CEDARVILLE
Global Community School

# Parent Handbook 2026.27

**Welcome!**
**We are so happy to have you here with us!**

## MISSION STATEMENT

The mission of Cedarville Global Community School is to nurture, encourage and educate our future adventurers, scholars, and visionaries.

## PHILOSOPHY

At Cedarville Global Community School, each part of our curriculum has been purposely developed to align with our values and goals. We want to educate our children to be global citizens, understanding wherever they live in the world, kindness, compassion, and civic involvement is valuable.

## ADMISSION REQUIREMENTS

Infant Class
The child should be ready to be under the guardianship of a loving caregiver and must be at least three months of age. Children who turn one and walking by Dec. may be moved into the Ones class to be with peers more developmentally appropriate, space permitting.

One-year-old Class
Children in this class must be one year old and walking.

Two-year-old Class
Children must be 2 years old by September 1st before entering the class. Prior toilet training is not necessary.

Three-year-old Class
Children must be 3 years old by September 1st before entering the class. Children in this class do not need to be toilet trained.

Pre-K (4 years old)
Children must be 4 years old by September 1st of the school year. Child must be potty trained.

Transitional classes (2/3s)
We have transitional classes for children close to the Sept. 1 cut off but don't make it or just barely make it. These classes were created to cater to each development level of our students.

Requirements for School Records
- A physical examination for all students upon admission. Documentation must be provided and is available from your doctor.
- A complete series of immunizations as required by state law prior to starting school. Documentation must be provided and is available from your doctor. CGCS requires current immunizations for all current and incoming students except where prohibited by law. ***Religious exemptions are not accepted at our school.***
- A completed Child Care Registration form (available in the School Office).

Introductory Meetings
Before enrolling, all parents and children are invited to visit the school and meet the teachers and other students. We want to ensure that our program fits the temperament and needs of your child.

## GENERAL INFORMATION

## ATTENDANCE

*Attendance*
For children under the age of one, hours are 7:30am until 5:30pm (4:30 on Fridays), or any hours that fall within that time frame. The Preschool hours (for the Ones through Pre-K class) are 7:30am until 1:00pm for half day or 7:30am until 5:30pm (4:30 on Fridays) for full time. It is understood that upon enrolling your child you are making a commitment to having your child attend school regularly and punctually. This is to ensure continuity of the learning process and a strong sense of integration within the classroom. Tardiness is disruptive for both the child and the class. The cut-off time to bring your child to school each day is 10am. If you are unable to bring your child before 10am, we ask that you make alternate care arrangements for them for the day. We ask that children not be

dropped off or picked up between 1-3pm, as children in the school are napping/resting.

Absences
We would consider it a courtesy if you would notify us before 9:30 a.m. if your child is going to be absent and the absence has not been previously arranged. This is intended for your child's protection.

Late pick-up fees
Each family is given a five-minute grace period to pick up their child after their program ends based on the school front office clock. Each family is allowed once a year to be late (beyond the five-minute grace period) without incurring late fees. Late fees are paid per child, not per family. A child is considered late when they are picked up after your five-minute grace period. Late fee charges per child are as follows: $20 for the first five minutes and $1 for each additional minute.

Doctor/Dentist appointments
When scheduling appointments for your child, please keep in mind that the cutoff time for drop off is 10am. If your child's appointment will cause them to arrive after the cutoff time, please notify the front office and bring a note from the doctor/dentist office to be given to the front desk staff upon arrival at school. If your child has an appointment scheduled between 1pm & 3pm while the school is napping, they must be picked up by 1pm so as not to wake sleeping classmates.

## TRANSPORTATION

Arrival
Children MUST be in class by 10am and be signed in upon arrival regardless of what time they arrive. If you cannot have your child here by 10am, other than due to a doctor's appointment, please make other arrangements for their care for the day.

