SUNC AST Community School

Family Handbook

201 W Moody Blvd, Bunnell, FL 32110

Phone: 386-986-1876

Email: Admin@suncoastcommunityschool.com

Purpose & Mission

God has called Suncoast Community School to educate and care for our community. Our desire is to partner with YOU to challenge families to be all that God has created them to be.

SCCS believes that relationships are important to God and therefore are important to us. Many families in Flagler County do not have extended family & support, and they find themselves without local help, resources, parenting quidance, etc. We want to partner with you to bridge this gap. SCCS provides a safe, developmentally appropriate environment for all children to discover their strengths and talents in a way that honors God. We believe we can be better together.

> "This is the day the LORD has made. We will rejoice and be glad in it." Psalms 118:24

What we believe:

God exists equally in three persons; Father, Son and Holy Spirit. God has revealed himself both in nature and through the bible. (Isaiah 43:10, Matt. 28:19)

Humanity:

All human beings bear God's image and are therefore inherently valuable beginning at conception. (Gen. 1:27, Psalm

Salvation:

Through sin, humanity has been separated from God. In response, God sent his only Son to make a way for us to be reconciled to him.

- · Through faith: Salvation is a gift of God's grace, not something that can be earned. (Eph. 2:8)
- Through Jesus Christ only: Christians believe that Jesus' death and resurrection made salvation possible. (John 14:6)
- · Through repentance: Christians believe that to be saved from sin, one must ask forgiveness, turn away from sin, and believe that Jesus died for their sins. (Romans 1-:9-10)

Bible:

We believe that the bible is the inerrant, authoritative word of God. It is a sacred scripture that contains messages from God. (Romans 5:4, 2Timothy 3:16-17)

Marriage:

God made human beings male and female, equal in value but complementary in their relationship to one another. (Genesis 1:26-27)

Gender:

Gender is not a mere social construction, but part of a loving Creator's design. There are two genders, male and female and are assigned at conception. (Genesis 1:27, Genesis 2:18-25)

How do we do this:

Our agreed upon values and expectations are the foundation of every conversation, decision, and action in the execution of creating the kind of learning environment that will accomplish our mission. We carefully use them to

identify for our students the most effective learning environment, curriculum, teaching methods, and activities that motivate and inspire children to learn.

Values

Being REAL:

- Doing life together
- Getting real about the highs and lows of our lives
- · Resolving conflict in a Biblical manner

Honoring God:

- Bringing attention to Jesus
- Pursuing and living by His truth as found in the Bible
- Communicating with Him regularly through prayer
- Expressing our faith in obedience to His leadership (even when it does not make sense)

Valuing People:

- Serving those we are responsible for
- Encouraging others to take next steps in their faith journey
- Intentionally welcoming and accepting families and team members of SCCS
- Acknowledging and celebrating God's involvement in our lives

Serving God and Others:

- Discovering and using the gifts & talents God gave us
- Giving Him our best efforts, abilities & resources
- Practicing true team leadership
- Modeling a Christ-like attitude

Expectations

Team Members:

- Treat others with love and respect
- Communicate regularly and effectively
- Participate, cooperate, and learn
- Adhere to Values and Expectations

Students:

- Treat others with love and respect
- Participate, cooperate, and learn
- Ask Questions
- Adhere to Values and Expectations

Families:

- Treat others with love and respect
- Bring your child to school and be on time
- Encourage your child to share his/her concerns
- Adhere to Values and Expectations

Be actively involved in partnering with SCCS to help your child develop into who God has designed them to be

Admission Requirements

Suncoast Community School is registered with the Florida Department of Education. The following are necessary requirements that parents must comply with to enroll their child in our school.

- 1. Complete the Registration Form and submit the non-refundable registration fee.
- 2. Provide a Florida Department of Health Certificate of Medical Exam (3040) and a Certificate of Immunization (680) is required for each child. These must be signed by your family physician or the health department and should contain a statement of the child's general health including any significant medical conditions such as allergies and or physical limitations. Your physician has these forms at their office. We must have these forms on or before your child's first day of school.
- 3. Provide a copy of the child's birth certificate.
- 4. Parent/Guardians must sign acknowledgement of an agreement to comply with our family handbook policies.
- 5. Signed acknowledgement of an agreement to SCCS discipline and dismissal policies.

