other parents or staff to give you entrance into the building.
- Please do not hold the door open for people you do not know. Remember you are responsible for the people who you allow into the building.
- Drive slowly and safely in the parking lot. Only park in a designated parking spot and do not pull up next to the building near the sidewalk. It blocks the view of the children who may step out into the street. It is not safe.
- If you see something, say something. The more sets of eyes we have intentionally looking for safety concerns, the safer our school will become. We welcome your comments, concerns and reports on any situations you see that you feel may be unsafe.

Elementary Parent/Visitor Sign In

In order to continue to provide the safest environment for learning, we have been advised to limit, monitor and record visitors/parents who enter the hallways and classrooms in the elementary school and specifically the second floor.

Parents/visitors will have to sign in and get a visitors pass in order to visit the classroom. The Fobs will no longer allow access through the glass doors entry to the gym lobby. All parents/visitors will enter through the preschool fob entrance to sign in and obtain a pass. Parents/visitors will no longer be allowed to walk their student upstairs or to class.

Parking and Transportation

- Please only use designated parking spaces for parking your car. Do not pull up next to the east side of the building near the sidewalks to park. Drivers will not be able to see children who step out in the road due to the block like of sight by cars parking next to the sidewalk. It is not safe. Do not park in fire zones.
- Parents must park or use the portico and walk their preschool, VPK or school age child into the building, check them in electronically and drop them off in their classroom.
- If you park in the portico please be respectful of other parents and make sure that you drop off or pick up quickly. If you have any business other than a short exchange with the teacher, please park in a parking spot.
- Parents may drop off their Dunn Prep child at the east side of the portico at 8am. We have designated a staff person to receive your child and allow them safely into the building. Do not drop off your child unless you see the staff person is present and never drop off a child in the parking lot.
- Dunn Prep parents should pick up their child in the car rider line at the end of the day. You must have a parent pick up tag that hangs in your car in order to pick up. All others must be on the pick-up list.

Conferences and Conversations with Elementary Teachers

Getting organized and ready for the school day is very important. Please respect that time by scheduling a conference time or conversation time; rather than showing up without notice. For this reason and for security, parents are not allowed to walk their child to the classroom in the morning.

Parent Interaction with Children

Many of our parents come to know the other children in their child's classroom. Their child may talk about their friends and the other children. Parents attend birthday parties or other community events where they get to know the other children in their child's class. We love to see this involvement and encourage parents to have friendly, appropriate conversation with other children in the classroom. However, parents may never discipline, accuse, speak harshly or bring up an incident with another child in the school. This is grounds for immediate dismissal from the program. Parents may also not address other parents with their concerns about discipline, behavior or incidents that may have happened in the class. If you have a problem with a child or a parent you are to discuss that concern with the principal. The principal will address all concerns and discipline with the child and their parents. Parents may not take matters into their own hands.

Procedures for Addressing Concerns

Please discuss any classroom concerns with your child's teacher. If you still have concerns you may speak to the principal. The principal is supervised by a board of directors appointed by the church. If, after speaking to the teacher and the director, your concerns are still not addressed, you may contact the chairman of the board. The board members will be listed on the website with contact information. The chairman changes every two years; therefore, if for some reason the information on the website is out of date or inaccurate, you may find contact information from the church office. You may call 941 753-8588 and ask to speak to the pastor's assistant. You may ask for the contact information for the chairman of the board anonymously. You may also make contact through the church website, www.gowoodland.com.

There are several means to address your concerns and therefore it is never appropriate to air your grievance at the front desk. Sylvia Kursawe, the administrative assistant can most likely handle many of your concerns; however, we will not tolerate loud or angry outbursts. The afternoon receptionist is often someone who is unable to adequately address most of your concerns and will refer you to call the principal. It is not appropriate to discuss your concerns with this person. We are very sensitive about the privacy of your child and your family situations. We are respectful with our concerns and matters that we need to discuss with you and therefore, we expect the same level of privacy if you have to address concerns with us. Angry outburst in the hallways, front area, classrooms and play areas are grounds for immediate dismissal. We understand that when it

comes to your child, that emotions can run high. However, there is a time and place for those discussions. We want you to feel that you can express your concerns and emotions but only to the people who can help bring resolution and in private.

Student and Staff Privacy

Parents as well as our staff are not allowed to discuss incidents, situations or opinions about other students or staff. Not respecting privacy, gossip or idle talk may result in dismissal from school.

