



**Tallahassee Classical School  
Preschool Family Handbook 2023-2024**

## **A Message from the Director**

Dear Parents,

Thank you for choosing Tallahassee Classical School for the education and care of your child. Please know that we value your choice and know that you could have chosen any other preschool in Tallahassee. It is our desire to not only teach your child developmental skills but also the love of learning.

We are a family at Tallahassee Classical School. As a family, we partner together as we grow physically and emotionally. If there is ever anything we can do for you, please don't hesitate to ask. In return, we may call upon you to help us from time to time.

We look forward to a wonderful year. Welcome to Tallahassee Classical School, where we love to learn.

Cara L. Wynn  
Headmaster

## **Tallahassee Classical School Mission Statement**

Tallahassee Classical School seeks to train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences with instruction in the principles of moral character and civic virtue.

## **Tallahassee Classical School Vision**

Tallahassee Classical School will develop exemplary citizens that are virtuous, thoughtful, articulate and possess a life-long passion for learning.

Children are allowed and encouraged to learn through play, developing mentally, emotionally, socially, and physically into a whole person in a developmentally appropriate manner.

The preschool provides an environment that develops mutually supportive relationships between family, school, and community. It also provides specific developmental support to parents and draws children to a closer relationship with others and a knowledge of the world.

As the chief executive of the preschool, the Headmaster administers the school program and

implements the policies of the School Board.

## **Making the Transition**

Extra-familial care can be very beneficial to children. Children with more than one attachment are more secure and better adapted to their future lives. Children must eventually move out, learn to know and trust other people. Infants who have attachments to more than one person are more secure in the face of inevitable separations from the mother. These children are able to adapt more easily and are more socially competent than the children having a strong attachment to only one person. Babies not only need exclusive relationships with their mother, but also can have important relationships with several people.

Your child's well-being is our primary concern. We want you to feel comfortable and confident as you combine your life as parents with your career. We want the time your child is in our care to be as free from worry to you as possible. We do this by adhering, at all times, to strict operational policies which govern, for example, discipline, administration of medications, or release of children to others. We will call you if anything is amiss, but otherwise, we will share your child's day with you when you arrive in the afternoon. Because consistency in child-rearing philosophy between child care center and the home is best for the child, we will honor parents' concerns and wishes for development to the best of our ability.

To ease the transition, the staff will greet each child warmly each morning as they arrive and bid each goodbye with anticipation of the next day. Quality childcare is developmentally appropriate; for example, younger children need more individual adult attention. As children grow older, they clearly benefit from association with other children. These principles are reflected in our staff-to-child ratios, and the emphasis on holding and personal interactions with all the children. We feel our developmental and teaching programs are selected from the best that is offered.

This handbook provides detailed information about our facilities and programs. Our Headmaster and staff will be happy to assist you with any questions that you may have about Tallahassee Classical School.

## **Your child's home away from home**

Tallahassee Classical School is unique because it was built specifically to provide a Classical education. The physical structure was designed to take advantage of our unique site. The

building was planned with attention to the little ones and with more space than required. Older children are separated from younger children.

The playgrounds are completely enclosed and offer a great variety of activities to enhance the learning experience. Opportunities for hands-on experiences will be provided throughout the day.

The building is well-constructed and equipped with sprinklers, smoke detectors, shelters, and other safety measures. Fire emergency exits routes are posted in each room and are practiced. Each room has an exit with a locked door; however, access to the building is strictly controlled for the safety of the children. Safety, security, and cleanliness are maintained at all times.

### **Hours of Operation and Holidays**

Tallahassee Classical School will operate from 7:30 am until 5:45 pm, Monday through Friday. We will follow the Leon County School Calendar. Please see our school year calendar for specific dates.

No credit or refund of tuition shall be given for days that the scholar is absent. Tuition is the same for each month regardless of the number of days.

### **Inclement Weather**

In the case of inclement weather, our closings will be announced on the major television and radio networks as "Tallahassee Classical School". We follow Leon County School Board closures.