Suncoast Community School does not discriminate against children, families, or team members based on race, national origin, ethnic background, sex, religious affiliation, or disability.

School Day Procedures **School Hours**

Monday-Friday

8:30 am - 3:00 pm

Limited number of aftercare spots available.

Early Learning Drop off

- Your child's safety and security is our top priority.
- Escort your child to the Front Lobby and wait until an SCCS team member takes your child.
- Sign your child in via the Gradelink app.

Release of Children

- Children will be released ONLY to the parent/guardian, or other persons designated on the Enrollment Application, or the Release Form signed by the parents. Early Learning Children may not be released from the center to any persons under the age of 18. It is important that this information be kept current. Your child's teacher and the school office should be kept informed of any changes.
- The SCCS office and must be informed via email if anyone other than the child's parent/guardian will be picking up the child. Photo I.D. will be required of anyone picking up your child to verify identity. Please inform all people on your release regarding this procedure.
- An email from the parent will be required to release the child to anyone not on your child's release form. This may be emailed to SCCS, and parent/guardian must be contacted for verification. We cannot do this by phone. This process is at the director's discretion.
- If you need to pick your child up early go to the front office located in Building 1.

Emergency off-site-location: In the event of an emergency if we must move students to a secondary location, we will meet and release them in the Sassy Paws parking lot, located at 109 S. Forsythe Street. All dismissal protocol will be followed.

School Closing Procedure

SCCS follows Flagler County School direction for initial closure due to inclement weather or other situations that may involve schools closing. After evaluating our building for safety and electricity SCCS Leadership Team will determine when it is safe to resume classes.

Communication

We use a variety of ways to communicate with our families. Upon enrolling your child, you will be given access to our Parent Portal, this will allow you to send messages back and forth to your child's teacher. All tuition questions should be sent to the billing email, finance@suncoastcommuniyschool.com. We also have a SCCS Facebook page (https://www.facebook.com/groups/suncoastfamily) & Instagram (@suncoastcommunityschool) where we will post pictures and upcoming information. We are also available via email, Parent Portal, and phone.

VPK Families will be required to have at least one conference per year via phone or in person. All families can request and schedule a conference with their child's teacher at any time.

We also encourage open communication between our parents & teachers. If you would like to talk with your child's teacher, send a message to them on the Parent Portal or call the school office 386-986-1876. If you have an issue that needs immediate attention, please call the school office or email the office.

Curriculum

SCCS uses a variety of curriculums to meet the needs of our students.

Early Learning Center

- Funshine
- Daily Bible Curriculum
- 3 C'S Creativity, Curiosity, and Courtesy

VPK

- Pre-K On My Way
- Daily Bible Curriculum
- 3 C'S Creativity, Curiosity, and Courtesy

Assessments

Assessments are used as a progress monitoring tool for our VPK-High School students.

- VPK- Florida VPK STAR Assessment 3 times per year
- Elementary/Middle/High STAR Reading & Math 3 times per year

Security

SCCS's priority is to keep our families, students, and team members safe. We have a security and emergency plan that our team has knowledge and practice in.

- Our doors always remain locked.
- Video cameras are located at both entrances, around our campus and Early Learning Center playground & are registered with the Flagler County Police Department and monitored by Administration.
- Ring Door Cameras at all entrances.

Personal Belongings

We ask that students not bring toys/electronics from home unless requested by the teacher. SCCS will provide activity options and necessary electronic devices for your child to use during the school day as needed.

Birthday Parties

- Please coordinate with your child's teacher.
- You may send your choice of a store-bought treat (Early Learning Center is ALWAYS Nut Free).
- Goody bags or party favors may **not** contain guns/water guns, choke-able items, gum, or hard candy.
- You may provide birthday hats, plates, and napkins.
- A parent is welcome to come and help. If you have other children, we ask that you leave them in the care of others.

