



Neumann Early Learning Academy

Parent Handbook



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Diocese of Orlando Schools Mission Statement

Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership and compassionate service in order to create a more just and humane world.

St. John Neumann Catholic Church Mission Statement

Mission Statement

We, the members of St. John Neumann Catholic Parish in Lakeland, Florida of the Diocese of Orlando, seek to serve God and one another.

- By **COMMITTING** ourselves to Christ-centered spiritual formation, education, and growth through active participation in worship, prayer and the sacraments;
- By **WITNESSING** to the values of Christ in the community through social justice, ecumenical, and interfaith dialogue;
- By **INVESTING** in our youth through education and nourishing guidance;
- By **SHARING** generously of our "Time, Talent, and Treasure" with our community through the responsible use of spiritual, material, and personal resources.

Neumann Early Learning Academy Mission Statement

Our mission is to develop the whole child, meeting his or her needs developmentally, spiritually, socially, emotionally, and academically in a Christ-centered, caring environment.

Neumann Early Learning Philosophy

Neumann Early Learning Academy is first and foremost a faith community working to integrate the Gospel message into the lives of those within it.

Recognizing the uniqueness of each student as a child of God, Neumann Early Learning Academy embraces a holistic philosophy, which strives to develop age-appropriate spiritual, intellectual, social, physical, cultural, and moral growth of each student. We endeavor to foster academic achievement and religious awareness, as well as, to develop self-discipline, good citizenship and a moral conscience. It is our hope that each of our students will be well prepared to enter school with the social, developmental and academic skills needed to achieve at or above grade level and the social skills necessary to be productive students that interact appropriately and are good citizens of their class.



About Us

Neumann Early Learning Academy provides quality preschool education in a Catholic environment that is safe, loving and nurturing. Each child is recognized and treated as a unique individual and a child of God.

Young children require developmentally appropriate teaching practices which encompasses meeting children where they are and providing activities and curriculum appropriate for each child's age and developmental status. Age-specific materials and State approved curriculum are used to stimulate cognitive, physical, social/emotional, and linguistic development, ensuring quality education.

Students are engaged daily in play-based early education, inspiring curiosity, learning and fun. Teachers provide a balance of whole-group, small-group and individualized activities to encourage both group and individual relationships. This interaction provides the tools for growth and advancement.

We strive to be an extension of the family, working with the parents as a team to build knowledge, consistency and trust. Communication will be ongoing between the family and the teachers. Parents will be updated on their child's progress with weekly reports and ongoing meetings as needed. Educational workshops and social opportunities for our parents will be offered quarterly.

Allergies

Please indicate on all forms, where applicable, if your child is allergic to anything including food items. It is important that all our Preschool staff be aware of any allergies your child may have, be it minor or major. Please verify this information with your child's teacher at the beginning of the school year. In the event your child needs an EpiPen, a medication form must be filled out and it is required that an EpiPen be left at the school at all times in the original box with the child's name and expiration date.

Animals

Pets from home are not allowed at school unless the pet supports a particular curriculum event. In that event, the pet must have a temperament suitable for small children and must be accompanied by the adult owner. The pet is expected to leave school when the curriculum event is concluded.



Arrival

Neumann Early Learning Academy opens at 8:30. We ask all parents to have their child at school no later than 8:50 so that your child does not miss the start of curriculum or the lesson for the day. Upon arrival, it is the parent's duty to sign in their child(ren) in on the attendance form (This applies to VPK students only). If your child will be absent for the day, please call or send a message notifying your child's teacher by 9:30.

Backpacks

The children need to have a backpack that is large enough to hold a snack and a folder. The children will use this to transport projects home from school as well as communications from the school. Backpacks with wheels are not allowed as they will not fit in the cubbies.

Birthdays

We love to celebrate birthdays here at the academy. Your child may bring in a special treat to share with the class. You must notify the teacher at least one class day ahead about the item that you plan to bring. This allows us to check with all parents that it will be safe for everyone to consume, as some children may have an allergy. A simple treat like cookies, brownies, or donuts are best. Whole birthday cakes are not allowed. Birthday gifts are not to be exchanged. Summer birthdays will be celebrated in May. Invitations to private birthday parties may be sent home only if the entire class is being invited. This prevents hurt feelings when only a few are invited. If you wish to mail the invitations, please ask your teacher for a class list of addresses and phone numbers. If you are not inviting the whole class, then please do not pass out invitations during school hours. It is best that they be mailed from home.

Child Abuse Law

Child Abuse Law requires the staff to report any incidents in which we have reason to suspect child abuse, neglect or endangerment.



Classroom Celebrations

Celebrations are one of the ways that we build class and school spirit. The following celebrations take place during the school day: Halloween, Thanksgiving, Christmas and Easter.

