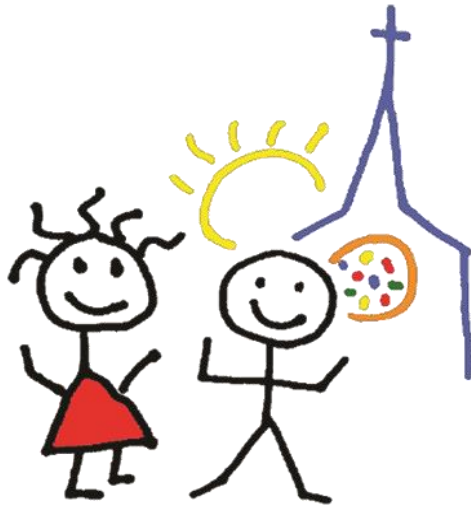


Woodland Early Childhood Center



Mission Statement

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

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.

Student Entrance Requirements

1. We enroll infants 6 weeks old to 12 years of age which are attending elementary school.
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: 6:30 am to 6:00 pm
 Monday through Friday except for holidays and training days.

Holidays:	New Year's Eve	Labor Day
	New Year's Day	Thanksgiving Day
	Good Friday	Friday, after Thanksgiving
	Memorial Day	Christmas Eve
	July 4 th	Christmas Day
	Staff Training	Martin Luther King Day

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 electronically check their child in and out each day.
2. Parents are expected to escort their child to the classroom and to wait for the teacher to verbally acknowledge that the child is present.
3. Parents are expected to follow school safety rules when on campus for drop off and pick up times. Example; Parents should supervise their child until in the care of the teacher. Another example; Parents should not allow the child to run down the hallway.
4. 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.
5. Parents are expected to read all material sent home and to participate in parent/teacher conferences.
6. Parents are expected to follow up on any behavior concerns or situations when the child doesn't follow classroom expectations.
7. 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.
8. 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.

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.

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.

VPK Attendance Policy

Students are expected to be at school every school day. However, we do understand if a child is sick, family emergency or other unavoidable situation may

keep them from attending. Children must be here at least 80% of the time to stay in the VPK program. VPK begins at 9:00 A.M. You will be considered tardy if you arrive after 9:10 A.M.

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).

Child Sick Time Tuition Policy

Children that are sick and unable to attend childcare for an entire week, Monday through Friday, will be charged half of their normal weekly tuition, if the parents provide a doctor's note. WECC does reserve the right to limit the number of weeks we can apply this adjustment.

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 Woodland Early Childhood Center. 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.

Biting

It is a part of the development of a child under the age of two years old to bite. Child development experts say that the mouth is the way in which our young children first begin to discover the world. When children are unable to communicate and they are frustrated they will often bite. They learn very quickly

that biting gets attention. For these children we tell the “No Biting!” in a firm voice and then we separate them for 1 to 2 minutes. We then write an incident report and inform the parents. If a child develops a pattern of biting, our teachers make special effort to watch the child and prevent biting incidents. However, it is not always possible. This is all that we will do for children biting under the age of two years old. However, if a child is at least two years old or older, we remove the child from the classroom for a longer period of time. We teach them to use their words. If the biting continues we reserve the right to have the child picked up or we may even dismiss a child from the program.

Technology and Expectations for School Age Students

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.

Classroom Essentials

Classroom Assignments: Children will be assigned to a classroom using several criteria, age, ability, maturity and caretaker recommendation. No one item will determine placement. The final decision about child placement will be made by the director. Periodic moves will be made throughout the year when deemed necessary.

Nap Mat and Bedding: Parents of children ages 1 year old through 5 years old who take naps during the day are required to pay a \$10.00 mat fee at the time of registration. A mat will then be provided by the center for the child. These mats will be sanitized regularly by staff. Small blankets are welcomed and must be taken home and washed weekly. All blankets must be labeled and of reasonable size for storage.

Toys: Toys are not permitted to be brought to the center. Special activities or scheduled Show and Tell times will be communicated to you through your child's teacher. Guns, ropes or weapons are not permitted at any time. All items must be taken home the same day they are brought in.

Meals and Snacks: WECC will provide your child with a morning and afternoon snack along with milk or chilled water. We will make accommodations for food allergies. Lunch must be provided by the parent and should be brought in a labeled lunch box with a drink. Lunches should follow the USDA Meal Guideline. Careful labeling is needed as many duplicates do occur. Lunches should be healthy and nutritious. We suggest a cold pack for items that do best with refrigeration. No heating or refrigeration of meals is permitted.

Cell Phones and Devices for School Age Students

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 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.

Child Drop Off and Release Procedures

1. Children of all ages are required to be walked to the classroom and handed over to the teacher. At no time should children be dropped off in the parking lot or any other location from a vehicle.
2. By law you are required to electronically check in/out your child on a daily basis. Due to the importance of this procedure for the protection and safety of your child, failure to follow this policy may result in dismissal.

3. 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.
4. Once children are released from the teacher it is the parent's responsibility to supervise that child.

VPK Assessments

We provide many opportunities for assessment of your child's developmental and cognitive progress. We offer Ages and Stages Developmental Screening, three VPK Readiness Assessments, Pearson Get Ready to Read, Teaching Strategies GOLD and developmental checklist completed by the classroom teachers. If your child may need additional help or we are concerned about the progress of their development, we will conference with you and discuss options and strategies.

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.

Vacation Policy

After 180 days (6 months) of continuous enrollment families will be given credit for one full week's tuition, which may be taken as a vacation week, only when the child is absent for one full week Monday through Friday. In order to receive vacation credit the director must be informed in writing at least one week in advance. I understand that I will receive only one week of vacation credit per year.

There is no vacation time given to part-time preschool students.

Withdrawal Policy

We require written notification two weeks in advance if a child is being withdrawn from the school.

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. Woodland Early Childhood Center 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.