Health and Safety Policy and Procedures (Parent Copy)

When your child exhibits symptoms of illness during the day, he/she will be isolated, and you will be called to come as quickly as possible. Your child must be picked up within one hour.

If you are unable to come, please call a person on your child's authorized pick-up list to come in your place. Please call the school and advise us as to the person coming to pick up your child.

Most Common Reasons for Being Sent Home:

- Diarrhea (more than twice)
- Vomiting
- Fever over 100.4 degrees
- Impetigo
- Open sores on/or around mouth
- Head Lice
- Pink Eye
- Croup (barking cough)
- Any symptoms of a possible communicable disease

Reasons to Keep Your Child Home:

- Any of the conditions listed for being sent home.
- Has fever or has had a fever within the last 24 hours.
- Has a cold with cloudy or green nasal discharge.
- Has a constant, croupy cough.
- Is fussy, cranky, generally not themselves.
- Has signs of a communicable disease.
- Has lice or nits.
- Have impetigo or pink eye.
- Diagnosed w/Covid/Flu.
- Someone in household diagnosed with Covid/Flu.

Your Child May Return to School when:

- they are fever free for 24 hours without medication and with no other symptoms.
- have no nasal discharge.
- the incubation period for any communicable disease has passed.
- they have been on antibiotics for at least 24 hours.
- no nits or lice are in hair or scalp.
- they have no sores that are open.
- 72 hours symptom free if household member diagnosed with Flu/Covid.

Medication

- SCCS requires that medications given must be accompanied by a doctor's written authorization. The medication must be in its original container with the child's name, date, and dosage.
- All over-the-counter medications must have the child's name on the bottle. The office team can only administer the dosage allowed on the bottle. Any variation in dosage can only be given with a doctor's written authorization.
- We will not administer any medication that is not in the original container. Please do not send medicine in Ziploc bags or any other container.
- Before administering any medication, the teacher must have a completed and signed medicine form filled out by the parent.
- Please alert your child's teacher to any medicine that you have already given to your child before arrival at school.

*Fever reducing/pain relieving medications will only be administered for pain (not for fevers) and must be accompanied by a doctor's written order. The child will be tested for fever in between doses.

SCCS Tuition Policy

SCCS's tuition is based on scheduled days and not days attended, and there will be no reduction of fees for absences, holidays, or closings due to conditions beyond our control, including but not limited to natural disasters.

- SCCS uses an invoicing system through Quickbooks. All families must utilize this system.
- We collect payments weekly, monthly, or yearly. These are processed automatically on Mondays the week before attendance.
- All families will receive a tuition agreement with a tuition breakdown upon enrollment.
- There will be a \$35 fee assessed for any declined payment.
- You must give two weeks' notice if you are withdrawing your student. The full two weeks will be charged, even if the child does not attend.

Family	/ Educational	Rights &	Privacy	/ Act	(FFRA)
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The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. SCCS will follow the guidelines established for the protection of parents' and students' records. You can access more information here: https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

ATTENTION PARENTS: Please review the following pages, sign and return to the office.

Suncoast Community School (SCCS)

DISCIPLINE POLICY

Discipline

The term discipline means to teach or to guide. It is our goal to provide positive guidance, used by loving teachers in an enriched environment suited to the student's level of development. We seek to help each child learn self-control and self-discipline.

We use the following guidelines to promote positive behavior:

- Model appropriate behavior for students.
- Teach students what to do rather than what not to do.
- Create a classroom environment that encourages pro-social behavior.
- Understand the developmental stages of each individual student.
- Establish limits in which a student can feel secure and understand what is expected of them.
- Use redirection and Provide choices only when we are willing to accept their choice.
- Maintain constant supervision of students and step in before inappropriate behavior begins.
- Teach communication skills.
- Utilize reward systems.

SCCS standards for student discipline practices shall ensure age-appropriate, constructive disciplinary practices are used.