Clothing

The children should be dressed in clothing appropriate for play and possible messy activities. We do not want dress clothes to get dirty. The children also need to wear weather appropriate clothes for school. We will go outside daily, weather permitting. Three and four year old children need to run and play.... even if it is cold, windy, or hot. Tennis shoes or other closed toe shoes are best for safety in the classroom and on the playground. NO OPEN SANDALS or FLIP FLOPS! Each child needs to have a change of clothes at school in case of accidents or spills. Pack your child's change of clothes in a labeled Ziploc bag. The extra clothes may need to be changed as the seasons change; summer clothes in the beginning of the year and winter clothes when it turns cool. Your child's name should be labeled on all his/her clothes, especially on sweaters and sweatshirts. Girls with pierced ears are to wear only stud type earrings. No hoop or dangle earrings are allowed. Children may not wear necklaces, as they can be a potential safety hazard.

Communication

The Preschool will send home regular weekly communications as well as other necessary updates or reminders. The teachers will also send monthly newsletters and/or calendars of events. All communications will be sent home in your child's folder. Important information will also be posted on the preschool website.

Conferences

Being partners in your child's education, we want open lines of communication with you in regards to your child's development. If at any time you would like to discuss an issue, please contact your child's teacher through email or with a note. Arrival and dismissal is a difficult time to discuss issues at length. It is best to set up a time to conference either in person or on the telephone. There will be two scheduled parent-teacher conferences held each year, one in the fall and the other in the spring. You will be notified of the exact conference dates when they are determined. The Director is available to sit in on any conference at the request of the teacher or the parents. It is very important that we keep the lines of communication open. Your child's happiness and success is important.



Curriculum

Neumann Early Learning Academy follows the State of Florida and Diocese of Orlando education standards for preschool children. We use approved and developmentally appropriate curriculum which utilizes a variety of teaching methods to meet the individual needs of each child. The curriculum, Frog Street, provides at home online interactive lessons for parents and students to access.

Development Milestones

It is our job, along with you, to assess your child's progress in meeting developmental milestones. If at any time you have concerns regarding your child's development, please feel free to discuss this with your child's teacher. At the same time, there may be occasions where the teacher notices areas of concern with your child's development. We are responsible to bring this to your attention as well as give you information about services that may be of assistance to you. Your Pediatrician is a valuable resource for follow-up with developmental concerns.

Discipline

We want the academy to be a safe place for the children to learn and grow. Classroom teachers will share with you and your child their class rules that are based on emphasizing the positive behaviors teachers see rather than the negative. We implement Dr. Becky Bailey's Conscious Discipline strategies, which are incorporated in the daily curriculum. These strategies transform everyday discipline issues into teaching moments. These moments are our opportunity to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict, prevent bullying and develop pro-social behaviors. The seven skills are Composure, Encouragement, Assertiveness, Choices, Empathy, Positive Intent and Consequences.

If a need for discipline arises, your child will be allowed to relax and regroup in the classroom in a quiet place that separates the child from the group, no longer than 5 minutes. If the behavior of a child continues after multiple attempts to correct, the teacher may speak with the parents to resolve the problem. If the behavior continues, a parent/teacher conference will occur and determine the next step. Working together as a team is a preventive approach to solving issues.



Dismissal

The parents come to the door to sign their child out. There will be a ten-minute grace period, after that time, your child will wait inside and there will be an extra charge for a late fee.

The children will only be released to the people that parents authorize. Authorized adults should be listed on the registration form. Please be sure that any person who could possibly be picking up your child is listed. If the person picking up your child will be different from the normal pick up person, please write a note telling us who will be picking up your child and leave it with us in the morning. If there is an emergency and you are not able to leave a note in the morning, send an email to the teacher or the office. Let the person know that we will ask for a driver's license until we get to know him/her. This is done to ensure your child's safety.

Emergency Procedures

As required by the Department of Children and Families, our licensing agency, Neumann conducts monthly drills. The students will be instructed on the procedures to follow in the case of the need to evacuate the building for fire or other emergencies.

Emergency School Closings

In the event of a weather emergency, we will follow the decisions of Polk County Schools as pertains to school closings. We will make the decision to reopen for classes when we feel it is safe for the children to return. We may delay in reopening due to possible damage to our academy, power failure or road hazards. In the event that we are closed for an extended period of time, we will do our best to make up classes, but we are not obligated to do so.

Enrollment

Enrollment is on a first come-first serve basis. If our classes are completely full, your child may be added to the waiting list along with the child's application. We will call you when a spot opens up and will require the registration fee at the time of enrollment. If we call and do not hear back from you within 24 hours, we will move onto the next in line. Registration begins in April and the completed registration form and non-refundable registration fee must be submitted by May 15th to secure a spot for the new school year.