Tallahassee Classical School will only be closed under extenuating circumstances (example: loss of power/water). If we do not have power or water, Tallahassee Classical School cannot be open.

When evacuation is necessary due to fire or any other reason, we will evacuate to a safe place and notify the parents.

### **Child Attendance**

It is the responsibility of the parents to check the child/children in and out daily.

We value any time your child may be able to spend at home with you or relatives. However, if your child is ill or absent for any reason, please notify Tallahassee Classical School. Full tuition is due whether your child is present at school or not. No credit is extended due to illness, vacation, holidays, or inclement weather.

## **Arrival and Dismissal**

It is recommended that children enrolled are brought into class no later than 8:00 am to get the full value of our program and class time is not interrupted. Children can be taken from school at any time during the day. Because children thrive on routine and generally prefer to know what to expect, we ask that you try to arrive at about the same time each day. Establishing a routine for the morning “goodbye” is one of the best things you can do to help your child make a smooth transition. Try to do the same thing each day upon arrival (put belongings away, read a book, assure your child you will return, say goodbye then leave).

Children cannot be dropped off or picked up during the class’s nap time. Such interruptions can be difficult for your child as well as disruptive for the rest of the class.

Students will be picked up from their respective classrooms at the agreed-upon time. In the event of someone other than the parent/legal guardian needs to pick up your child, their name needs to be on the approved pick-up list, or a written note sent to the office.

**VPK children should be dropped off between 7:45-8:00 am in order to get ready for instruction. This allows the child to feel prepared for the day.**

## **Registration and Tuition**

The registration fee is due upon enrollment. This is an annual, non-refundable fee. Tuition is based upon an annual cost per child. This cost is divided into installments which are assigned to each of the 10 months. This tuition is not based on the number of days in a month. Discounts may be available for multiple children.

Tuition is due on the first of each month. Tuition is late after the 10<sup>th</sup>. A \$30.00 late fee will be assessed to that account when tuition is not paid. If payments are returned or are late more than twice in a school year, your child’s enrollment may be in jeopardy.

If you are having difficulty paying your monthly tuition, please contact the office to apply for an Exception Application. This application is based on approval from administration and the proof of need.

Tuition rates are based on the number of hours per week your child attends. Should you need to change your rate, you will need to come to the Preschool Office to submit a Tuition Rate Change Form. Tuition rates cannot be changed after a month has already begun and will be based on availability in the classroom.

### **Withdrawal**

Should you find yourself in a position to withdraw from Tallahassee Classical School you must give the school two (2) week notice. Should you wish to apply for re-enrollment, the registration fee is waived if enrolling within 90 days of withdrawing. After 90 days, registration is payable, and admission is contingent upon available space in your child's classroom at that time.

### **Waitlist**

We often have a waitlist in our classrooms. Siblings of enrolled children have priority status on the waitlist so that we may better serve their families. Family payment history will be considered before an offer of enrollment is made. The exception to sibling priority occurs when commitments have been made before a parent request has been made. It is in the family's best interest to request a spot on the waitlist as soon as possible.

### **Late Pick-Up Fee**

Our goal is to care for your child in the best possible way. Children become anxious when it is time to go home, and no one has come for them. It is not only unfair to the child, but to the teacher as well because they cannot perform the duties required at that time. For these reasons, a stringent late pick-up fee will be assessed. \$10.00 will be charged for every 15 minutes, or a portion thereof, that the parent is late. We will make every attempt to contact you and/or the emergency contact listed, however, it is your responsibility to contact Tallahassee Classical School if you are running late. If we do not receive a call from you and cannot reach your emergency contacts, we may be required to call the local authorities to assist with the situation. Members of our staff are not permitted to take your child home with them. The late fee will be assessed the following day and is to be paid with the next tuition.