Pick-up
**Children MUST be signed out when they are picked up regardless of the time**. Instructions regarding which adults are permitted to remove children from the school should be provided by the custodial parents/guardians on their child's Emergency Contact form to be kept in the school office as well as in the teacher's possession. ***Parents are responsible for updating this information as needed.***

Change in Transportation Arrangements
If you plan to send a relative or friend to pick up your child, you MUST send a note explaining this. **CHILDREN WILL NOT BE RELEASED TO ANYONE OTHER THAN THEIR LISTED CONTACTS UNLESS WE ARE NOTIFIED.**

Visiting the School
Visitors to the school are welcome. To arrange a visit, please call the office to ensure that a staff member or volunteer is available to give you a tour. We do not give tours between 1-3 pm as the children are resting/napping.

## TUITION

Payment Methods
Tuition may be paid in one full payment, three payments or in 10 monthly installments for the 2-, 3-, and 4-year-old classes, 12 monthly installments for the Infants and Ones classes. In extenuating circumstances, payment plans may be arranged.

Registration Fees
Upon registration, parents are responsible to pay applicable registration fees plus the last monthly installment for tuition. We cannot guarantee a space for your child unless these fees are paid.

Un-paid Tuition
Any family that is more than fifteen days late in payment will need to set up a conference with the Director. A payment plan must be set up if payment is more than one month in arrears. After the second month, if the payment plan is not being adhered to or the balance has not been paid, the child will not be allowed to attend class. Families with a

balance from the previous year will not be allowed to register for the following year unless the balance has been cleared up. We truly want to work with our families. Please keep us informed as to any special situations, so we can help.

**FOOD**

CGCS follows the standards set by the Alachua County Health Department to minimize the spread of Hepatitis A and other diseases in the school setting. Teachers emphasize the importance of personal hygiene (particularly handwashing after using the restroom and before and after handling or eating food). In addition, there is NO sharing of individual food and beverage items at school. Children need to bring a morning snack and a lunch (also an afternoon snack if they are staying all day). Families are asked to please feed their children breakfast before they arrive at school. Food can be reheated but not cooked. Each child in the Ones through PreK classes must bring an insulated lunch box with them as we will not be refrigerating their food. Children arriving after 9am will need to eat a morning snack before they attend school.

**COMMUNICATION AND CONCERNS**

Conferences may be set up between teachers and parents at any time during the school year. Please call the office to set up these conferences. If a parent is dissatisfied with his/her interaction with the child's teacher over a given issue or CGCS policy, the following procedure should be followed:

1) If the problem involves a specific teacher, first discuss it with the Lead Teacher. If the issue is regarding school policy, they should contact the Director. You may stop by the front office to speak to the Director in person, send an email, or call their office phone.
2) If the parent feels that the problem regarding staff is not being dealt with satisfactorily after speaking to the Lead Teacher, they should next see the Director.

**TOYS**

Please leave toys at home. We have many wonderful toys and games at school. Bringing toys from home causes issues with sharing and safety. If we have a share day the Lead Teacher will let you know, otherwise, please leave personal toys at home. Children can bring a transition object for nap time or for when they first arrive, but it is not meant to be a toy that will be played with throughout the day.

**DISCIPLINE**

We believe that an interesting, developmentally appropriate curriculum, along with love, affection and understanding is the best way to deter discipline problems. When a child does have a problem following school guidelines, it is very important for him/her to take responsibility for his/her own behavior. Therefore, when a child's behavior becomes an on-going problem for someone else, he/she, with the help of the teacher, will create an action-plan that will resolve the problem, without causing further disturbance. On occasion, if a child's behavior is out of control and positive reinforcement and redirection is not effective, he/she will be asked to move to a space to calm down and reset. Our primary philosophy is reinforcement of positive behavior.

The child will go to a calming corner so they can relax and refocus. If a child continues to struggle and be frustrated, we will have a series of steps to help them learn tools to express themselves safely and appropriately. They are as follows:

1. Teacher-student conversation.
2. Teacher-parent conference.
3. Teacher-parent-director conference.

## BITING

If a child bites, an accident report will be written for both the biter and the child that was bitten. After a child bites two times, the teacher will shadow that child only. If biting continues for more than three weeks, with a teacher shadow, further action will be at the discretion of the founder/director, which may include dismissal.