Age requirements:

- We accept potty trained two year olds.
- Children must be 3 years old on or before September 1st in order to enroll in our 3 year old program.
- Children must be 4 years old on or before September 1st in order to enroll in our VPK program.
- Children that turn 4 after September 1st will be enrolled in the 4 year old program.

Children will move to the next age group classroom in August of each year. Placement is based on scheduling and the ages of the children by the time the new school year begins. All children must be fully toilet trained before starting school. The administration reserves the right to determine the course of action in the event a child is not fully trained.

Expulsion Policy

The Director of Neumann Early Learning Academy has the right to remove or expel any child that:

- Demonstrates consistent destructive behavior
 - Is at risk of causing serious injury to him/herself
 - Exhibits ongoing verbal or physical abuse to staff or other children
- The Director also has the right to expel a child whose parent:
- Does not provide proper and current paperwork
 - Exhibits verbal abuse toward staff
 - Threatens physical actions toward staff members
 - Often pays late or only pays partially
 - Is more than one month delinquent



Field Trips

Transportation to and from a field trip destination is not provided by Neumann Early Learning Academy. Parents are our mode of transportation when we go on field trips. In order to drive other children, the parent must submit a Driver's License and proof of insurance in advance to the Diocese for a clear driving record check.

Folders

The children need to bring a folder every day. This is the main communication link between the teachers and the parents. All written communication will be sent home in the folder. As described in the 'Dismissal section', please list the individuals that are authorized to pick up your child on the inside cover of your child's folder.

Health Policies

In accordance with our licensing agency, The Department of Children and Families, we are required to have a recent Student Health Examination and a current immunization record in each child's file. If we are not in compliance, we can be fined. These records must be on file and current in order for your child to attend school. You will be notified if these forms expire during the school year and current forms are required to ensure our compliance with D.C. F.

Holidays and Faculty In-Service Days

Faculty In-service days are designated by the Diocesan Office of Catholic Schools. Faculty must attend these In-service programs. We will be closed on all major holidays. See the calendar for dates that Neumann will be closed.

Illness

In the event that your child has had a fever, vomited, or had diarrhea, your child may not attend school for 24 hours. If your child has these symptoms during the night, please do not send your child to school. If your child happens to get sick at school, you will be notified to pick up your child immediately. If your child is sent home with Pink Eye, RSV, Hand, Foot, and Mouth Disease, Chicken Pox, Measles, Mumps, or Lice, they may not return to school without a doctor's note. It is the parent's duty to notify the school when the child will remain home due to illness. Covid 19



safety precautions will consist of daily temperature check and questions pertaining to Covid19. If a child has a fever or is exhibiting cough or any new symptoms, they will be unable to attend school and will need to be cleared from a doctor. For other information pertaining to Covid please see the covid link on the school website.

Immunizations

All students must have met the immunization requirements for 2009-2010 before being permitted to attend the Academy. We do not honor Religious Exemptions and Temporary Medical Exemptions. For complete information on immunization guidelines for schools visit www.doh.state.fl.us/disease_ctrl/immune/medical.htm.

Incident/Accident Reports

If your child is involved in an incident that injures another student, an incident report will be written to explain what happened. You will be asked to read the report and sign it to show you have been informed of the incident. In the event that your child is injured during school hours, an accident report will be written explaining what happened. You will be asked to read and sign the report. If your child is seriously injured at the school, you will immediately be notified. It is extremely important that the Emergency Procedure Card that is on file in the preschool office be kept up to date with your current phone numbers in case you need to be reached.

Information Changes

It is the parent's responsibility to keep us informed with changes in addresses, telephone numbers and e-mail addresses. Remember that in an emergency we need current information to reach you. Custodial parents need to make the Academy aware of any court order preventing the other parents' visitation rights. If a court order does exist, a copy needs to be on file in the office.

Insurance

Every student at Neumann Early Learning Academy is covered by the Diocesan insurance plan for the hours the student is under school supervision. 24 -hour coverage is available at an extra charge. Applications for such coverage are distributed at the beginning of the school year.



Lunches

If you have chosen for your child to stay a full day, your child must bring a lunch from home. Lunch should be packed in a brown bag or a lunch box. Please pack lunch items in plastic bags or plastic containers, no glass containers. Make sure your child's name is on their lunch. We encourage you to send in a healthy lunch for your child. The children are not allowed to have soda or candy for lunch. Children should understand that they would be expected to eat the main part of their lunch first, then the dessert.

Medication

A medication form must be completed and signed by the parent before any medication, (prescribed and/or over the counter) can be administered to your child. All medication must be in the original container with the original pharmacy label showing the child's name, name of drug, dosage and directions for administration. NO medication of any kind is to be placed in your child's lunch box or backpack. This is for your child's protection as well as for the protection of the other children.