- Students will not be subjected to discipline which is severe, humiliating, or frightening.
- Discipline will not be associated with food, rest, or bathroom breaks.
- Any form of physical punishment is prohibited including spanking.
- Children will not be denied active play because of misbehavior.

If a student repeatedly demonstrates unacceptable behavior such as, inappropriate speech or being cruel to fellow students, acts violently towards SCCS team members/volunteers/students, or habitually responds with biting, scratching, or any other harmful actions towards others, he/she may be subject to disciplinary action such as suspension/dismissal. (Please see Dismissal Policy for more details)

Children need to be guided in their actions towards others so that they will develop knowledge of communicating in a social setting. It is our hope that the students enrolled in SCCS will feel physically, emotionally, socially, and spiritually safe, secure, and loved during the time they spend with us. Our team members strive to create an atmosphere of love, sharing, and community that can have a lasting effect on children during these primary years of education. We encourage you to come and discuss with us any questions you may have concerning your child.

Remember, good discipline begins at home

	remember, good disolpline begins at nome.
"Direct your children onto the rig	t path, and when they are older, they will not leave it." (Proverbs 22:6
Parent/ Guardian Signature _	Date
Parent/ Guardian Signature _	Date

SUSPENSION AND DISMISSAL POLICY

To provide a safe, supportive, and developmentally appropriate learning environment for our students, there are reasons SCCS may suspend or dismiss a student from school. Dismissal is only used as a last resort, and we will make every effort to work with the student and/or their family before dismissal from our program. It is important that parents communicate regularly with team members to ensure consistency in guidance between home and school.

Steps taken prior to suspension or dismissal from SCCS for behavior issues:

- Student will be redirected from negative behavior, which may include a small amount of time to work or sit quietly separate from the other students.
- Team members will teach children appropriate skills to address challenging behaviors.
- Environments, activities, assignments, and supervision will be reassessed.
- Positive reinforcement, including reward systems and positive language will be used in the process of proactively managing discipline.
- Team members will celebrate appropriate behaviors.
- Team members will demonstrate consistency with rules and expectations in hopes to avoid more extreme measures.
- Families will be notified of circumstance, disruptive, or inappropriate actions. A conference will be scheduled as needed to discuss remedies and/or methods to promote positive behavior and process moving forward. An intervention contract will be created, and parents, student, and teacher will commit to fulfilling their responsibilities in addressing the issues.

Prior to suspension and dismissal, the following will be followed:

1st offense: An incident report must be signed by the family and will be kept in the student's records.

2nd offense: An incident report must be signed by the family. Upon notification of the 2nd offense, the dismissal policy will be given to the family in writing and the child will be sent home for the day.

3rd offense: An incident report must be signed by the family. Upon notification of the 3rd offense, the child will be sent home and suspended from the program for three days. A conference will be scheduled with the family.

4th offense: With great regret the child will be expelled from SCCS.

Circumstances which may result in immediate suspension or dismissal:

- Non-payment or excessive past due payment of fees/tuition.
- Failure of adherence to policies and procedures as outlined in the Family Handbook.
- Failure to provide medical records or other documentation required by law for attendance at school.
- The student has developed or revealed needs which our program or school resources cannot meet.
- The student's behavior threatens the health and safety of him/herself, the other students, or team members.
- The parent/guardian exhibits behavior which is detrimental to the health and well-being of the students and team members in a classroom or negatively interferes with the daily classroom routines and/or program.
- Other-at the discretion of the Director.

Additional issues concerning families:

Our team members are expected to maintain a respectful and professional relationship with parents/guardians at all times. We also expect the parents/guardians of our students to treat team members, children, and other families in the same manner. Mistreatment of any person on SCCS grounds can be cause for dismissal from SCCS.

Parent/ Guardian Signature	Date

Health and Safety Policy and Procedures (School Copy)

(SAME AS PAGE 5 IN PARENT COPY OF HANDBOOK) The parent/caregiver must take their child's temperature before coming to school daily. If the temperature is 100.4 or higher, they may not attend school and will require a doctor's note or to be fever free without medication for 24 hours to return to school. It is the parent/caregiver's responsibility to notify SCCS if their child or any family member that the child has encountered has tested positive for COVID-19.