## **Application/Admissions**

Tallahassee Classical School does not discriminate regarding race, color, religion, physical disability, or gender. If we are unable to meet the child's needs, we will assist in finding care for the child. Each child must be 4 years old by September 1. All enrollment paperwork must be completed and returned to the office prior to the child's first day at school.

Upon completion of the forms, students are admitted when space is available. Priority is given to full-time students and/or their siblings.

If there are any changes to the application forms such as names, addresses, phone numbers, or places of employment, the parent(s) must notify the office in writing immediately.

## **Records**

Your child's records will be maintained in an accessible manner in the office of the Headmaster of Tallahassee Classical School. These are to include the following:

- Your child's identifying information (name, birth date)
- Parent(s) name, address, home, and business phone numbers
- Name and address of person(s) to whom the child may be released.
- A signed statement by the parent regarding any allergies and other known health problems (medical, mental, emotional) and any special procedures that should be used in caring for the child.
- Description of accidents or serious illnesses occurring while your child is at Epiphany, including the date, time, and condition under which it occurred, and the action taken.
- Current School Entry Exam and Health and Immunization information.

Information pertaining to your child will not be disclosed to persons other than the school staff or other authorized personnel unless you have granted written permission to do so, or in an emergency.

## **Health Procedures**

We will promote the health and safety of your child by providing a clean, smoke-free environment, safe toys, physical education, supervised physical activities, and maintaining information for disease prevention resources for parents. For the protection of children, we must enforce rules on illness and administering medication. Smoking is prohibited on our property.

## **Medication**

Tallahassee Classical School will administer physician-prescribed medication and non-prescription medication only at the written request of the child's parents or guardians on our "Authorization to Administer Medication" form. The medication will be kept in the original container with the prescription name on the container and will be locked up in the Clinic. A refrigerator for the medication that requires refrigeration will be provided. For the safety of the children, do not leave medication in your child's cubbies or tote bag.

Medication administration records are kept on the form provided to parents for consent. Tallahassee Classical School staff will not give the first dose of medication. The first dose must be given by the parent/guardian and monitored for the risk of side/effects and/or allergic reactions to the medication. Tallahassee Classical School has the right to refuse to administer medication that can be administered before or after childcare.

## **Illness**

A current up to date record of the child's immunizations (or a physician's statement that immunization is contraindicated) is required upon enrollment and must be kept current. We will help you with this by reminding you at least 30 days prior to expiration, and we do expect your support in this important health requirement. We are required by the Florida Department of Children and Families to have the name, address, and telephone number of your child's physician in our files. Please be sure to bring this information with you when you are ready to enroll your child, as the school must have this information prior to attendance. A child that is vomiting or has a fever of more than 101 degrees Fahrenheit will not be admitted to class. If a child has more than one loose bowel movement (diarrhea) or has signs or symptoms of any communicable disease shall be isolated from the other children and given appropriate care by a staff member until picked up by a parent, guardian, or designated representative. Parents must make arrangements to pick up their sick child within one hour of being notified. If your child will be absent or has been possibly exposed to a communicable disease, please notify the school office.

If your child is sent home with a fever of 100.4 degrees or more Fahrenheit, they must be fever free, without medication, for twenty-four (24) hours before returning to the center. They cannot return the next day. Parents will be informed of all communicable disease occurrences. Symptoms will be reported immediately to parents. Sick or injured children will be isolated from the other children and will be made as comfortable as possible until their parents arrive. If the sick or injured child is not picked up within one hour, the emergency contact listed in the child's file will be notified and asked to pick up your child.

