

## FAITH PRESBYTERIAN CHURCH PRESCHOOL

### Procedures & Policies Manual (REVISED 2015)

#### INTRODUCTION

The Faith Presbyterian Church Preschool and Kindergarten is an established component of the mission of Faith Presbyterian Church. The preschool was commissioned by the Session in 1960, and remains subject to the oversight of the body.

Faith Presbyterian Church provides substantial financial support for the preschool by providing free use of classroom facilities, and utilities. In addition, the ministers, church staff, and various working committees of the Session and Diaconate give generously of their time and effort in support on the preschool mission.

This document describes the organizational structure of the preschool and sets forth its operational policies. The procedures and operating manual can be found in the preschool office.

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#### 1. PHILOSOPHY

Faith Presbyterian Preschool is established to serve the Tallahassee community as an educational arm of the total mission of Faith Presbyterian Church to witness to the love of Christ. The programs of the preschool are designed to emphasize the development of the total child, socially, emotionally, intellectually, physically, and spiritually. All subject matter is taught from a Christian viewpoint within an atmosphere of Christian love and understanding.

A church related preschool is similar to other preschools because it seeks to provide the first rate educational experience all young children need to grow and develop. It differs from non-church preschools because it consciously seeks to lead the children and their parents into a meeting with God in all of life.

Our academic goals are directed toward providing the skills, attitudes, and knowledge needed to enable each student to achieve his/her individual potential. While the academic program has a Christian atmosphere, no effort is made to divert any child from his/her established faith. The total program serves at the pleasure of the Session of Faith Presbyterian Church and is open to all children without regard to race, creed, color, or national origin.

Interaction between staff, students, and parents is encouraged to attain maximum benefits for the child.

#### 2. PRESCHOOL BOARD

The Preschool Board is a sessional committee and reports regularly and directly to the Session.

The board shall consist of a board moderator appointed by the Session/Senior Minister and of nine other members serving three year staggered terms and renewable for longer

when agreed upon by the preschool director, preschool moderator, and board member. At least two of these members shall be from the Session, and at least one from the Diaconate if possible. All members of the board are recommended by the preschool board moderator in consultation with the preschool director and are appointed by the Session.

The director of Christian education shall serve as the church liaison and should receive notice of all meetings of the board or of its sub-committees.

The Preschool Board is responsible for setting policy of the preschool, appointment of personnel, establishment of personnel policies including salaries, approval of curriculum, and establishment of fees to operate the school. The preschool director is subject to the oversight of the preschool board.

The board shall operate through three standing sub-committees appointed by the moderator.

The Finance Subcommittee shall be responsible for the development of recommendations to the board of an annual budget, for any amendment of that budget during the year, and for general oversight of the financial condition of the preschool. It shall, in cooperation with the Personnel Subcommittee, adopt a salary plan for all employees of the preschool.

The Personnel Subcommittee shall be responsible for developing and recommending personnel policies under which the preschool will operate, reviewing with the director all personnel matter including evaluation of all staff, an annual evaluation of the director, and for the purpose of conducting hearings of any grievances or special circumstances/accusations against a teacher or staff person.

The Program Subcommittee shall be responsible for developing and recommending policies related to the preschool program, its curriculum and activities. This sub-committee will annually review the program, its curriculum and activities to ensure that they are consistent with the stated philosophy of this preschool.

### 3. PROGRAM POLICIES

Faith Preschool shall consist of the following classes as needed and subject to change with the enrollment demand.

- One class toddlers (20 - 24 months) 2 days - Tuesday/Thursday - Full enrollment at 8.
- One class 2 year 2 days - Tuesday/Thursday-Full enrollment at 12.
- Two classes 2 year 3 days-Monday/ Wednesday/ Friday-Full enrollment at 12.
- One class 3 year 3 days-Tuesday/Thursday-Full enrollment at 16.
- One class 3 year 5 days-Monday-Friday-Full enrollment at 16.
- One class 3 year 3 days-Monday, Wednesday Friday-Full enrollment at 16.
- Three classes VPK-Monday through Friday-Full enrollment at 16.
- One class Kindergarten-Monday through Friday-Full enrollment at 16.

Each class shall be taught by a certified teacher and an assistant teacher, depending on the number of students. The school day shall be from 8:45 a.m. to 12:15. The school day for Kindergarten is from 8:45 a. m. to 12:15.

The preschool will maintains a current operating license through the Department of Children and Families and maintain compliance with accreditation standards through the National Association for the Education of Young Children.

The director shall have overall responsibility for development of curriculum and activities appropriate to each grade level, subject to the overseeing of the Preschool Board.

