What Every Parent Needs to Know at the Ocean Breeze School
A Quick Reference Guide
What to Wear & What to Bring

Appropriate Clothing
Help your child get the most out of school by sending them to school in appropriate clothing! We highly recommend that each child wear rubber soled shoes for stability, and clothes that they can easily manage during snack and bathroom time. Please help your child by selecting apparel that is easily put on and taken off. Simply styled play clothes facilitate access to the bathroom. This is especially important for the younger child, so often involved in their projects and play only to be slowed down at the last minute by a difficult belt buckle or an out of reach button.

In selecting outerwear, those items that a child can put on alone are a great boon to self-confidence, self-esteem, and self-reliance. We are on hand to help and encourage, but the children are always delighted to discover that they can manage for themselves! Teaching the children to be independent and self-functioning is a major part of our curriculum.

It is also helpful to label your child’s clothing. Often a child will take off a sweater or jacket and when we ask who it belongs to, the child seems to forget if it is theirs. Also, many children have the same or similar items of clothing, and that can cause undue stress if the article is not labeled.

Ocean Breeze provides smocks for the children to wear during art projects. We still recommend you do not send your child to school in good clothes. We do use washable paints and markers, but we cannot guarantee that all stains will come out of all fabrics.

Back Pack & Lunch Boxes
Please send your child to school with a labeled back-pack, and a labeled lunch box (if they are staying for lunch) and a labeled water bottle! An important part of our curriculum is to develop the children’s responsibility for their belongings. All of your child’s work and all school notices will be placed in the cubbies. For the preschool, it is the “children’s” responsibility to check and empty their cubbies.

No Toys Please
We discourage children from bringing toys from home. We explain to the children that our school is full of wonderful and new toys for them to enjoy, and their own toys are for their playtime at home. We, of course, do understand and encourage the child who has a special attachment to one particular toy, blanket, etc. and needs to carry that item close to them while not at home. We do not allow toy weapons of any kind in school. We have found that these toys do not promote the cooperative play which is an integral part of our educational philosophy.
Communication

Keeping in Touch: Communication between parents and teachers is viewed as essential for children to achieve the goals of the program. We would greatly appreciate it if you would try and make your calls before our school day starts (8:00) or after 12 noon. I am usually at school by 7:45. Between the hours of 8:45 and 12:00 we are with the children and we will not be answering the phone. We will, however, check our messages and return your calls in the afternoon. If you need to notify us of a change in pick-up, etc. please email us at:

oceanbreezeschool@gmail.com

Classroom Volunteers: Parents are encouraged to visit at any time while school is in progress to either observe or assist. We enjoy parents offering their talents in areas such as cooking, story telling, science, …or surprise us! Both children and teachers appreciate the presence of a Mommy, Daddy, or Grandparent! We also depend on parent volunteers for our nutritional snack program.

Parent Bulletin Boards: A Parent Bulletin Board is located in the hallway. Important notices and information will be posted. Please remember to stop by and check it often.

Conferences: We know that you are interested in the adjustment and progress that your child is making at school. Please feel free to contact us at any time with a question or concern you might have concerning your child. A formal Parent/Teacher Conference will also be held during the school year as well. We strongly encourage and recommend communication between home and school, and we appreciate any suggestions.

Parent Open House: A parent orientation/open house is held every year so that parents can be fully acquainted with the school, the curriculum, and the staff. Individual conferences will be scheduled with each family during the course of the school year.

Parent Representatives: The Ocean Breeze Committee meets on a regular basis and makes suggestions and recommendations in formulating policy. The Parent Representatives sit on this committee. The Parent Representatives are responsible in representing the parents of the school.
Health

Your child’s health and safety is our first concern. We are dedicated to making sure that our Ocean Breeze family stays as healthy as possible throughout the year. As I am sure that all of you are aware, this year may bring forth new health concerns to all of us. With that in mind, we are asking that you please not send your child to school when he/she is sick.

For YOUR part, we ask that you do the following:

- If your child is sick, please do not send him/her back to school until all of the symptoms have been gone for 24 hours.
- Please notify the school when your child is sick so that we can keep track of potential viruses!
- Please send an email to oceanbreezeschool@gmail.com

For OUR part, Ocean Breeze will be doing the following:

- Daily cleaning and sterilizing of classrooms
- When entering the school, each student will wash their hands
- Children are instructed to cover their mouths when they cough, and to cough into their sleeve rather than their hands
- Children will wash their hands before snack, after all bathroom trips, and whenever it otherwise might be necessary
- Sick students will be sent home
- Sick students will be isolated (with a staff member) from the other students until their designated guardian picks them up

The Ocean Breeze Health Policy is located on our Bulletin Board if you would like any further information on our health policies.