## Guidelines

To help us successfully meet all our goals, the following guidelines have been set:

- All personal items must be labeled (backpacks, lunch boxes, blankets, clothing, toys, etc.)
- Sick children should remain at home. Please do not bring your child to school if he/she is showing signs or symptoms of illness. Any child, childcare personnel, or other person in the childcare facility suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed. Such a person may not return without medical authorization, or until signs and symptoms of the disease are no longer present. With a child, the condition shall be reported to the custodial parent or legal guardian. Signs and symptoms of a suspected communicable disease include the following:
  - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
  - Difficult or rapid breathing.
  - Stiff neck
  - Diarrhea (more than one abnormally loose stool within a 24-hour period).
  - Temperature of 100.4 degrees Fahrenheit or higher when in conjunction with any other signs of illness.
  - Pink Eye
  - Exposed, open skin lesions.
  - Unusually dark urine and/or gray or white stool.
  - Loss of smell or taste.
  - Yellowish skin or eyes; or
  - Any other unusual sign or symptom of illness.
- A child identified as having head lice shall not be permitted to return for 48 hours and must show proof that treatment was given. The child will be re-examined prior to being admitted to class.
- A fresh change of clothing, including socks, is required for each child each day for activities involving sand and water play, as well as in case of accidental soiling. Dirty clothing will be sent home each day.
- Medication will be given at times parents indicate on the *Authorization for Dispensing Medication* form provided by the Center.
- Medication can be given only with the express written direction of the parent. Each medication must be labeled with the child's name and dosage. Medicine will be kept locked up by the teacher, supervisor, and/or director.
- Tallahassee Classical School staff will not give the first dose of medication. The first dose must be given by the parent/guardian and monitored at home for the risk of side effects and/or allergic reactions to the medication.

## **Accidents/Injury**

In the event of an accident, appropriate procedures will be followed, and parents will be notified. Reports are kept on all accidents and copies are released to the parent upon picking up the child at the end of the day. Please give us the name of an emergency contact other than the parent or physician. We also need a signed emergency medical treatment form (provided by the school) in the event a child needs emergency care. If we cannot reach you the child will be taken to the nearest Emergency Room or the Hospital.

## **Fire/Tornado Drills**

Fire drills are conducted as required by the Florida Department of Children and Families. Records as to the date and amount of time to evacuate are recorded and kept on file at the school.

Tornado drills are conducted monthly, August-May. The date and amount of time to evacuate are recorded and kept on file at the school. Emergency evacuation plans will be posted in conspicuous places throughout the school and in each classroom.

## **Custody of a Child**

At the time of enrollment, you will be expected to provide in writing the names, addresses, and phone numbers of three (3) people to whom we may release your child. Any change in the above must be given to the director in writing. A child will not be released to any person other than those authorized above without prior written authorization. At any time, we reserve the right to ask for identification. It is the policy of Tallahassee Classical School to not interfere, however, we must have the custody court documentation in your child's file to clarify the rights and responsibilities of the parents and/or guardians.

## **Reporting Suspected Child Abuse/Neglect**

According to Florida law, all Tallahassee Classical School employees are mandated to report any suspected child abuse and/or neglect to the Department of Children and Families (DCF). The Headmaster is not required by law to notify the parents before contacting DCF.

Your child's safety is of the utmost importance to us; this includes your child being in a car seat or booster seat that is required for their age and weight. It is our responsibility to report any child not in the proper child restraint.

## **Birthdays**

Birthdays are recognized each week in class. If you would like to provide a snack (cookies or cupcakes) for your child's birthday, you can arrange the date with the teacher. Birthday snacks will be passed out during snack time or during recess. Time does not permit birthday parties to be conducted at school. Please do not send favors or balloons. Invitations will only be distributed if the whole class receives one. Children can easily get their feelings hurt if they feel excluded.

## **Daily Programs and Routines**

Daily activities and schedules are posted in each classroom, along with the weekly lesson plan. We take walking trips to explore our property and the world around us.

## **Parent Information, Involvement, and Visits/Conferences**

Parent information will be found on the Parent Information Board located near your child's classroom. Every child is provided a cubby for the storage of personal items. Correspondence from the Director or the Teacher to the parent(s) may be placed in these cubbies.

It is part of our philosophy to bring together the child's school and home environments. It is to the child's advantage that we work together cooperatively. A child receives a great deal of satisfaction when parents are interested and involved in the life of the school. For these reasons, we request that each parent keep abreast of school events through calendars and newsletters. We do offer parent involvement activities to give you a chance to participate in events with your child at school.