There will be an extended Lunch Bunch program until 2:00 p.m. for an additional fee. There will be an early morning program from 8-9:00 for an additional fee. There will be

no refunds given unless there is an illness. Teachers are compensated for the additional hours.

A contingency fund shall be established to be used as an emergency fund for tuition when enrolled students' fees are unpaid due to emergencies (i.e., illnesses, accidents, etc.). The preschool board must approve use of more reserve funds.

A scholarship fund will be included in the yearly budget as part of the operating costs. A sub-committee of the preschool board (director and/or 2 board members) will review, deny or grant financial aid to qualified applicants based on income, # of dependents, employment, special circumstances of divorce or hardships due to health or loss of employment. The scholarship process must remain confidential at all times. Donations given to the fund or preschool may be designated for individual students. These donations will be kept confidential and should not be disclosed for any reason.

The preschool will be closed for operation when the church facility or fellowship hall serves as an emergency shelter for evacuation or emergency situations. In the event of an emergency, the minister or his/her designee should immediately contact the preschool director of such action. Preschool rooms should remain locked. In the event that the preschool rooms are deemed necessary for additional shelter or space, the minister or his/her designee should notify the preschool director in order for the director and her staff to secure and safeguard the classroom, its supplies and equipment.

#### 4. TUITION AND FEES

To the extent possible, the preschool program shall operate on a self sustaining basis. A registration fee is required upon enrollment. The fee is non-refundable. There will be a service charge for all-late fee payments and a bank charge for any returned checks.

Full-time staff/teachers will receive a 50% discount on tuition for one child attending Faith Preschool. Teachers with more than one child enrolled will receive a discount on one child only. Teachers working 2/3 days a week will receive a discount in proportion to the number of days they work. Teachers with a grandchild attending preschool will receive a 25% discount. Church program staff that work fulltime will receive a 25% tuition discount.

#### 5. FISCAL POLICIES

The preschool board each year shall provide the Session with a detailed, comprehensive operating budget that reflects anticipated revenues from tuition and fees set by the committee, and projects estimated expenditures in reference to salaries, equipment, supplies and other necessary operational expenses.

The preschool board shall limit fees to only those necessary for operation of the preschool during that year, and to maintain a reasonable emergency reserve fund. The preschool board must approve use of the emergency reserve funds.

All preschool monies shall be maintained in a separate account. Financial records are to be maintained using generally accepted accounting principles. A financial statement and preschool board minutes should be submitted to the Session monthly. The financial records, projected income, budget, and fixed asset schedules shall be reported to the Session annually. An independent accounting firm will analyze internal control procedures and a report of recommendations to improve the accounting system will be submitted to the Session annually.

Fundraising ideas must be approved by the session. Solicitation of funds to benefit any single/individual group is prohibited. Fundraising money shall be deposited into the preschool operating funds unless otherwise specified.

## 6. STAFF

The preschool shall have a director, appointed by the session upon the recommendation of the preschool committee. The director is considered a member of the church staff and as such is under the administrative oversight of the senior minister.

Each preschool class shall have a certified teacher and assistant teacher, appointed by the preschool board upon the recommendation of the director. Each assistant teacher will be assigned to work with a certified teacher and will assist that teacher in implementing a planned program of instruction. Any person employed as a teacher must have a BA or BS in either Early Childhood Education, Child Development, or Elementary Education. Non-related degrees must add Early Childhood or obtain the Child Development Associate credential (see job description).

One of the assistant teachers shall be designated a supply coordinator, and will assist the director in this capacity. She shall have a salary supplement, determined by the board, to compensate her for this additional duty. One assistant teacher will be Lunch Bunch coordinator, and compensated for this duty.

The preschool shall have a music teacher, appointed by the board upon the recommendation of the director. The music teacher, under the supervisions of the director, will be responsible for planning and implementing the overall music program of the preschool.

The preschool shall have an administrative assistant appointed by the board upon the recommendation of the director. The administrative assistant, under the supervision of the director, will be responsible for maintaining the books and financial records of the preschool as well as other clerical duties assigned by the director.

## 7. PERSONNEL POLICIES

All preschool personnel, including the director, shall be employed by the Preschool Board and shall be on annual contract. Personnel will be hired, employed, and if necessary, terminated based solely on their competence and qualifications to perform their designated duties, and not on the basis of their gender, race, national origin, religious beliefs, age, marital status, disability, and in accordance with Faith Presbyterian Church Policies.

All personnel will be trained in proper child abuse and neglect policies. Each teacher will be trained in CPR/First Aid, Child Abuse and Neglect, Observation, Assessment and Developmentally Appropriate Practice for the 2, 3, 4, and 5 year old, for a total of 40 HRS hours. All teachers and volunteers will be trained under the Child Protection Policies of Faith Presbyterian Church. All personnel will be screened and fingerprinted in accordance with the local and state agencies and rules and regulations for accreditation.

