



AT NORTHLAND

# PARENT HANDBOOK 2023-2024





# TABLE OF CONTENTS

Director’s Welcome ..... 3  
Church Services ..... 4  
Northland Cooperative School Mission Statement. .... 4  
Philosophy. .... 4

## SCHOOL POLICIES

Admission Requirements ..... 5  
Tuition and Fees ..... 6  
Parent and School Communication ..... 7  
Lunch and Snacks ..... 7  
Birthdays ..... 7  
Student Files ..... 8  
Supplies ..... 8  
Dress Code ..... 8  
Security ..... 9  
Drop Off and Pick Up ..... 9  
Emergency Procedures ..... 10  
Evacuation Plan ..... 10  
Kindergarten Conferences and Report Cards ..... 11  
VPK Conferences and Assessments ..... 11  
Sick Guidelines ..... 12  
Emergency Care Plan ..... 12  
Medications. .... 12  
Potty Training ..... 13  
Discipline Procedures ..... 13  
Expulsion Policy ..... 16  
VPK Attendance Policy ..... 16



## DIRECTOR'S WELCOME

I would like to take this opportunity to welcome each of you to the Cooperative School at Northland. I am looking forward to the 2023-24 school year and hope you are too!



PAM ANDERSON  
*Director, Northland  
Cooperative School*

Whether you are just starting in our Parent's Morning Out or if you are enrolling your child in our kindergarten program, I look forward to working with you and am delighted your family is joining us!

Throughout this school year, I want you to know that I am available to you whatever your concerns are. I want to hear from you and will make time to help your family in any way possible.

Thank you for trusting the Cooperative School at Northland I look forward to working together to provide a healthy and safe school year for your child May God richly bless your family as we learn and grow together

Warmly,

A handwritten signature in black ink that reads "Pam". The signature is fluid and cursive, with a long horizontal line extending from the bottom of the "m".

Pam Anderson, Director, Cooperative School at Northland

*The Cooperative School at Northland admits students of any race, color, national or ethnic origin.*

## **CHURCH SERVICES**

If you are looking for a church home, we would be pleased to have you join us for worship at Northland.

Saturdays at 5 p.m. . . . . On-line and On Campus  
Sundays at 9 and 11 a.m. . . . . On-line and On Campus

## **THE COOPERATIVE SCHOOL AT NORTHLAND MISSION STATEMENT**

Partnering with parents to educate young children in a Christ focused, community centered cooperative learning environment.

## **PHILOSOPHY**

The Cooperative School at Northland strives to lay a foundation that allows children to grow and develop in “wisdom, stature and favor with God and man” (Luke 2:52) acting as a resource for parents as they “train up a child in the way he should go.” (Proverbs 22:6)

Working from the basic premise that children are active learners who are constantly making discoveries in their environment, we believe in providing opportunities that will instill in children a lifelong love of learning. All children are made in the image and likeness of God and are precious gifts. All children can learn and have unique learning styles and personal gifts. On a developmental continuum, all children are at different places and will grow and develop as they interact with teachers, peers and a curriculum that provides opportunities to make learning meaningful to their lives and enables them to reach their fullest potential.

Parents are children's first and most important teachers. At the Cooperative School at Northland, parent participation and partnership is encouraged. One of the primary goals of the entire program is to equip families for a life of worship and service in their homes, communities and beyond.

Building trust, security and a healthy sense of respect for self and others is critical in the global environment in which we now live. The classroom must be a safe place where children can take risks and explore in an atmosphere of mutual respect and encouragement. In learning to work together, children discover that others are precious to God and that they are empowered to do for themselves while serving those around them. Making friends, cooperating in groups and learning personal responsibility are all essential components of early childhood education.

## SCHOOL POLICIES

### **ADMISSION REQUIREMENTS**

The Cooperative School at Northland will enroll children who have reached the age of 2, 3, or 4 by September 1 into the 2-, 3-, and 4-year-old classes respectively. Voluntary Pre Kindergarten (VPK) and kindergarten students must comply with age requirements established by the state of Florida. Children will be enrolled without regard to race, sex, religion or national origin. Returning students and their siblings will be given registration priority. Open registration for the community will be held once current registration is complete. As classes fill up, children will be placed on a waiting list and put in a class on a first-come first-served basis.