When your child exhibits symptoms of illness during the day, he/she will be isolated, and you will be called to come as quickly as possible. Your child must be picked up within one hour. If you are unable to come, please call the person on your child's authorized pick-up list to come in your place. Please call the school and advise us as to the person coming to pick up your child.

Most Common Reasons for Being Sent Home:

- Diarrhea (more than twice)
- Vomiting
- Fever over 100.4 degrees
- Impetigo
- Open sores on/or around mouth
- Head Lice
- Pink Eye
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Reasons to Keep Your Child Home:

- Any of the conditions listed for being sent home.
- Has fever or has had a fever within the last 24 hours.
- Has a cold with cloudy or green nasal discharge.
- Has a constant, croupy cough.
- Is fussy, cranky, generally not themselves.
- Has signs of a communicable disease.
- Has lice or nits.
- Have impetigo or pink eye.
- Diagnosed w/Covid/Flu.
- Someone in household diagnosed with Covid/Flu.

Your Child May Return to School when:

- they are fever free for 24 hours without medication and with no other symptoms.
- have no nasal discharge.
- the incubation period for any communicable disease has passed.
- they have been on antibiotics for at least 24 hours.
- no nits or lice are in hair or scalp.
- they have no sores that are open.
- 72 hours symptom free if household member diagnosed with Flu/Covid.

Medication

- 1. SCCS requires that medications given must be accompanied by a doctor's written authorization. The medication must be in its original container with the child's name, date, and dosage.
- 2. All over-the-counter medications must have the child's name on the bottle. The office team can only administer the dosage allowed on the bottle. Any variation in dosage can only be given with a doctor's written authorization.
- 3. We will not administer any medication that is not in the original container. Please do not send medicine in Ziploc bags or any other container.
- 4. Before administering any medication, the teacher must have a completed and signed medicine form filled out by the parent.
- 5. Please alert your child's teacher to any medicine that you have already given to your child before arrival at school.

*Fever reducing/pain relieving medications will only be administered for pain (not for fevers) and must be accompanied by a doctor's written order. The child will be tested for fever in between doses.

Parent/Guardian Signature	Cell:	
Parent/Guardian Signature	Cell:	

Suncoast Community School (SCCS)

Student Release - Medical Authorization and Consent

Student Release

To ensure children's safety, Suncoast Community School, will release a student only to the parent(s)/legal guardian(s) who have signed this form and to those listed on the registration form as undersigned by the parent or guardian.

By initialing below, I understand that Suncoast Community School will not release my child to any other person unless I notify SCCS in advance, following the guidelines listed below:

notif		to identification wil		ntact on the Enrollment Appli any person picking up my chi	
Name	Address	Work#	Home#	Relationship to child	
Name	Address	Work#	Home#	Relationship to child	
	very effort will be made		e event of an en	nergency requiring medical a	
sted on the Enrollr Imbulance to trans reatment. I underst	nent Form will be contact port my child to a hospit tand that team members sponsibility for the care	cted. However, I he al or medical facili s of SCCS are train	ereby authorize s ty and to secure ned in the basics	nderstand that the emergency Suncoast Community School for my child the necessary m s of first aid and CPR, and I a w my child's health information	I to call an nedical nuthorize them
Child's Health Insur	rance Provider:				
lame of Insured: _		Policy Nu	mber:		
rimary Doctor: Dr Phone:					
ledications and Kr	nown Allergies:				
Parent/Guardian Si	gnature		Cell:		
Parent/Guardian Si	anature		Call·		

Dress Code Policy

In alignment with our values of love, respect, and modesty, we ask that all students dress in a way that reflects these principles. Girls should wear clothing that is modest, age-appropriate, and aligns with traditional girls' attire, while boys are expected to wear clothing that reflects traditional standards for boys. We also ask that girls do not wear clothing that is designed for boys and that boys do not wear clothing designed for girls. In addition, boys may not have painted nails or wear makeup. We appreciate your support in helping uphold these values through thoughtful choices in attire.