All personnel other than the director shall be hired upon the recommendation of the director. The Preschool Board sets all salaries including the preschool director.

The Preschool Board shall reserve the right to review employee performance and terminate any contract if there is justifiable cause. Any employee or parent with a grievance has the right to a hearing before the Preschool Board; and can ultimately present the grievance to the Session for its consideration. Resignations will be reviewed and accepted by the board.

The director of the preschool will be paid a retirement supplement annually. The director's salary raises should be set at the discretion of the board independent of the teacher's salary increases. Effective from the 1987-88 school year, as a member of the church staff, the director shall be offered insurance through Capital Health Plan.

Teachers and assistant teachers are nine and one half-month employees. The director and administrative assistant hours are to be determined by the preschool board.

The normal workday is 8:30 a.m. to 12:45 p.m., Monday through Friday for all teaching staff. With the following exceptions: The music teacher's work schedule is to be determined by the director. The Administrative Assistant's work schedule is to be determined by the director/board. The preschool director is on annual contract with hours to be determined by the preschool Board.

The preschool will follow the Leon County schools calendar to the best that it can with religious days being observed like Easter Monday and Good Friday. Holidays will generally coincide with the public school holidays, except for their teacher planning days.

**Benefits:**

Each teacher and assistant teacher will be allowed 9 days of personal/sick leave. All days absent, either sick or personal, must come from these 9 days allowed. Further absence will be leave without pay. Substitutes will be paid by the school at a rate of substitute pay. Unused sick leave will be paid to the teachers at the end of the year as an additional bonus if the budget allows. These same conditions shall apply to the 3-day teachers except that they shall be allowed 5 days. Ten month director and administrative assistant will be given 10 personal/sick leave days. All full time staff (30 hours a week) are offered retirement and healthcare benefits, to be paid by employee. Employer contributions will be made upon board approval when the budget allows.

The Preschool Board shall consider maternity leave or a temporary leave of absence for employees, after recommendation by the director of the preschool. Such leave will not exceed 6 weeks for maternity leave or 4 weeks for a leave of absence. Such leave will be without pay except for the unused personal/sick leave.

Any employee has the right to address the board and director in the case of an emergency, or extenuating circumstances concerning the leave of absence. Excessive and chronic tardiness may be justification for termination of employment.

## JOB DESCRIPTION – DIRECTOR

### QUALIFICATIONS

BS or BA in Elementary Education or Early Childhood Education  
Teaching experience in Elementary Education or Early Education  
Leadership and administrative experience and ability  
Director Credential  
Organization and communication skills  
Must have and maintain a Florida Teacher's Certificate in Elementary Education or Early Childhood Development  
Dedicated Christian  
Meet HRS requirements (Maintain Director's credential)  
NAEYC requirements: 9 hours of graduate hours in educational leadership or administration from a college or university with 24 college level hours in early childhood, child development, elementary education or early childhood special education that addresses child development.

### RESPONSIBILITIES:

Implement all policies of the Preschool Board in the operation of the preschool.

Conduct regular Preschool staff meetings and attend meetings of the Preschool Board and Faith Presbyterian Church professional staff.

Interview and recommend all Preschool personnel to the Preschool Board.

Supervise and evaluate the work of all personnel.

Prepare student/parent handbook annually.

Coordinate and assist teachers in the development of units of study and necessary curriculum and in the planning of special activities for the school year. Plan the Preschool weekly worship activity.

Interpret the Preschool program to church, Preschool Board and prospective student's parents.

Supervise the preparation of the annual projected budget for presentation to the Preschool Board and be responsible for the proper management of the approved budget.

Maintain regular communication with Preschool parents and consult with them regarding student progress.

Be responsible for providing a clean, healthy, safe environment for students, including coordination of the student safety on field trips.

Keep informed and implement changes maintained by legislative and HRS guidelines.

Assume teaching activities as assigned, or necessary.

Maintain all accreditation requirements with the NAEYC. Maintain all HRS requirements for license.

Cooperate with the teacher training programs of local universities.

Be directly responsible for the composition of workshops, newsletters, and all-necessary publicity or information pertaining to the Preschool program.

Maintain orderly files on programs, students, budgets, and staff.

Plan and prepare staff meeting agendas every month.

Plan and implement Chapel program.