Communication between staff and parents is encouraged. Although daily or weekly reports are submitted, we urge parents to speak with caregivers. Keep us informed of significant home events. This will allow us to deal sensitively in all situations.

Visits to Tallahassee Classical School by parents are always welcome. We do ask that if you wish to visit your child's classroom, you make prior arrangements with the Headmaster. We do this to minimize disruption in your child's day. Since children have little concept of time, they may think that when they see you, it is time to go home. A parent's departure after a short visit can be very unsettling to a small child. View windows are installed near the door of each room. We also recognize that because of your interest in the welfare of your child, you will, on occasion, wish to confer with the teacher or Headmaster. Conferences may be arranged upon request.

## **Family Expectations**

Parents/Guardians and their guests must use appropriate language while on Tallahassee Classical School property. Foul language of any type is not permitted on school grounds, which includes our parking lots and playgrounds.

We do not allow parents or their guests to use any type of corporal punishment on any child, whether enrolled in our program or not, while on school property. This includes our parking lots, playgrounds, and bathrooms. Further, while verbal reprimands may be appropriate, it is not appropriate for a parent to verbally abuse their child while on Tallahassee Classical School premises. Doing so can cause undue embarrassment and emotional distress to a child. Violations of this policy will result in immediate withdrawal from our program. Parents and their guests are also prohibited from addressing or disciplining a child that is not their own. If you have a concern about the behavior of another child at our school, please bring your concern to the director who will address your concern and resolve the issue.

We have a responsibility to provide a safe environment for our employees, the children we serve, and other adults. Therefore, we have a zero-tolerance policy regarding threats or threatening behavior in our school, whether the threat comes from a child or an adult, regardless of who is the target of the threat. This includes but is not limited to, threats to do personal harm to someone or threats to retaliate in any way. This type of behavior will result in immediate withdrawal from our program.

## **Grievance/Due Process Resolution**

It is our desire, at Tallahassee Classical School, to address all questions and concerns that might arise. If your questions or concerns involve your child's teacher, that would be where you would begin. If a resolution has not been reached by meeting with the teacher, your next step would be to schedule a meeting with the Parent Liaison. After meeting with the Parent Liaison and not finding a solution, a meeting should then be scheduled with the Headmaster. We believe it is important to follow this process by which to find a resolution.

## **Important Things to Remember**

- Accompany your child to their classroom and say goodbye positively and quickly.
- Try to bring your child at approximately the same time each day.
- Voice appreciation of your child's creative work and if possible, display his/her work at home.

- Feel free to discuss with us things troubling you concerning your child's behavior, language, health, problems, or family changes that could affect attitude or behavior at school, and respond positively when things are good.
- Come for your child on time.
- Schedule conferences aside from drop off or pick up.

We do reserve the right to terminate a child's enrollment for violations of policies and rules of the school or of the Florida Department of Children and Families. It is imperative that parents respect the religious nature of Epiphany.

## **Our Staff**

Tallahassee Classical School is committed to providing children with a caring and nurturing staff that values the opportunity to share the love of learning with the children in their care. The staff selection process includes interviews, work experience checks, and criminal history background checks. Our staff participates in continual professional staff development opportunities, which include monthly staff meetings, in-service workshops, first aid, and CPR training.

Tallahassee Classical School strives to provide a family environment. We believe that staff, parents, and children's feelings and emotional well-being should always be valued.

## **Program**

Tallahassee Classical School's program of early childhood education includes teaching, storytelling, sharing, music, and playing in an informal, home-like environment. We start out with the building blocks of learning in a Classical way to lay the foundation for the knowledge they will need when they enter Kindergarten at Tallahassee Classical School the following year.

The Tallahassee Classical School program provides experiences and activities that will meet your child's emotional, social, intellectual, and physical needs. Your child will be guided to start taking part in small and large group activities. This combination of experiences will broaden your child's aptitude for future schoolwork while allowing free reign for imagination and creativity. Children are attended, always, by trained/experienced caregivers.