Thank you for helping us provide a healthy environment for all of us at Ocean Breeze.
Illness Procedure

Please do not send your child to school if he/she is sick. Below is a list of symptoms that would require a child to stay home:

- Severe cough
- Difficult or rapid breathing
- Tears, redness or irritation of eyelid lining, swelling or discharge
- Fever over 101 degrees Fahrenheit
- Vomiting
- Unusual spots/rashes
- Sore throat
- Infected, crusty or unusual skin conditions
- Unusual crankiness, crying, lethargy, or if a child does not seem him/herself
- Severe itching of body or scalp
- Diarrhea

Children who become sick in school with any of the symptoms listed above will be isolated from the rest of the children and comforted with a blanket, pillow, and a book. One staff member will stay with the child. The Head Teacher will notify the parent or parent’s designated emergency contact person immediately.

In the case of an accident or injury, we will make an immediate attempt to contact a parent. If we cannot reach a parent or contact person, we will call 911. Parents will be notified of any first aid administered to their child. If necessary, we will take the child to the hospital designated on the emergency card or to the nearest hospital by ambulance.

Ocean Breeze School as a Health Care Policy Handbook. A copy of this handbook can be found on our Parent Bulletin Board.
Parking & Drop-off

Key Cards

Your child’s safety is our primary concern. Our school is locked at all times. Each family will be issued one “key card” that will allow entrance into our school between the hours of 8:00 and 2:15 every school day throughout our academic year. If you would like an extra card, you may purchase one for $5.00. Lost cards may also be replaced for a $5 fee.

Parking

Please remember to use the parking lot next to the playground when dropping off and picking up your child. Parking along the fire circle is strictly prohibited! The parking lot closest to the school is reserved for church visitors and the handicapped.

Entering the School

Please enter the school through the side door of the church rather than the front door. At the start of each school day, we would like each parent or guardian to help their child hang up their belongings on their hook in the coat room.

It is our hope that by using the entrance the children will find our school to be a calm, warm, and nurturing environment. Parents who would like to talk and make play dates can do so in the hall corridor may do so. Please know that we always welcome parents in our school! But, sometimes with a full class of children, the school begins to feel noisy and hectic. It is our goal to provide the children with the warm and nurturing environment that they deserve. Children who enter into a quieter setting often have a more comfortable start to their day. Again, you are always welcome! We only ask that when you are spending time with other parents and guardians, that you do so outside in the entrance. With your help, we will be able to start our school day more quickly, and on a better note.
8am Early Drop-off & 2pm Additional Educational Hour

Preschool Program

Starting immediately you may take advantage of our early drop off program. You may drop off your child at 8:00 for an additional fee. Please do not come any earlier than 8:00. Our drop-off program is held in our social hall. This allows the staff upstairs to have time to set up the room for the day.

Upon arrival, please have your child hang up their clothes and then take them into the social hall where a staff member will be waiting for you. The children will play downstairs until 8:45 when they will be taken to the classrooms or outside. There is no schedule for this service. You may use it daily or occasionally—whatever suits your needs.

We are pleased to offer a flexible after school drop in hour from 2-3 Monday-Thursday. During this additional hour, students will continue to explore academics through age appropriate activities based on the rotating theme of STEM/STEAM: Science, Technology, Education, Arts, & Science. Parents need to let us know by 1:30 by emailing oceanbreezeschool@gmail.com. The cost is an additional $10.

Toddler Program

Starting immediately, toddlers may take advantage of our early drop off and late pick up program. You may drop off your child at 8:00 for an additional fee. Please do not come earlier than 8:00. This allows the staff time to set up the room for the day. There is no schedule for this service. You may use it daily or occasionally—whatever suits your needs.

If you are not planning on using this service, please do not arrive at school before 8:45. Again, this provides the staff with the necessary time to prepare for a fun and stimulating day for your child.
Playground

• Ocean Breeze offers two fenced in playgrounds. This prevents cars from coming near the playgrounds. The staff brings a wireless phone and emergency outside to both playgrounds while the children are outside. Staff checks both playgrounds for hazards daily.

• The teachers are responsible for walking the children to and from the playground. The children use the walkway and walk in a group together, with one teacher in the front and one in the back of the line. Once inside the playground the children may play freely with the toys and equipment. All of the children must stay inside the playground unless they leave with a staff member, parent, or authorized adult.

• The Director routinely monitors the equipment and toys for safety. The teachers are responsible for walking the children to and from the playground. No child is allowed to be on the playground without an authorized adult. Staff members are assigned to stand in each area in order to more closely watch the children.

• The playground areas are equipped with gross motor equipment. We have 9” of soft mulch under this equipment for the children’s safety. Any child using the equipment in a dangerous manner will be asked to leave the area and choose another outdoor activity.
Nutritional Snack Program

Ocean Breeze asks parents to provide snack for their child’s program at various times throughout the year. This program enables us to offer students a healthy variety of snacks and discuss healthy eating habits. It also provides us with the opportunity to introduce students new and different foods. Students will often try new foods when their peers do.