JOB DESCRIPTION  
ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

AA degree or better in business related field  
Bookkeeping skills and/or banking, accounting experience  
Type 50 CWPM or more  
Computer data base and word processing skills  
Telephone answering, message taking and communication skills  
Early childhood experience preferred  
Dedicated Christian  
Physical exam every five years  
Meet HRS requirements

RESPONSIBILITIES:

Bookkeeping and payroll

Responsible for posting all tuition checks. Mail notices to delinquent accounts. Keep records on each child and parents current in the computer file. Write checks and pay bills. Assist in registration of new students. Prepare a monthly statement on income and expenses. Keep books balanced and current. Make out payroll. Take deposits to the bank. Purchase office materials when needed. Prepare all extended program reports and deposits. Keep an updated list of each classroom spending account and provide the balance to teachers on a monthly basis. Assist with preparation of the annual budget submitted to the Preschool Board and Session for approval.

Office/Clerical

Perform receptionist duties, answer questions and give tours to parents of prospective students. Process all incoming and outgoing mail. Distribute mail and messages to staff. Type monthly newsletter. Prepare typewritten units for teachers. Type correspondence to parents and documents pertaining to school business. Assist director in preparation of yearly student handbook. Prepare a school directory of students enrolled in each class. Communicate with parents concerning financial matters and preschool policies. Keep employment files on teachers current. Submit required background checks to health department, state, and county officials. Communicate and make information available to agency inspectors. Conduct fire drills. Maintain concern for student welfare at all times. Assist teachers when need arises.

Coordinate all in-service activities and in-service continuing education hours for the staff. Serve as liaison between school & our in-service provider, The Association of Christian Schools International. Keep in-service records up to date on all personnel. Provide staff with updated Professional In-service reports.

Attend Preschool Board meetings only at the request of the Director of the Preschool, or the Moderator of the Board.

Hours: To be determined by the director/board. Sick Leave: 10 days. Call Director when out. Calendar generally follows the public school year calendar

JOB DESCRIPTION  
MUSIC DIRECTOR

QUALIFICATIONS:

Bachelors Degree in Music or Music Education or equivalent in experience or extended courses and workshops  
Knowledge of development process of young children  
Ability to play a musical instrument  
Dedicated Christian

RESPONSIBILITIES:

Have a complete planning process based on a diagnostic and prescriptive approach. Prepare lesson plans weekly. Report monthly units of study. Set long range goals.

Christian beliefs and scripture will be reflected in all units of study on a daily basis.

Foster good human relationships. Show respect for and work cooperatively with co-worker, students, and parents. Display a genuine concern for the total development of each child.

Responsible for coordinating and implementing all music instruction and activities correlated with units of classroom study.

Responsible for planning two (2) programs for student families during the year, on primarily religious (Christmas) and one secular (end of year).

Plan for chapel music with the preschool director.

Be punctual and prepared in advance of the arrival of the children. Greet them at the door with personal contact.

Actively seek parent involvement for enrichment activities.

Keep the classroom attractive and orderly. Report any maintenance needs.

See that the physical plant is not abused. Be energy conscious.

HOURS OF WORK:

Determined by the director.  
Extra practice sessions for programs.  
Nine days sick leave, notify director when absent.



JOB DESCRIPTION  
TEACHER

QUALIFICATIONS:

BS or BA in Elementary Education or Early Childhood Education  
Non related BS/BA degrees must add early childhood education or obtain the Child Development Associate credential  
Experience in working with young children  
Physical examination every 5 years  
Dedicated Christian  
Teaching Certificate or (CDA credential)

RESPONSIBILITIES:

Plan all units in accordance with the curriculum guide and follow the scope and sequence. Have a complete planning process based on a diagnostic and prescriptive approach. Prepare lesson plans weekly. Report monthly units of study to the director. Set long range goals. Attend all monthly staff meetings. Meet with and plan with the assistant teacher on a weekly/regular basis.

Christian beliefs and scripture will be reflected in all units of study on a daily basis.

Foster good human relationships. Show respect and work cooperatively with co-workers, students, and parents. Display a genuine concern for the total development of each child.

Be punctual and prepared in advance for the arrival of the children. Greet them at the door with personal contact.

Schedule two (2) parent conferences, one formal and one informal during the school year. Keep communication with parents open at all times.

Select parents to go on field trips.

Actively seek parent involvement for enrichment activities.

Manage the supervision of the assigned teachers, classroom safety and all class activities.

Keep the classroom attractive and orderly. Report any maintenance needs.

See that the physical plant is not abused. Be energy conscious.

Take continuing education/in-service classes as needed to remain certified.

Participate with continuing education courses to meet and maintain compliance with DCF and NAEYC accreditation standards.