Family Support

Families are encouraged to get involved with the many activities that we provide. It is not mandatory; however, it will enrich your child's experience and build cooperation between the family and the classroom. We have an open door policy. Parents can join their child for lunch outside of the classroom. We invite you to look in at the classroom; however, due to the privacy of the other children and background check requirements, these visits will be limited to less than five minutes and must not interfere with the routine of the class.

Elementary Attendance Policy

Students are expected to be at school every school day. However, if a child is sick, family emergency or other unavoidable situation arises, the parent should call the school before 9:00 A.M. to report the absence. Unreported absences will be considered unexcused. If a child has three or more unexcused absences in a semester, the child may be dismissed from the program. Excused absences are for sickness or a family emergency. Special permission may be granted for other circumstances; however, permission must be obtained before the absence if it is not an emergency. School begins at 8:30 A.M. You will be considered tardy if you arrive after 8:40 A.M. Three tardies will be considered one unexcused absence.

Tardy Pass Elementary School

Students can be dropped off at the glass door entry to the gym anytime between 8:00 AM and 8:25 AM. We have a staff member who will greet them and give them entry the building. Students line up in the gym at 8:20 AM and are walked

upstairs at 8:25 AM. If you arrive at school after 8:25, you will need to park and enter through the preschool to obtain a tardy pass. Teachers are notified that your child will be walking up. Parents are not allowed to walk tardy students to class. A student is considered tardy after 8:40. However, all students who arrive after 8:25 will need a pass to enter class.

Health and Sickness Policy

Students must be free of all fever and vomiting for 24 hours before attending school. Do not send your child to school if he or she has a fever or vomiting before the school day starts. Do not send your child to school if he or she had a fever or vomiting the previous afternoon or evening.

Emergency at School: In case of injury to a student or an unexpected illness, the student will be treated in the office. If the parents are not available, the family physician or a designated relative or emergency contact will be notified. If parents are leaving the child in the care of another family member or adult, we must have a notarized statement giving permission for that adult to authorize any emergency treatment in your absence. Please notify the office with information about who is responsible for your child in your absence.

1. *Accident or Injury at School:* It is the responsibility of the parent to provide accident insurance for their children. No accident or injury is covered by the school's insurance.
2. *Sick Child Policy:* If a child has a contagious cold, flu or other illness, the child is not allowed at school. This is for the protection of all concerned. A child with any of the following symptoms will need to be picked up by a parent or authorized person:
 - a. Significant elevation of temperature
 - b. Skin rash that is undiagnosed or not being treated
 - c. Inflamed, red or infectious eye
 - d. Vomiting or diarrhea
 - e. Persistent cough
 - f. Head lice
3. *Communicable Disease Policy:* The school is to be notified if a child or another member of his family has contracted a serious or communicable disease. Children and staff with a communicable disease for which immunization is not available will not be permitted to attend while ill. If the nature of the disease and the circumstances warrant, the school may require an independent physician's examination of the child or staff member to verify the diagnosis. The school reserves the right to make

all final decisions necessary to control the spread of a communicable disease within the school.

4. *Medication Policy:*

- Absolutely no medication will be given without written parental permission
- Prescription medication may only be dispensed from its original container and accompanied by written parental permission.
- If your child needs an over-the-counter medication, the student MUST have written parental permission as well as be supplied in its original container.
- All medication must be delivered to the office by the parent, guardian or a previously designated adult. It is against school policy for a student to carry ANY medication on their person without prior approval. All medications must be maintained in the office.
- Medication needed on field trips is also covered by this policy and must be administered by an individual designated by the principal.
- School office personnel may not administer the first dose of any medication. (Student should be monitored by parent for possible side effects following initial dose).

Discipline Policy

We believe that a positive and encouraging environment is the best way to ensure an orderly classroom. When a child is not following the expectations of the classroom it causes a disruption in learning. This can create an unsafe situation or it may disturb the emotional security of the classroom culture. We will first look for solutions in the classroom. If the behaviors persist we will follow these steps.

1. If a child is defiant or refuses to follow the classroom expectations, the natural consequence is that the child will be removed from the classroom. The philosophy is that it is a privilege to be a part of the class and there are agreed upon expectations. If the child does not want to follow the expectations then the child cannot be a part of the class.
2. If removing the child from the classroom is happening so often that it is interfering with the class or the child's opportunity to learn, we will have a conference with the parent to develop a plan to address the problem.
3. If we feel that we cannot keep a child safe because they are not following directions or if we feel that we cannot keep the other children

- safe because of hitting, kicking or fighting, we may ask that you come and pick up your child.
4. We reserve the right to suspend or expel a child for behavior that disrupts the classroom, creates an unsafe situation or disturbs the emotional security of the classroom culture.
 5. The use of physical punishment is never permitted.