## TUITION AND FEES

All families who wish to enroll at the Cooperative School at Northland are required to pay a non-refundable registration fee per child. Payment of this fee insures that a spot is held for the child. If the family decides they no longer wish to enroll the child for any reason, this fee is not refundable. Due to the competitive nature of school enrollments the registration fee is a good faith commitment by our families, to help us make sure that our classrooms will be properly staffed and enrollment levels will remain manageable. The registration fee remains constant regardless of when the child is enrolled.

A materials fee per child is collected from every family. The materials fee covers the costs of the consumable products used daily in the classroom. These products include items like construction paper, paints, arts and crafts supplies, paper bags, paper plates, etc. Should a family drop out of the preschool before the first day of school, the materials fee can be refunded. No fees are refundable after the first day of school.

Tuition is paid monthly and due on the first of each month. Families are expected to be current with their tuition. Should a family have a financial hardship in any given month, they should contact the director immediately and make a plan to keep their account current. Failure to do so may result in the child being removed from the program.

Children will not be permitted to register for the new school year if tuition and fees are delinquent at the time of registration. Additionally, the Cooperative School at Northland reserves the right to withhold report cards and academic records should tuition not be paid in full by year end. Voluntary PreKindergarten (VPK) students have no financial obligations to our school however, in order to be registered a VPK voucher must be completed and on file. Families must comply with Northland



Cooperative School's VPK Attendance Policy (found at the end of the handbook) or forfeit their VPK funding and be obligated to full tuition payments.

## **PARENT AND SCHOOL COMMUNICATION**

Our school community uses a safe and secure social media platform called Bloomz. Each parent will be invited to join the Cooperative School's Bloomz page. Our Bloomz account allows for private sharing of news, updates and classroom activities. It also acts as a communication tool between parent and teacher, parent and school and parent to parent. Bloomz provides the security that other forms of social media do not. Therefore, we ask that if you post pictures to social media (facebook, instagram, etc.) they would be of your child only. A school wide calendar is also available on the school's website. Our classroom teachers also send out a monthly newsletter that highlights themes and activities that happen in the classroom.

## **LUNCH AND SNACKS**

All children will have lunch every day. Please send in a nutritious and balanced lunch for your child to eat in class each day. Lunch boxes and all food containers should be labeled clearly with your child's first and last name. Please only send in food items that your child can manage for themselves. This year we are also asking that each child brings in a filled "Thermos" style water bottle that is also clearly labeled with first and last name.

## **BIRTHDAYS**

Birthdays are special occasions for young children.

This year we are allowing families to send in a special birthday treat for your child to share with his or her class. Please let the teacher know that you plan to send these items in so she can make arrangements for children with specific food allergies.

## **STUDENT FILES**

In compliance with the Florida Department of Children and Families and to ensure the health and safety of each child, the following must be on file:

- Student Information Form with two emergency contacts
- HRS Student Health Examination Certificate – Form # 3040
- Florida Certificate of Immunizations – Form #680

These forms must be on file by the first day of school.

## **SUPPLIES**

A complete list of school supplies is available on our website. Each teacher may also request classroom specific items and will let you know as consumable items need to be replaced.

## **DRESS CODE**

It is very important that all students bring a complete change of clothes in a ziploc type bag, including shorts, shirt, socks and underwear. We will keep these items at school. Sneakers and play clothes are preferred as the children have daily playground time. Please provide jackets or sweaters on colder days.

## **SECURITY**

Security and safety are a primary concern at the Cooperative School at Northland. Only the main doors in the church lobby will remain open during the school day. This lobby is always monitored. Our school doors will open for a brief interval during drop off and pick up. If you are late to school, please come through the front entrance or call the office to have someone let you in. Our classroom hallways are equipped with automatic locking doors to insure that only authorized individuals are allowed into the children's areas. Should you choose to volunteer in a classroom, you must stop by the school office to get a security badge before going into the children's areas. Additionally, our classroom doors are now equipped with locks to better secure the children in case of an emergency. We will only release your child to the individuals listed on your school paperwork. When sending in an authorized person to pick up your child, please have them bring in a form of identification. Please update the office whenever you have an addition or deletion to your list of authorized individuals.

## **DROP OFF AND PICK UP**

This year our drop off and pick up will be directly in the classroom. Each age group is assigned a parking lot. Please park in the assigned lot to ensure parking for all. Should you arrive late, please check in at the school office. Should you be running late for after school pick up, please let the office know as soon as possible. Your child will be waiting for you in the school office. Each family will be given a pink car sign to keep on your dashboard. The pink sign will help our security recognized you as part of our Cooperative School family.