VPK Teachers: Administer and score the state VPK assessments (for periods 1,2,3)  
Kindergarten Teacher: Administer & score Scholastic Readiness Test. Keep curriculum folders on each child current & forward to next school they attend. Record FLKRS scores online

JOB DESCRIPTION  
ASSISTANT TEACHER

QUALIFICATIONS:

Child Development Associate Credential preferred  
Experience working with young children  
Love of children and a desire to work with preschool aged children  
Physical examination every 5 years  
Dedicated Christian  
High School Diploma

RESPONSIBILITIES (under the direct supervision of lead teacher):

Assist head teachers in preparing for and implementing the day's activities.

Attend all monthly staff meetings.

Prepare art materials. Have all classroom supplies available at the beginning of the day.

Prepare snacks.

Assist in the academic program being assigned according to need.

Assist in supervision of children. Take primary responsibility as directed by teacher.

Be energy conscious and conscious of the general well being of the physical plant. Make sure restrooms are supplied with paper products and toiletries at the beginning of the day.

Maintain good human relationships. Show respect for and work cooperatively with co-workers.

Assist with rainy day drop-off on a rotating basis with the other assistant teachers.

Responsible for keeping the room clean and safe for the children. Clean tables and counter tops daily.

Maintain daily classroom attendance record.

Assist in preparation of bulletin boards as needed by lead teachers.

Be punctual and prepared in advance of the arrival of the children. Greet them at the door with personal contact.

Participate with continuing education courses to meet and maintain compliance with DCF and NAEYC accreditation standards.

## JOB DESCRIPTION

### ASSISTANT TEACHER/SUPPLY COORDINATOR

#### RESPONSIBILITIES:

Responsibilities are the same as for assistant teacher.

Maintain inventory of supplies current and up to date.

Submit bids and order supplies in cooperation with Director and within budget.

Reports to work one week earlier than teachers do in August to prepare supplies for school year.

### LUNCH BUNCH COORDINATOR(S)

Responsible for scheduling & maintaining a current list of teachers working for Lunch Bunch. A small additional supplement per year will be added to the coordinator's salary.

### MORNING PROGRAM COORDINATOR

Responsible for the children who attend the Morning Program. The program begins at 8:00 a.m. and runs until 8:45 a.m. This person is expected to be here at 8:00, and will be paid an additional supplement.

## Standards of Ethical Conduct

(adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
  - a. Shall maintain honesty in all professional dealings.
  - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization. 39
  - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
  - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
  - e. Shall not make malicious or intentionally false statements about a colleague.

## Training Requirement

All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct. Reporting Misconduct by Instructional Personnel and Administrators All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a

student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to the school director. Reports of misconduct committed by administrators should be made to the Faith Presbyterian Church Preschool Board Moderator. Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in the teachers' preschool conference room and in our handbook on our website at [www.faithpreschooltally.org](http://www.faithpreschooltally.org).

### Reporting Child Abuse, Abandonment or Neglect

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

### Signs of Physical Abuse

The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries. Signs of Sexual Abuse The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home. Signs of Neglect The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention. Patterns of Abuse Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

### Liability Protections

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203) An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095) 6 Raina Turner Raina.Turner@fldoe.org Charlotte Collier Desoto Highlands Indian River Lee Manatee Martin Monroe

FAITH PRESBYTERIAN PRESCHOOL STAFF  
2016-17

Mrs. Beverly Sims	Director
Mrs. Sandy Hartsfield	Administrative Assistant
Mrs. Kylie Cooke	Music Teacher
Mrs. Marcia Pearson	Lead Teacher –2 year olds
Mrs. Allison Van Idekinge	Assistant Teacher –2 year olds
Mrs. Cindy Parry	Lead Teacher – 2 year olds
Mrs. Heather Phillips	Assistant Teacher – 2 year olds
Mrs. Morgan Durham	Lead Teacher – 3 year olds
Mrs. Gaynell Larkin	Assistant Teacher – 3 year olds
Mrs. Molly Williams	Lead Teacher – 3 year olds
Ms. Lane Gunter	Assistant Teacher – 3 year olds
Mrs. Vicki Fannin	Lead Teacher – VPK
Mrs. Rebecca Roberts	Assistant Teacher – VPK
Mrs. Mary Kent McDaniel	Lead Teacher – VPK)
Mrs. Tracy Williams	Assistant Teacher – VPK
Mrs. Lark Mott-Smith	Lead Teacher – VPK
Mrs. Krissie Inserra	Assistant Teacher – VPK
Mrs. Johanna Gumanis	Lead Teacher – Kindergarten
Mrs. Beth Christiansen	Assistant Teacher – Kindergarten
Mrs. Alison Brubriski	School Psychologist