Chronic Behavior Patterns

If a situation occurs where behaviors that disrupt the classroom are unsafe or disturb the emotional security of the culture are chronic, we will meet with the parents to draft a behavior plan. The plan will include strategies to improve or extinguish the behavior. The plan will also have progressive steps that the Center will take to ensure that we are able to provide a loving and safe learning environment for all of the children. These steps may include, a time out from school, calling parents for immediate pick up, meeting with a behavior specialist or counselor or dismissal from the program.

Bullying

Bullying is not tolerated at Dunn Preparatory School. Bullying is defined as “willful and repeated harm” inflicted verbally, in writing, or by the use of technology. Students may not harass or bully other students. Incidents of bullying must be reported to the teacher. Bullying or harassment may subject students to disciplinary action, including, but not limited to, probation, suspension, expulsion, or dismissal.

Technology and Expectations

Students are prohibited from posting, sending, texting, emailing or disseminating messages or information that would violate school policies if they were spoken orally or written on paper. Students may not post or text inappropriate pictures of themselves or others. In other words, the same rules of conduct for written or face-to-face communication apply to electronic communications. Violations of this policy may subject students to disciplinary action, including, but not limited to, probation, suspension, expulsion, or dismissal.

Threats of Violence

Due to recent events related to violence at schools, we take seriously any threat that a child may make related to killing, shooting, bombs or guns. It is not that we believe that such a threat is credible, but given our current social climate and the frequency of these events, even non-credible threats can cause fear and anxiety in children. When children are fearful, they cannot learn. In order to protect our learning environment we respond to these threats by removing the child from the classroom which communicates to their classmates that we will protect them and that they are safe. The child will be removed for the remainder of the day and/or suspended.

Dress Code

We do not have a uniform policy. However, children need to come to school in clean, comfortable clothing that is appropriate for the weather. We will have recess every day and therefore, children must wear closed toe shoes, no flip flops or sandals. Shorts should be at least 3 inches down from the crease where the bottom meets the thigh since the finger-tip rule may not be fair to some taller students. Students should also wear shirts that are longer and can be tucked in when tumbling or hanging upside down. We reserve the right to have your child change if a t-shirt has a message that is judged not appropriate for our school or their clothing is not suited for school. If you do not want your child to change clothing at school, then you may come and pick them up or bring other clothing.

- Blouses and dresses with straps must be two adult fingers thick and must fit snugly on shoulders.
- Students are strongly encouraged to wear shorts under dresses. We encourage movement and active play during recess and shorts worn under a dress make it possible for students to be free to be active without having to give a second thought to what they are wearing.
- Student's sports shorts that have large openings for legs are not the best options for the classroom. The wide leg openings are designed for large muscle exercise and are perfect in that context but those same large openings in a classroom easily exposes undergarments.
- Short shorts may be the right choice for a day at the beach, but the way in which we use alternative seating, couches, small group meetings on the floor, and t-stools, it creates situations where shorter shorts are not appropriate for the classroom.

Items from Home

Toys and personal items that would not be considered tools for learning are not permitted at school or in backpacks. These items may seem harmless; however, they can be a great distraction at school. In addition; students are not allowed to sell items or trade personal items or toys. When students go into their backpacks for snack or tools, toys and personal items can be very distracting.

Cell Phones and Devices

If you have allowed your elementary school child to have a cell phone it should NOT be used during the day at school unless permission is obtained from the principal and classroom teacher for unusual circumstances. Students may bring cell phones, however they should not be used before school and until 3:20 pm. Students who do not follow these guidelines may have their devices confiscated and held in the office. Students are not allowed to bring an iPad or tablet to school. These devices do not have the protection that is offered on school devices.

Elementary Student Drop Off and Release Procedures

1. Students should not be dropped off at school before 8:00 A.M. unless student is enrolled in before care.
2. Parents are welcome to drive through and drop off their children with school staff or park and walk up and wait with their children in the lobby.
3. Parents should NOT enter their child's classroom before school. The teachers have a responsibility for welcoming and assisting all students as they come in and they have been asked not to use this time to talk to parents. Getting organized and getting ready for the day is an important skill and the teachers want to work with their students as they learn to be responsible for themselves. Teaching time is very precious and the teachers have a responsibility to supervise their students as they come in and as they prepare to leave.
4. Teachers are available to talk to you and they will respond to you quickly if you email or call them. Emailing is the most convenient as it allows them to take the message when they are not supervising students. They will get back to you in a timely manner, usually within 24 hours.