## **EMERGENCY PROCEDURES**

Fire drills are conducted according to state law and our staff is trained on policy and procedure. Every attempt is made to ensure a smooth and safe drill with minimal disruption to daily classroom activities.

If an emergency like severe weather or other unforeseen event were to occur on our campus, information to families will be communicated in as many ways as possible - text, social media, internet. The first priority at the Cooperative School is the safety of the children and staff. The second priority is to communicate with parents how to best reunite with their children .

If the school needs to be closed due to weather or other unforeseen events, the Cooperative School will follow the lead of Seminole County Public School. If SCPS has canceled school, we will cancel school as well. All emergency information will be posted directly to our Bloomz platform. It is the easiest way to get information out quickly.

## **EVACUATION PLAN**

Should our main building need to be evacuated for any reason, the children will be relocated to the Rink Auditorium. All reasonable attempts will be made to notify parents and dismissal would begin.

## **KINDERGARTEN CONFERENCES AND REPORT CARDS**

Our kindergarten teachers schedule two conferences each year. One in November and one in March . Additional conferences can certainly be scheduled at your request. Our kindergarten program operates on a trimester basis; report cards will be sent home at the end of each trimester.

## **VPK CONFERENCES AND ASSESSMENTS**

An annual conference is scheduled mid-year for all children in our VPK. Conference time is set aside to discuss the progress your child is making physically, socially, emotionally and academically. Your presence at a conference is not required but is recommended for the benefit of your child.

Should other concerns arise that require the attention of the teacher, please ask her to set aside time as soon as you realize there is an issue of any size. We prefer to handle your concerns right away in accordance with the principles set out in Matthew 18. The teacher can then assess the situation and determine the best way to handle it. Please remember to go directly to your teacher with your concerns. She understands not only your child but the needs and dynamics of the whole class.

## **SICK GUIDELINES**

Please judge not only your child's general health and behavior each school day, but also the health of your entire family. Illnesses can spread quickly among family members, please be extra cautious sending your child to school if someone in your household is sick.

If your child has any of the following symptoms, please keep them home:

- Fever (cannot return until fever free for 24 hours without medication)
- Cough
- Green or Yellow Runny Nose
- Vomiting (cannot return until no vomiting for 24 hours)
- Diarrhea (cannot return for 24 hours symptom free)
- Conjunctivitis (Pink Eye)
- Unexplained Rash

If anyone in your household has a contagious disease, including Covid-19, please keep your child home and contact the school office. If your child contracts head lice, he/she must be checked before returning to the classroom. Please contact the office.

## **EMERGENCY CARE PLAN**

Should your child become ill or sustain any significant injury while at school, we will make every attempt to first contact the parents . If neither parent can be reached, we will contact the individuals listed on the emergency contact list provided to the school . Minor scratches and bumps will be brought to your attention when you arrive at the end of the school day.

## **MEDICATIONS**

For reasons of safety and liability, the school staff is unable to administer any medication without a medical release form. You may obtain this form from the school office.

## **POTTY TRAINING**

All children reach the age of potty training at differing times . At the Cooperative School, we work together with our parents to insure a smooth transition out of diapers . It has been our general experience that most children are trained by age 3 and therefore it is our policy that all children entering a 3 year old class should be potty trained .

By potty trained we mean:

- The child can inform the teacher of the need to use the restroom
- The child stays dry throughout the school day
- The child can use the restroom with some help

While we understand that accidents can occur from time to time – they should be the exception rather than the rule . Our 3 year old classroom teachers do not make time in their schedule and do not have the proper equipment to effectively diaper change or potty train .

## **DISCIPLINE PROCEDURES**

At the Cooperative School at Northland, we believe that children live and learn best in a supportive, nurturing, well structured environment . Our goal is to follow Christ's teaching of treating others the way we would like to be treated . In all interactions with any child at our school, our focus will be to reflect Christ's love and care to the children . We respect children as precious gifts from God and allow them to grow with positive guidance, encouragement and reinforcement . The use of corporal punishment including verbal abuse is strictly prohibited by teachers, helper parents or staff.

Our mission in regard to a discipline plan is simple . We strive to promote healthy social and emotional growth so that children will become responsible, productive adults.

In order to effectively adhere to the mission and vision of the Cooperative School, we must have guidelines and procedures in regard to behavioral guidance at our school . To that end we have developed the following policies and procedures regarding school wide discipline, behavior guidance and social/emotional learning.