Your child will be guided:

- To become aware of and have an interest in the world about him/her
- To develop a sense of pride in him/herself, his/her school, and nation
- To make a happy transition from home life to school life

- To work and play comfortably with other children
- To manifest some degree of self-discipline and self-control
- To grow in verbal, sensory-motor, and conceptual skills
- To observe and use simple health and safety rules
- To help think and act for self while growing in common courtesies

The program includes outdoor play – with games, exploring, exercise, indoor child-selected play – with developmentally appropriate toys, sand, and water play, songs, music, story time, nature study, PE, art class, and music class.

## **Curriculum**

The curriculum is based on our knowledge that children learn best through their first-hand sensory experiences of feeling, listening, tasting, smelling, and observing. Children need to handle, manipulate, experiment, and explore. They also need and expect certain guidelines, rules, and routines to feel safe and secure. It is our task to provide various materials and learning opportunities as well as the protective controls that children need for optimal learning. Activities are planned around age-appropriate objectives and units. In addition to the daily classroom routine, planned by the teacher and the children, our curriculum also includes music and creative movement. We use Literacy Essentials, Singapore Math, and Core Knowledge Curriculum.

## **Share Days**

We ask that toys not be brought from home on days other than specified as a share day. Exceptions will be made for security items such as blankets or a stuffed animal resting friend. Do not send items that cannot be played with by the other children. Do not send toy guns, toy weapons, or other inappropriate items that encourage violence. If these toys are brought into the building, they will be kept in the Director's office until the child is picked up. We ask that electronic toys/games are not sent for share day. Gum and candy may not be brought to share. Tallahassee Classical School cannot be responsible for lost or damaged items.

## **Nap time**

Children will nap or rest between 12:30 pm and 2:30 pm each day, depending on the child's age. Parents will provide a nap mat, travel-sized pillow, blanket, and a sleeping friend (stuffed animal) if so desired. These items will be sent home every Friday, laundered by the parents, and brought back on Monday. Please do not bring anything that will not fit in your child's cubby.

## **Behavior Management/Discipline Policy**

We believe that all our children can behave appropriately at Tallahassee Classical School; thus, limits and boundaries are set for the children. If a child engages in improper activity, we will explain to him/her why his/her actions are unacceptable to those around him/her. We want children to learn to make appropriate choices independently and not rely on adults to control their behavior for them. In accordance with our goals of discipline, we utilize supportive and fair discipline techniques that help children acknowledge the behavior, make choices about the solution, and be responsible for consequences. We recognize that this is a process.

Teachers are directly responsible for the behavior management of the children in their care. Teachers facilitate the development of self-control in children by using the following positive guidance techniques:

- Setting clear, consistent expectations for age-appropriate classroom behavior
- Valuing mistakes as learning opportunities
- Redirecting children to a more acceptable behavior or activity
- Listening when children talk about their feelings and frustrations
- Guiding children to resolve conflicts
- Modeling skills that help children solve their own problems

The teacher may ask the child to sit apart from others if there are repeated disciplinary issues. This is the time for the child to calm down and decide when he/she is ready to rejoin the group. If all customary techniques are exhausted, a parent-teacher conference may prove to be effective. This is an opportunity of sharing between teacher and parent of possible causes and/or solutions. Repeated misbehavior will result in a conference between the Headmaster and the parent(s) and may result in withdrawal.