A snack list with your assigned dates will be sent home the first week of school. Our snack program will start with the second week of the school year. Please send in nutritious food. We would prefer that you do not send in rich, sugary foods for their morning snack.

WE ASK THAT YOU DO NOT SEND POPCORN INTO SCHOOL. NOT ONLY IS IT A CHOKING HAZARD, BUT IT IS VERY DIFFICULT TO CLEAN UP AND SEEMS TO SPREAD AROUND THE BUILDING.

If your child has a food allergy, and you would still like to participate in our snack program, we ask that you send into school a shoe box size plastic container (with lid) filled with suitable snacks for your child in case our snack is not appropriate for your child’s needs on any given day. We will keep your extra snack locked in our cabinets and ready to use when necessary. Any parent who does not want their child to participate in this program may provide snack for their own child on a daily basis.

NEW SNACK GUIDELINES:

• All student must bring a LABELED water bottle to school daily.

• NO HOMEMADE OR HOME-PREPARED FOOD is allowed.

• All fruits/vegetables/dairy must be whole (uncut) or prepackaged.

PLEASE DO NOT SEND ANYTHING WITH NUTS,
WE ARE A NUT FREE SCHOOL
Current guidelines recommend snacks for 3-5 year olds to consist of two of the following choices:

- Fruit
- Vegetables
- Dairy/Protein
- Whole Grains.

Below you will find a few examples of healthy and nutritional snacks that meet these guidelines and have been successful in our classroom.

<table>
<thead>
<tr>
<th>FRUIT</th>
<th>VEGETABLES</th>
<th>DAIRY/PROTEIN</th>
<th>WHOLE GRAINS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blueberries</td>
<td>Carrots</td>
<td>Cheese sticks</td>
<td>Whole Wheat Mini Bagels</td>
</tr>
<tr>
<td>Strawberries</td>
<td>Celery</td>
<td>Cream Cheese/Butter</td>
<td>Whole Grain Cereals</td>
</tr>
<tr>
<td>Pineapple</td>
<td>Cherry Tomatoes</td>
<td>Hard Boiled Eggs</td>
<td>Brown Rice Cakes</td>
</tr>
<tr>
<td>Oranges</td>
<td>Broccoli</td>
<td>Laughing Cow Cheese</td>
<td>Air Pop Popcorn</td>
</tr>
<tr>
<td>Cantaloupe</td>
<td>Red/Yellow/Orange Peppers</td>
<td>Yogurt</td>
<td>Whole Grain Granola Bar</td>
</tr>
<tr>
<td>Bananas</td>
<td>Sugar Snap Peas</td>
<td>Sunflower Butter</td>
<td>with low sugar content</td>
</tr>
<tr>
<td>Apples</td>
<td></td>
<td>Pumpkin Seeds</td>
<td>(ex. Annie's homegrown Berry</td>
</tr>
<tr>
<td>Applesauce</td>
<td></td>
<td></td>
<td>Berry has only 5 grams)</td>
</tr>
<tr>
<td>(unsweetened)</td>
<td></td>
<td></td>
<td>Whole Grain Pitas or</td>
</tr>
<tr>
<td>Watermelon</td>
<td></td>
<td></td>
<td>Crackers</td>
</tr>
<tr>
<td>Cut Grapes</td>
<td></td>
<td></td>
<td>Baked Tortilla Chips</td>
</tr>
<tr>
<td>Clementines</td>
<td></td>
<td></td>
<td>Whole Grain Pretzels</td>
</tr>
<tr>
<td></td>
<td>Possible add-ons/ideas:</td>
<td></td>
<td>Whole Wheat English</td>
</tr>
<tr>
<td></td>
<td>- Low fat plain yogurt dip</td>
<td></td>
<td>Muffins</td>
</tr>
<tr>
<td></td>
<td>- Low fat plain greek yogurt dip</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Sunflower butter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possible add-ons/ideas:</td>
<td>Hummus dip</td>
<td>Cheese sticks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Low Fat Ranch dip</td>
<td>Cream Cheese/Butter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Cream cheese</td>
<td>Hard Boiled Eggs</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Laughing Cow Cheese</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yogurt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sunflower Butter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pumpkin Seeds</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Edamame</td>
<td></td>
</tr>
</tbody>
</table>

Possible add-ons/ideas:
Snack Instructions

PRESCHOOL SNACK INSTRUCTIONS:

Each child is assigned three or four days during the school year that they are responsible for providing snack for the entire class. We ask that on your scheduled snack day you bring enough snack for 32 children (this provides extras in case of a spill).