We believe that children grow and mature on a developmental continuum and that no two children are at the same place on that continuum . Therefore, the foundation of our discipline plan seeks to intentionally help each individual child learn to live, grow and interact in a classroom environment that is based on nurturing and responsive relationships . Intentional teaching of social and emotional skills includes teaching acceptable social norms, desired behaviors and creating a classroom community where care and concern for one another is the paramount objective . We believe that supportive responsive relationships among adults and children are an essential component to promote healthy social and emotional development.

We have implemented school wide rules and standards for behaviors that are intentionally taught, modeled and practiced every day that school is in session . These simple rules are quick and easy to understand even for our youngest students.

These rules are:

- We are safe.
- We are kind.
- We are helpful.
- We are brave.
- We are friendly .

We believe that all socially acceptable behaviors are encompassed in these five simple rules. Teachers are provided with a curriculum to help them intentionally teach these rules and these rules must be consistently followed and adhered to wherever and whenever the students are on our campus. That



means that in the classroom, on the playground, in the hallways, in the restrooms, in our after care (Stay and Play), in our school lobby and on church property, these rules are consistently modeled by all staff members. We encourage our cooperative community to follow these guidelines while on campus as well. We understand that the words safe, kind, friendly, brave and helpful can mean different things to different people. Therefore, we have general guidelines for what these words mean at our school so that consistent discipline can be practiced and no one is confused.

- Safe behavior means that we act in ways that keep ourselves and others free from harm.
- Kind behavior means that we treat one another with respect using kind words and actions.
- Helpful behavior means we follow directions and listen to one another .
- Brave behavior means we learn from our mistakes and say we are sorry.
- Friendly behavior means we include others, share and take turns.

## **EXPULSION POLICY**

Our discipline plan focuses on promoting positive behavior through a supportive learning environment. Significant behavior concerns tell us that a child needs more time, support and practice to develop their social and emotional skills. Sometimes, serious concerns arise, for example, behaviors which jeopardize the safety of the teacher or other children in the class. When these types of situations occur, we will partner with parents and professionals who specialize in young children's social and emotional health. On rare occasions, we may work with families to seek a better environment for their child if we agree that our program can no longer meet the needs of that individual child.

## **VPK ATTENDANCE POLICY 2023-2024**

**Parents of children enrolled in a VPK class must comply with our attendance policy.**

We will have 6 Voluntary PreKindergarten (VPK) classes:

- 3 Classes from 9 a.m.-1 p.m., Tuesday-Friday for 135 days
- 1 Class from 9 a.m.-1 p.m., Tuesday-Friday (with wraparound care until 2:30 on Tuesdays and Thursdays: Extra charge applies)
- 2 Classes from 8:55 a.m.-2:30 p.m., Tuesdays and Thursdays; Wednesdays 8:55 a.m.-1 p.m. for 105 days

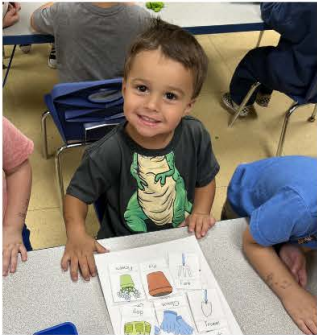
All enrolled families have received a calendar showing the scheduled days during the operational period of August 21, 2023 through May 17, 2024.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is the Northland Early Learning Center's funding from the state of Florida linked to attendance, but also the child's success upon entrance to Kindergarten.

Prompt arrival for our VPK program is essential and the children will be signed in by school staff. Attendance will need to be verified at the end of each month by the parents. Please take extra care to ensure that your child is on time to school. Daily attendance in the VPK program is necessary for optimal learning. We ask that you think ahead when planning family vacations and appointments as the state of Florida requires 80% attendance for each VPK student. Should your child miss more than 20% of our established school days, you may be dismissed from the funded VPK program. You may re-enroll as a private pay family.

## **VERIFYING YOUR CHILD'S ATTENDANCE AND ABSENCES:**

You will be given a VPK Long Form to review and confirm your child's recorded attendance at the end of each month. Your signature on this form will not only verify the attendance, but also will direct the payment for the month's VPK program for your child to this school. It is essential that these forms are signed in a timely manner every month.



**NORTHLAND  
CHURCH**

522 Dog Track Road  
Longwood, FL 32750  
(407)949-4000 | [NorthlandChurch.net](http://NorthlandChurch.net)