5. If your child needs to be checked out of school early for an appointment, please check him or her out before 3:00 P.M. Students will not be dismissed between 3:00 P.M. and 3:20 P.M. except for emergencies. This allows teachers to conclude their day with no disruptions and to supervise all students as they get ready to pack up to go home.
6. If you are going to be late in picking up your child after school, please call the office so we can inform your child and the teacher. Students who have not been picked up by 3:45 P.M. will be sent to aftercare. Parents will be billed for the cost of supervision.
7. Children will be released only to those authorized in writing by the parent. Names may be added at any time to the list of those authorized. A photo I.D. will be required by anyone not known to the teacher.

Elementary Assessments

We believe that an assessment must be comprehensive and be viewed through the lens of the whole child. Assessment will include where the child started and all gains will be celebrated.

1. Report cards will be given every nine weeks.
2. Parent teacher conferences will be conducted
 - a. After the first quarter in October
 - b. During the 3rd quarter to discuss recommendations

Financial Policies

Registration:

1. A non-refundable enrollment fee must accompany all applications for admission.
2. Registration fees are due annually.

Tuition:

1. Parents must sign and follow the terms of the Tuition Agreement.
2. There will be a \$25.00 charge for all returned checks in addition to any charges already incurred. Cash or cashier's check will be required as payment for a returned check. Your account may be put on a cash only basis after two returned checks.
3. Receipts for payment will not be given automatically unless tendering cash. You may request receipts when needed. A statement will be provided for tax purposes at the end of the year.

4. Tuition payments are due and payable on Monday, or the first day your child attends of every week. Payment may be paid in advance, but never in arrears.
5. After the 10th day a late fee of \$10.00 will be assessed.

Past Due Policy

- **11 Days Past Due:** After 10 days past due, on Friday the 11th day at 9:00 am, late charges will be posted and a delinquent notification will be emailed to parents.
- **30 Days Past Due:** After 30 days past due, a 30 day delinquent notice will be mailed to the parent of the enrolled student. Parents will be required to make an appointment to discuss a payment plan. The child cannot return to school until a payment plan has been established.
- **60 Days Past Due:** After 60 days past due or non-compliance with the payment plan, a 60 day delinquent notice will be mailed to the parents. If parents do not comply with the terms of the payment plan the student will be dismissed from the program.
- **90 Days Past Due:** After 90 days past due, the account may be referred for action to collect the charges due. In addition, the school shall ask for attorney's fee and finance charges to be reimbursed in full.

Any delinquent tuition accounts or other past due financial obligations may be placed with a collection agency. If necessary, these accounts will incur an additional 25% fee of the balance being collected in order to cover collection expenses.

Withdrawal Policy

- If you chose to not attend the school after completing the enrollment agreement, we require 60 day written notice. This also applies to students who wish to transfer to other programs during the school year. Failure to

provide written notice will result in you being billed for 60 days of tuition and fees (full cost, not parent portion).

- The McKay amounts listed on your tuition agreement are the amounts currently showing on the FLDOE website. If the amount is increased, we will credit your tuition account. If the award amount is reduced, you will be responsible for the difference. In the past, any reductions have been minor, however, it is important to understand that you are ultimately responsible for all tuition charges.

Storm Watches and School Closure

In the event that a mandatory evacuation begins to occur anywhere in Manatee County, the school will be closed. It is the responsibility of each parent to monitor broadcast systems closely regardless of working location. Each parent should set up alternative methods in which to pick up their child should they have to remain at their workplace. The school will reopen on the following day when orders to stop evacuation have been issued by the Emergency Operations Center. We reserve the right to close whenever the Manatee County Schools are closed for storm weather warnings or other emergencies. We will not necessarily follow Manatee County School's decision concerning schools in session due to the fact that they are required to cancel classes on occasion to make their facilities available as shelters.

Disaster Procedures for Parents

Your cooperation is vital and necessary during a disaster to ensure your child's safety. Listed are the procedures that we will follow in the event of an emergency.