A snack list with your assigned dates will be sent home the first week of school. Our snack program will start with the second week of the school year. Please send in nutritious food. We would prefer that you do not send in rich, sugary foods for their morning snack.

Please touch base with any staff member when bringing in your snack for further instructions.

TODDLER SNACK INSTRUCTIONS:

Each child is assigned several days to provide snack over the school year. A snack assignment calendar will be sent home monthly. On your snack day, please provide snack for 9 children, and an extra one or two for spills. Snack should include a healthy and nut free food. Snack can be delivered directly to the Toddler staff in the mornings!

AGAIN, PLEASE DO NOT SEND ANYTHING WITH NUTS, INCLUDING PEANUT BUTTER, INTO SCHOOL FOR SNACK.

WE ARE A NUT FREE SCHOOL!
Lunch Bunch Program

Our very popular extended day lunch program will start the first week of school. Lunch is available for all enrolled children 2.9 years old and older on Monday, Tuesday, Wednesday, and Thursday for an additional fee. This program is available to the children in both the preschool and the toddler program. Children may attend our lunch program on any day; even on a day they do not attend the school. Our Monday/Tuesday students may join us for lunch on Wednesday and/or Thursday, and our Wednesday, Thursday, and Friday students may join us on any Monday and/or Tuesday for lunch. You are invited to send your child to school occasionally as a drop-in, or on a regular basis.

Children planning to stay for lunch-bunch should come to school with a labeled lunch box WITH AN ICE PACK. Please place your child’s lunch in their designated cubbie and highlight your child’s name on the sign up sheet. We ask that you highlight your child’s name on the list. This will help us at the end of our regular day with dividing the children for going home purposes. It is amazing how often children forget if they are staying for lunch or going home! No discussion about lunch will be made in front of those not staying for lunch.

Children joining us at 12:15 for our lunch program only must notify the school no later than 9A.M. Children should arrive at school at 12:15 and follow the same drop-off procedures as in the morning.
Extra Enrichment Program

Ocean Breeze offers enrichment programs during our lunch bunch time called “Extra Enrichment’s”! These extra enrichment programs will take place between the hours of 1:00 and 2:00 pm in an area separate from the lunch bunch program.

Children coming for lunch bunch have the option of participating in our “Extra Enrichments” program or not. Children registered for these programs will have the opportunity to work with qualified and certified adults on focus activities. No mention of the “extra” programs will be made to those not participating.

Information on the “Extra Enrichment” programs can be found on our “Sign Up Genius” page. We no longer offer paper copies of the booklets.

If you are interested in registering your child for one or all activities, please sign up on “Sign Up Genius”. Students are invited to “drop in” to any of our extended day activities on the day of the class, (if there is room in the class) but at a higher fee.
Our Policy
At Ocean Breeze, safety is our number one priority. Please be aware that once you are on the school property you are responsible for your child. If someone else is picking up your child, please make sure they are on your emergency pick up list, or send a written note into school. We will not release your child to anyone without your written permission!

Preschool Pick-Up

**Inside Pick-up:** If it is raining, snowing, or below 32 degrees outside, the preschool children will be picked up in the hall outside the social hall. Please park your car in our parking lot, and enter the building through the side Ocean Breeze entrance.

**Outside Pick-up:** Beginning in early October we will dismiss the children from our outside playground if the weather is above 32 degrees and dry. Please park your car and come to the Preschool Playground Gate to pick up your child.

Toddler Pick-up

**Inside Pick-up:** If it is raining, snowing, or just cold, the toddlers will be picked up in their classroom.

**Outside Pick-up:** If the weather is pleasant, the toddlers will end their day outside in the fenced in playground. Please park you car in the lot and walk over to the playground to greet and pick up your child.
Payment Procedures

You will receive TEN BILLING STATEMENTS, each on the 15th of the month (August – May). Each statement will include:

- Monthly tuition
- Extended day fees for that month

Please pay your monthly statements when you receive via mail within 15 days. Checks can be mailed or they can be placed into the envelope, located in the entrance hall.

Please do not prepay for lunches or extended activities including Extra Enrichment unless you are purchasing the discounted prepaid package.

Please remember to make all checks payable to UUSMC/OBS (St Stephen’s United Methodist Church and Ocean Breeze School).

Parents should review the number of days and programs listed on the bills to be sure the bill reflects their current situation.

Payments received after the 1st will be reflected on the next monthly statement.

All payments made to Ocean Breeze will be deposited by the following Monday of that week.

If payments fall behind, we reserve the right to dismiss your child from the program.

Financial adjustments will be arranged in case of extended illness or need.

WITHDRAWAL: The courtesy of a two-week notice in case of withdrawal from the school will be appreciated. The school does have a waiting list of children who would like to attend, and we need to know about the availability of openings.