## ILLNESS

Colds and Other Illnesses

Parents are requested to please keep their children at home if they show signs of illness. Parents will be notified when children need to be sent home because of illness. Please let us know if your child is exhibiting any symptoms of which we should be aware.

**To protect all children enrolled, your child must stay at home if he/she exhibits any of the following symptoms:**

- Temperature of 101 or higher degrees.
- Diarrhea (more than one abnormally loose stool within 24 hr. period)
- Any undiagnosed rash.
- Conjunctivitis (pink eye)
- Stiff neck
- Pediculosis (head lice)
- Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- Rapid or difficult breathing
- Exposed, open skin lesions
- Unusual dark urine and/or gray or white stool
- Yellowish skin or eyes or
- Any other unusual sign or symptom of illness

If your child develops any of the above symptoms while at school, we will isolate him/her and contact you. It is ***MANDATORY for your child to be picked up as soon as possible within an hour of being called.*** **CHILDREN MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.** Documentation of a visit to a physician may also be required before your child may return to school. Children may also need to be picked up from school if they are so sick (even if they are not contagious) that they require more attention from the teacher than the teacher is able to provide for them. Each child at the school needs to be able to have attention from the teacher and the needs of the group are a factor in attendance. The sick child may return to school when their symptoms are reduced, and they are able to participate in classroom activities.

In the unfortunate case of lice outbreaks, children must be nit-free to return to school. A member of the Administration team will examine these children and certify their lice-free status.

Contagious Diseases

If a child contracts a contagious disease, the School Office must be notified immediately. After any serious or communicative illness, parents are required to bring a re-admittance note from the child's physician indicating that the child is ready for normal activity. **Children with bacterial infections must be on antibiotics for 24 hours before returning to school.** No child may be given any medication at school unless the parent gives written permission. Medication must be sent from home in their original container with their first and last name on the container. Further, you will need to fill out a medication form at the front office advising us when and how much medicine to give your child. This includes Tylenol and other over the counter medications..

Injuries

Precautions are taken to avoid accidents, and safety measures are in place. It is the policy of the school to notify parents of any injury when anything beyond hugs is required as treatment. We value communication with parents and want you to be informed if your child has been hurt at school. We will adhere to the procedures outlined on your child's Emergency Contact form; therefore, it is your responsibility to update this form as required.

## EMERGENCY INFORMATION

To better enable the school to contact a child's parents, it is required that the school be notified of any change of address, phone number, job information, etc. Please make every effort to see that our school has up-to-date EMERGENCY CONTACT information on file for your child in the office always.

## BIRTHDAY PARTIES

We recognize that birthdays are special days for children. We do have some important procedures regarding birthday parties with which we request all parents to comply.

- Party invitations may not be distributed during school hours unless all students in class are invited.
- In-school celebrations must be cleared in advance with the teacher as to the day and time.
- Check with the teacher about any allergies in the class.

Birthdays are a time of celebration, and we are happy to share them at school!

## VOLUNTEERS

It is vital that our families become active in the school life of the children, after all we are a community. There are many opportunities through assisting in classrooms, room parenting, and the Parents Guild, which every parent is eligible to join. We also invite grandparents and other special family members to volunteer as well. Anyone volunteering over 10 hours a month will need to be fully background checked per Department of Children and Families. Volunteer forms are available in the front office.

## TELEPHONE

Incoming Calls

Please direct all calls to the office phone: (352) 225-3224. Teachers will contact you as soon as possible. Messages that are urgent will be hand-delivered promptly. Class email is available if you have an emergency and need to contact a teacher after school hours. Teachers are NOT allowed to use their cell phones during school hours. There are serious consequences for staff using cell phones so please do NOT call them on their cell phones during school hours.

## LOST AND FOUND

Please mark each student's clothing and articles to avoid confusion over lost items. The office maintains a collection of lost articles turned in by others. Please check this frequently for misplaced items. Clothing will be donated to a charity if not claimed.

## POTTY TRAINING

At Cedarville, we see potty training as a team effort. Our teachers partner with the families in their classrooms to assure that children are potty trained when the child is showing signs they are ready. Before potty training can begin, your child MUST be able to verbally communicate that they need to go potty. Once your child is showing signs they are ready, they can communicate verbally that they need to go, and you are ready to start at home, it's time to talk with your child's teacher!