1. Do not call the school. Telephone lines may be needed for emergency communication.
2. Telephone lines and cell towers may not be operational and therefore, the school has established an out-of-town contact person. Please call this number for information and to relay messages. We will be in contact with this person to give information and to pick up messages from parents. We will also ask that you establish your own out-of-town contact person and share that information with us. Our out-of-town contact is Two Rivers Baptist Church, Nashville TN (615) 889-3950

3. Parents and designees may NOT pick up children until all students and staff are accounted for and the director approves the release of students. No exceptions will be made.
4. Children with special needs will be assigned to a staff member. This staff member will be given a specific plan to follow during an emergency.

Communication During a Disaster

After a major widespread disaster, you may not be able to get to the school right away due to blocked roads or to other hazards. Out-of-state phone service is more likely to be available, so establish an out-of-state contact that your family members and friends can call to relay your condition and get information. Here are some suggestions:

1. Ask three or four people who are usually home during the day to be responsible for picking up your child if you are not able to get here immediately. You may even find another parent at the school who you can partner with. These people should be listed on your child's Disaster Emergency Card.
2. Develop a system of notifying your designees if you need someone to pick up your child.
3. Make certain that your designees know about the school's evacuation and student release procedures. Remind them that they will need to show I.D. in order for the child to be released.
4. Make sure your designee and the school has your out-of-state contact information. If your child is not picked up within 5 hours your out-of-state contact will be called to determine your status.

Emergency Student Release Procedures

1. Parents should remain in their cars.
2. When you pull up, the student release team will check your I.D. and call to have your child escorted to the release area with their emergency card.
3. The Recorder will verify that the person picking up is authorized on the card.
4. The person will then sign the release form and the information that the child has been picked up will be recorded.

5. Students will not be released to an individual not listed on their Emergency Card. NO EXCEPTIONS.
6. If a designee picks up your child, remember to call the out-of-state contact as soon as the child is in a safe location.
7. Bring picture I.D. or you child will not be released to you or your designee.

Legal Policies and Acknowledgements

Student Media Consent and Release: Throughout the school year, students may be highlighted in efforts to promote Woodland Early Childhood Center/Dunn Preparatory activities and achievements. A student may be featured in materials, TV, social media, brochures and other types of media.

Woodland Early Childhood Center/Dunn Preparatory and staff have my permission to print, photograph and record my child for promotional purposes in film, audio, video and use on the website, social media and print materials. I further release and relieve Woodland Early Childhood Center/Dunn Preparatory from any liabilities, known or unknown, arising out of the use of this material.

I have read the above statement and fully understand the terms and conditions of Woodland Early Childhood Center/Dunn Preparatory Media Consent and Liability release.

If you do not consent to the above statement, you will need to request a Media Non-Consent Form and formally inform Woodland Early Childhood Center/Dunn Preparatory that you do not give permission.

Non Discrimination Statement: No person, on the grounds of race, color, or ethnicity is excluded or otherwise subjected to discrimination in receiving services at Woodland Early Childhood Center and Dunn Preparatory School, nor do we hire or assign staff on the basis of race, color or ethnicity.

Americans with Disabilities Act: Woodland Early Childhood Center and Dunn Preparatory School does not discriminate against qualified applicants, employees, prospective students or enrolled students who are/or become disabled. A qualified person is someone who, with or without a reasonable accommodation, can perform the essential functions of the job or educational program in question. In accordance with the Americans with Disabilities Act, Woodland Early Childhood Center and Dunn Preparatory School has adopted a policy that prohibits

discrimination against faculty, staff or students with disabilities. The school, however, admits only those students for which the school can provide an appropriate education program.

Ethics in Education Act: All faculty and staff are mandated by law to report their suspicions of child abuse, neglect or abandonment to the Florida Abuse Hotline in accordance with section 39.201 of the Florida Statutes. The school will not contact parents in advance of making a report to authorities. Once suspicion is established, we have no legal alternative except to make the report to the proper authorities for their investigation and review.

Share Parental Responsibilities: Florida Statute 61.13(2) (B) states that unless a court finds specifically otherwise, it shall order that parental responsibility for a minor child is shared by both parents. This means that both parents retain full rights and responsibilities with respect to the child and major decisions affecting the welfare of the child and will be determined jointly. Education is specifically stated as one of the areas where responsibility will be shared. This statute goes on to indicate that access to records and information pertaining to a minor child may not be denied to a parent because such parent is not the child's primary residential parent. This means that the school will provide full access to cumulative records to both a custodial and non-custodial parent unless the school has on file a court order indicating that the non-custodial parent does not have the right to such access. Please be sure that the school has such court order in its possession if one exists.