- 1. Clothing should be size appropriate not too loose, not too tight. Clothing should be appropriate for indoor and outdoor activities. Children's attire may be in the style of the day, but clothing should be modest and must include appropriate undergarments. We also ask that you refrain from dressing your child in any clothing with political logos, pictures or phrases that are offensive to the Christian faith, graphics with violence, profanity, discriminatory messages, suggestive phrases, advertisements, phrases or symbols of alcohol or tobacco.
- 2. Students should wear closed-toed rubber-sole shoes appropriate for indoor and outdoor activities. Your child will be active and appropriate shoes are an important part of their safety. **NO Crocs, sandals, or boots.**
- Girls must wear shorts or leggings beneath all skirts and dresses. Skirt, dress, and shorts length must be at or below where the child's fingertips fall when arms down on each side. Leggings may be worn with a shirt that covers to the top of the thigh and is not tucked in. Girl's tops should be modest, avoiding spaghetti/tank, low-cut necklines, and not too tight or too loose.
- 4. Boys are required to wear belts for loose fitting pants or shorts. Boys may wear tee shirts or button-down shirts but should avoid tank or muscle shirts.
- 5. Students will have outside activities each day as the weather permits. Please be sure to dress your child appropriately for the weather. If your child is on medication and does not need to be outside, please send a note, email, or phone the SCCS office and let us know and we can plan to keep your child inside during outside activities.
- 6. Students who arrive at school out of dress code will be provided with appropriate attire. Parents will be contacted.

Repeat dress code infractions will re	sult in disciplinary action at the discretion of a school director.	
Parent/ Guardian Signature _	Date	

Parent Release for Media Recordings

Dear Parents/Guardians.

PARENT PIFASE INITIAL IN THE APPLICABLE BOX BELOW

We often capture wonderful and special moments of your child's life during their school day with us through photos and video clips and we like to share them with you through social media and other SCCS outreach opportunities. But we do not do so without your permission. We will never sell or release your child's picture to a third party, nor will we ever use names of any students or tag photos to others.

I, the undersigned, do hereby grant or deny permission to Suncoast Community School to use the image of my child, as marked by my selection below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images like those on the Suncoast Community School website and/or Facebook page.

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I grant permission to use my child's image in the following ways: SCCS website, Facebook page, Video or slide show, and Print materials.
I Deny permission to use my child's image at all.
Suncoast Community School (SCCS)
Permission Slip for Outdoor Class Projects and Physical Education (PE)
I give permission.
To allow my child,, to participate in outdoor class projects or PE activities in the area surrounding Suncoast Community School, weather permitting. I have indicated any of my child's known or prospective medical issues and allergies on the Medical Release Form that should be considered.
I understand that my child will not leave campus property unless given permission and will always be supervised by the team members of Suncoast Community School.
I understand that a separate Field Trip Policy and Permission Slip describing the field trip will be sent home if my child leaves the SCCS campus for an extended period.
Parent/Guardian Signature Date

Lunch Agreement

	the appropriate temperature required in accordance with Health tion. I also agree to provide a healthy, well-balanced lunch and
Parent/Guardian signature	Date
	Food-related Activities & Special Occasion food
* * * *	hildcare facilities must obtain written permission from in food-related activities. These activities include such school-wide celebrations, and birthdays.
I(Pare	nt or Guardian) (circle one) give/decline permission for my (Child's Name)
to participate in food related activities and special of	occasions wherein food is consumed.
Please list any allergies:	·
Parent/Guardian Signature	Date

Suncoast Community School (SCCS)

FAMILY HANDBOOK/ AGREEMENT

l,	, parent/guardian of,
Printed Name of Parent	Printed Name of Student
have read, understand, and agree to abide by all po	olicies and guidelines in the Suncoast Community School Family Handbook.
Parent/Guardian Signature	Date