Non-Discrimination Policy

Neumann Early Learning Academy will not discriminate against any persons on the basis of race, color, sex, special needs, religion or country of national origin in regards to admissions, hiring, policies or any other aspects of operation.

Photography and Publication

For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Orlando, (I) (we) the parent(s) or legal guardians of a student enrolled at Neumann Early Learning Academy, do hereby consent, authorize and grant permission to the Diocese of Orlando and Neumann Early Learning Academy, Lakeland, Florida, its agents, employees or duly authorized representative to take photographs, motion pictures, video or audio tapes of said student and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audio tapes or any duplication or facsimiles thereof for any purposes it may deem proper. In addition, we consent to Neumann Early Learning Academy's use, reproduction, display, and performance of any creative works made or authored by my student as part of his/her school activities (including without limitation, pictures, sketches, essays, short stories, poems and projects) for inclusion and display on the school's website. As a safety



precaution, if a picture of a student or class is displayed on the school website, there will be no reference to student names, initials, or other personal information relating to the student. We understand that Neumann Early Learning Academy has no control over who will access the school's website and what, if anything will be done with the materials by those who access the website. In granting, such permission (I) (we) hereby relinquish and give the Diocese of Orlando, Orlando, Florida, all right, title and interest (I) (we) may have in the finished pictures, negatives, reproductions or copies, and further waive any and all rights to approve the use of such photographs, motion pictures, video, audio tapes, or any other materials and so release any and all claims of any nature whatsoever arisen for their use. If you do NOT give permission for your student to be photographed by Neumann Early Learning Academy, please notify the administration in writing. Please note that your child's photo may not appear in the class photos, etc. without such permission.

Snacks

The children are required to bring a snack from home every day. Please send the snack in a brown bag, zip lock bag or similar type bag labeled with your child's name. Be sure to include a napkin and any utensils that your child may need to eat the snack. As with the lunches, we strongly encourage a healthy snack (no candy). We encourage you to send in a drink for your child (no soda). If your child stays for lunch, please put your child's snack in its own bag, not the lunch bag/box.

Toys

Children may not bring toys (including handheld video games) from home to school. Toys from home can cause disagreements among the children or may also get broken or mixed in with the classroom toys. If you do bring a toy, it will be confiscated by the child's teacher and be returned upon pickup that day. The only exception is on Friday when we have Show and Tell and the toy or item must be specifically for that purpose.

Tuition

Each year a non-refundable registration fee is due by May 15th or upon enrollment. Tuition rates are determined yearly. Payments for tuition are made in ten (10) equal payments, paid monthly. Tuition is due on the first of each month. A \$10.00 late fee will be assessed after the 10th of the



month. Tuition is due regardless of days present or absent. Tuition is not pro-rated for days missed due to illness, vacations, etc. No allowance is made for holidays falling within a given month. This fact is taken into consideration at the time yearly tuition is established. Tuition payments can be made in cash, by check made out to Neumann Early Learning Academy on by enrolling in The Online Giving program. Note: there will be a \$25.00 fee for any checks returned. If a late payment notice is sent home on more than two occasions, Neumann will require automatic payments for the remainder of your child’s attendance.

Tuition and Fees	Part-Time Hours 8:30-12:00	Full-Time Hours 8:30-3:00
2 years old - potty trained - Parishioner	\$425	\$625
2 years old - potty trained - Non Parishioner	\$480	\$680
PreK3- Parishioner	\$415	\$615
PreK3 - Non-Parishioner	\$470	\$670

VPK program free with VPK certificate

Three day option for 2 and 3 year old class (MWF)

Half day (8:30-12:00) - \$370 per month

Half day (8:30-3:00) - \$585 per month

Wrap care prices: For VPK students that stay after VPK hours (12:00-3:00) \$300 per month

Registration prices

Paid by June 30- \$200

Paid after June 30- \$250

Registration is waived for VPK students that hold a VPK certificate from the Early Learning Coalition

Materials fee: For 2 and 3 year old students- \$150 annually

Multiple Child Discount

- The second child receives a 5% discount
- The third child receives a 10% discount.

All tuition plans are provided through FACTS tuition management monthly.



Volunteers

The Diocese of Orlando requires each school volunteer to be fingerprinted and to undergo a background check. This process must be completed before the parent/adult may accompany the students as a chaperone or volunteer in any capacity that involves contact with children. The Diocese has gone to Live Scan for all fingerprinting. Parents will need to have their fingerprints taken at a host location. The cost of fingerprinting is not covered by the academy. All volunteers must be re-fingerprinted every 5 years.

Withdrawal

In the event that you would need to withdraw your child from the preschool, we ask that you give us one-month notice so that we will have time to fill the vacant spot.