Disclaimer

Nothing in this Student Handbook should be construed as a contract. Any contractual rights are set forth in the Enrollment Agreement. Dunn Preparatory School reserves the right to add, delete, or modify any policy in this Student Handbook at any time without prior notice.

Our Beliefs

Religion is the set of rules people use to inform their choices and make decisions about how they live their lives. Therefore all people are religious because we all have beliefs that direct our lives. There are four questions that are an innate part of what it means to be human. The answers to these questions form the beliefs that direct our lives.

The first question is about origin. Where did we come from? We believe that God created the world, the rules that govern nature and us. We believe that science and the Bible are not opposed to each other. The universe having a definite beginning is confirmed by a series of scientific discoveries including Albert Einstein's equations and Edwin Hubble's evidence that proves the universe is expanding and that it began from a single point in the finite past. Recently leading cosmologist Arvind Borde, Alan Guth and Alexander Vilenkin proved that the universe had a beginning. If something has come into existence then something must have caused it to happen. We believe that it was God who caused everything to come into existence. Atheists and evolutionist believe that the universe has always existed because nothing caused the universe to come into existence therefore there is no reason to search out a creator, God or purpose. We believe that knowing the universe had a beginning and therefore a force greater than nature or outside of nature that created it gives us meaning and purpose. We want to know the God who created us. Only He can tell us why He created us and reveal to us our purpose.

What is my purpose? Psychologists and Psychiatrists agree that people must have a purpose in order to have a sense of wellbeing and happiness. We believe that God has created us with the purpose to bring attention to His love and character and to live out His love and character. The creation points back to the one who created. A piece of art speaks about the artist. We all have a need to be loved. Without love a human baby will not thrive. Love is a basic human need. We are created to love and be loved. Where did that need to be loved and the ability to love come from? It was created in us by God and sets us apart from animals. Survival of the fittest is a concept that has been taught to give evidence of evolution. It is true that animals live by this law. An animal instinctively will kill to protect his DNA. However, humans will knowingly and willingly give up their life for another. That is counter evolutionary. We believe that love is the character of God that He created in each of us and our purpose is to continue that creation by living out love. He gave us the example of that purpose in the life of God's son, Jesus. We are to live like Jesus lived.

What is right and wrong? That question may be difficult to answer when it comes to our actions, but we all seem to know when someone has done something wrong to us. Jesus described it this way; treat other people the way you want to be treated. Jesus was once asked what is the greatest commandment, He said, "Love God with all your heart, soul and strength and love others as you love yourself." We are right when we are selfless and our actions are motivated by love.

Is this life all there is? The question of destiny is one that we have all thought about. Ironically, how you answer the question about death makes all the difference in how you live your life. Death is the great equalizer and we are all subject to its power. It is the law of nature. However, God has proven that He has the power over death because He is super nature (supernatural). God demonstrated His love for us and His plan to release us from the law of nature by sending His son, Jesus to come to earth, live, love, die on the cross and then God raised Him from the dead. God invites us to step out from under the judgement of death and into His kingdom where we are His children and like Jesus, death has no power over us. If we know that death is not the end and there is more to this life, it gives us hope and changes the way that we live.

These questions are at the heart of what it means to be human. When answered with the truth it provides peace and joy for our lives and we are able to love God and love others.

Florida Association of Christian Colleges and Schools, Inc.

Statement of Faith

We believe that what the Bible says is true, which means that we believe in the inspiration of both the Old and New Testaments. We believe that man was created by the direct act of God and in the image of God.

We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. We believe in the Incarnation, the Virgin Birth and the Deity of our Lord and Savior Jesus Christ.

We believe in His vicarious and substitutional atonement for the sins of mankind by the shedding of His blood on the cross. We believe in the resurrection of His body from the tomb, His ascension to Heaven and that He is now our Advocate.

We believe that He is personally coming again. We believe in His power to save men from sin. We believe in the necessity of the New Birth and that this New Birth is through the regeneration by the Holy Spirit. We believe that salvation is by grace through faith in the atoning blood of our Lord and Savior Jesus Christ.

We believe that this creed is a sufficient basis for Christian fellowship and that all born again men and women who sincerely accept this creed can and should live together in peace and that it is their Christian duty to promote harmony among the members of the Body of Christ and also to work together to get the gospel to as many people as possible in the shortest time possible.