BEFORE you begin potty training at home, here are a few important Potty Training Policies we have here at Cedarville:

**Before Potty Training Begins**

1. Children MUST be in the Big Sprouts or Seedlings class AND be 2 years old to begin potty training.
2. We typically do not begin potty training during the first month of school as it is a big transition for everyone starting a new class. We want everyone to be settled and focused once we begin the process.
3. Since potty training is an intensive process, teachers work with up to 4 children at a time. We want potty training to be an effective and positive

experience for each child and trying to train more than 4 children at a time would be highly ineffective.

4. BEFORE you begin potty training at home, we ask that you PLEASE talk with your child's teacher when you believe your child is ready. Please do NOT start potty training at home over the weekend or on a break. Together, you and your child's teacher will select a time to begin (based on child's readiness, ability to verbally communicate and the number of children currently potty training in the class).
5. For a child to be successful, they need to be physically and emotionally ready. Potty training takes about six weeks when children are ready and six months when they aren't.

**When Potty Training Begins**

1. When potty training starts, there will be many potty accidents! This is ok and completely normal!
2. Please pack LOTS of extra shorts/pants, underwear, socks and even a spare pair of shoes EACH DAY. You may even want to throw in a few extra shirts, just in case.
3. Soiled clothing will be sent home each day to be cleaned at home. Please check your child's bag daily for soiled clothes and restock extra clothing for the next day.
4. All children MUST wear underwear at all times while at Cedarville.
5. Patience is important in the potty-training process. Thank you for keeping this in mind while partnering with your child and your child's teacher!
6. DCF (The Department of Children and Families- our state licensing agency) has guidelines set for group care in homes and/or facilities that states when a child can potty themselves, workers are to offer to help a child or to provide assistance when asked by the child. With that said, it is important that children tell a teacher or ask for help, especially when they have a bowel movement.
7. If we have worked with your child for a month and they are showing little progress, we will suggest taking a break for a month or two and then trying again. Remember, everyone gets potty trained eventually. We can do this together!

**Mindset Matters**

Lastly, the mindset adults have is very important to the success of potty training, as well as to the emotional development of children. This is the first thing your child has complete control over. No amount of cajoling, frustration or reward is going to MAKE them potty trained. Be patient, communicate with your child's teacher and revel in your child's success. Look how big they're getting!

**BABYSITTING**

Parents often request to use school staff to babysit outside of school. ***School policy states that parents may not use the current Teacher or Co-teacher of their child as a private babysitter. They also may not use the Happiness Manager or Founder/Director.***
Arrangements for babysitting must be made outside of school and after school hours. There are serious consequences for staff arranging babysitting during school hours. This includes calls and texting. Please respect our school policy and do not put staff in jeopardy of their employment. *At no time will the school get involved in issues that occur during private babysitting.*

**BREASTFEEDING**

Breastfeeding is a deeply personal experience between you and your child. Please do not interact with other adults or children during your child's feeding time.

A private space is available for you to breastfeed if desired.

Please discuss with your child's teacher what times you will need to feed your child so a plan can be put into place that works best for everyone.

## CLOTHING FOR SCHOOL

All walking children must wear closed-toed shoes with a back strap or full closed back. Walkers in the Infant room will wear shoes outdoors only. During summer, children may wear flip flops or pool shoes during water time but otherwise must have closed toe shoes with a back strap for the rest of the day. We are outdoors A LOT so please send appropriate shoes.

Speaking of being outdoors, we will be playing outside sometimes when it is raining (but not thundering and lightning) in the Twos through PreK classes. Children will get wet. They will need rainboots and a rain jacket. They are welcome to keep these items at school. In winter they will also need warm jackets. We will be outdoors unless it is under 40 degrees.

All children need to have a full change of clothes at school. If your child needs a change of clothes for whatever reason (potty accident, lunch mishap) and they do not have a change of clothes at school, we have spare clothes we can change them into. Please wash them and return them to school when you are done with them.