Withdrawal may be a result of the following:

- Abuse of other children, staff, or property by child or parent/guardian
- Continued violation of policies by child or parent/guardian
- Disruptive or dangerous behavior by child or parent/guardian
- The school's inability to meet the child's needs or the parent's/guardian's expectations
- Biting habits that cannot be easily redirected

Tallahassee Classical School prohibits punishment that is severe, humiliating, frightening, or physically harmful to a child. Discipline shall not be associated with food, rest, or toileting. Spanking or any other form of physical punishment is not tolerated. Young children's behavior is challenging at times, but many behaviors are typical at different age levels. We

will use positive guidance techniques to work with these behaviors, but will not tolerate a child hurting another child, staff, or self. We will also not tolerate disrespect or bullying of others. We will also help all children learn responses to inappropriate behaviors and bullying. If these behaviors cannot be corrected, we will have no choice but to terminate the child immediately.

## **Progress Reports**

Your child's teacher and/or the Headmaster are available to discuss your child's progress at any time and will regularly bring matters to your attention when necessary. In addition, we offer Parent/Teacher conferences as needed throughout the year. The parent(s) may request Parent/teacher conferences at any time. It is intended to include you in your child's progress and to provide information on activities you may wish to reinforce at home with additional discussion.

## **Tallahassee Classical School Rules**

- Walking when inside
- Quiet voices inside
- Keep hands and feet to yourself
- Show respect for others
- Follow directions
- Any other classroom rules decided by the children and the teacher

## **Child's Personal Items**

Please have your child wear the uniforms that are in our online store with French Toast Uniforms. From time to time, we have clothes in our Used Uniform Store that can be purchased by contacting the office. We ask that you provide us with one complete change of clothing, including socks, to keep at school. Soiled clothing will be placed in a plastic bag and returned in your child's backpack. Each item of clothing should be clearly labeled so that the clothes are not misplaced. Please place clothing in a clearly labeled Ziploc bag to be kept in the child's cubby. Jackets or sweaters sent to school should also be clearly labeled.

Each child will be assigned a cubby; this is a place to keep personal belongings during the day to be sure they are taken home in the evening.

## **VPK**

The pre-kindergarten program is designed for children between the ages of 4 and 5, with a teacher/child ratio of 1:20 with the exception of VPK hours. We begin to develop pre-

reading skills and lay the groundwork for kindergarten programs in elementary school. We round out our program with art, music, dramatic play, and motor skill activities. We offer your child a stimulating and fulfilling pre-kindergarten year. Schedules for the pre-kindergarten program are posted on the Parent Information Board. All children must be here at least 80% of the time or can be terminated from the program and they must be here by 8:00 am.

## **Meals**

Breakfast is an important meal of the day. Please provide your child with a healthy breakfast prior to coming to school each day. Lunch will be provided between 12:00 am and 12:30 pm. An afternoon snack will be needed each day and taken out beginning at 2:30.

Children are given as much time as they need to eat. Children are encouraged to become interested in the food before them and are assisted when needed. No child is forced to eat any food. Special eating problems or marked changes in lunchtime behavior will be reported to parents.

We will review each child's medical report to be aware of allergies or other food problems. We also do some cooking and baking in school to provide the children with both a fun and nutritional experience. The school encourages either juice or milk with all meals.

## **Department of Children and Families/Accreditation**

Tallahassee Classical School follows and adheres to the standards set by DCF. As a part of the VPK program, we adhere to all rules set by the Early Learning Coalition of the Big Bend.

## **Class Placement**

Children are placed in a classroom according to their birthdate and the Florida State Age Requirement of September 1. Teachers are assigned and students are placed in classes in August. Class assignments are published on the day of Orientation, which is two days before the first day of school. Tallahassee Classical School does not accept parent requests, however, any unusual circumstances in relation to your child should be noted on the application.

### **“Children Learn What They Live”**

If a child lives with criticism, he learns to condemn. If a child lives with hostility, he learns to fight.

If a child lives with ridicule, he learns to be shy. If a child lives with tolerance, he learns to be patient.

If a child lives with encouragement, he learns to confide. If a child lives with praise, he learns to appreciate.

If a child lives with fairness, he learns justice. If a child lives with security, he learns to have faith.

If a child lives with approval, he learns to like himself. If a child lives with acceptance and friendship,

He learns to find love in the world.

-Dorothy Law Nolte