



# PARENT HANDBOOK

Dear Parents,

We welcome your child to PROMISETOWN Preschool at Ponte Vedra Presbyterian Church. PROMISETOWN exists as an outreach ministry of PVPC. Our goal is to foster a life-long love of learning through a Godly worldview in a Christian environment. We are committed to nurturing children to be happy, empathetic individuals who are emotionally, socially, and academically prepared to transition into Kindergarten.

We embrace the individuality of each child and nurture these differences through curriculum and activities that encourage curiosity, exploration, and creativity. Everyday of a child's life should be an opportunity for new experiences and discoveries of God's wonders!

Because we know this is an age of rapid cognitive, emotional, psychological, and social growth, we strive to create a learning environment that is rich in child-guided, teacher - facilitated activities so children will build competence, confidence, and social skills as they discover and learn about the world around them.

This handbook has been presented in order that you may know the policies and procedures to better understand the program as we work together to help your child have a successful experience at PROMISETOWN Preschool at PVPC.

PROMISETOWN Preschool at PVPC does not discriminate regardless of race, creed, national origin, or disability.

Sincerely,

Marleen Lee, Director

PROMISETOWN Preschool @ PVPC

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## **Preschool Hours**

Licensed Preschool hours are 8:30am-2:00pm Monday through Friday.

PROMISETOWN Preschool is a smoke free facility. No smoking is allowed on the premises at any time.

## **School Calendar/Holidays**

PROMISETOWN Preschool at PVPC operates on the same schedule as the St. John's County School District. We observe the same holidays as the St. John's County public schools. One exception being the first and last weeks of school. A copy of the public school calendar will be included in the registration packet along with our school calendar. Please check both. Make-up days for inclement weather are at the sole discretion of Promisestown staff and Board members and may not align with St. John's County makeup days. Tuition does not change for the weeks that include holidays, teacher planning days and/or make up days.

## **Security**

The doors to PROMISETOWN will remain locked except at drop off and pick up times. A staff member will be in the hallways when doors are unlocked. During the rest of the day, the doors will remain locked. To gain entrance you will need to ring the doorbell from the outside and a staff member will let you in. Cameras are in service both inside and outside of the building and monitored throughout the day.

## **Admission Information**

All students must have a PROMISETOWN Preschool at PVPC enrollment form, valid and non-expired Immunization Certification and School Exam Health Form, Emergency Contact Form, DCF Enrollment Form, VPK Attendance Agreement (if applicable), Authorized Medication Form (if applicable), Influenza Form, Outside Food Form, and SIGNED Parent Handbook Form, ACH Information Form, and a void check.

## **Contact Information**

One key way for you to help us keep your children safe and sound is by keeping all contact information current. Please inform us immediately if you or your emergency contacts have changed. Parents/guardians **MUST** be reachable by phone.

## Health Records

Florida Law requires 2 forms signed by a medical professional within 30 days of enrollment. Both are available from your pediatrician, family doctor, or local health department.

- Immunization Card (Form 680 or 681)
- Physical Examination (Form 3040 or 3105A)

If we do not have both of these forms within 30 days after enrollment, by law your child will not be able to attend until we have valid and non-expired forms for them on file. By law, these forms must be kept up to date throughout the school year. This is the parent's responsibility.

## Medication

Please alert the Director to any medication your child may be taking.

- Any medication to be administered at PROMISETOWN Preschool at PVPC must be in the original prescription bottle with the child's name, dosage, and instructions for administration clearly printed or labeled on a form by a doctor.
- Medication must be given to the Director to be stored in a locked cabinet.
- Staff will follow the labeled directions only. A physician's note is required to alter the dosage.
- Parent's must fill out an "Authorization For Medication Card".

## Allergies

Allergies will be handled on a room-to-room basis. Because of severe allergies, some rooms may be peanut free or "\_\_\_\_\_" classrooms. Any child with an allergy must have an "Allergy Alert Form" filled out.

## Accidents and Emergency Care

All necessary measures will be taken to ensure the safety of all the children. In case of an illness or accident while the child is at PROMISETOWN Preschool at PVPC and the child's parents or guardian(s) cannot be reached, if the staff determines the child needs prompt medical attention, an ambulance/or the child's physician will be called.

## Accidents and Emergency Care Cont.

- In the event of an emergency, you grant PROMISETOWN Preschool at PVPC permission to administer care as it sees fit for the child's best interest in accordance with information you provided on the enrollment form.
- All medical expenses are the responsibility of the parent/guardian.
- If there is an emergency and parents need to pick up their child/children, we will send out a mass text. Your current cell phone number and provider information are a must.

## Illness

An ill child should not be brought to the PROMISETOWN Preschool at PVPC facility. See the following guidelines for symptoms that are unacceptable.

- Fever over 100 degrees
- Vomiting
- Green or yellow runny nose
- Discharge in or around they eyes or ears
- Diarrhea
- Excessive coughing
- Questionable rash
- Any communicable disease (chicken pox, lice and/or nits, etc.)

If any of these symptoms are observed, the parent will be notified. An emergency phone number should be given on your admission form. If a child has had any of the above-mentioned illnesses, they must be free of symptoms for **at least 24 hours** before returning to the program. Parents may be asked to show proof that the contagious condition no longer exists before returning to school. **These policies will be strictly enforced. Our goal is to keep all of our students and teachers well. All of our toys and surfaces are disinfected daily so please partner with us in keeping PROMISETOWN Preschool at PVPC healthy.**

If your child has a communicable disease (ex. hand foot and mouth, Influenza, lice, fifths disease, etc.) you **MUST** inform the Director as soon as possible.

## Health and Safety

- Promisestown Preschool takes the health and safety of our students very seriously and make it the highest priority. With that, there are some guidelines that we will adhere to:
  - Our illness policy will be monitored and followed by all teachers and staff at Promisestown. (See above under "Illness") for a detailed description of our Illness Policy. If a child is at school with any of the described symptoms, a parent will be notified and the child will be sent home.
  - Biting will be taken very seriously at Promisestown as it puts our students at risk. Though the seeking of oral stimulation is age appropriate for our younger students, incidences of biting will be recorded for both the child who is bitten and the child who bit. Parents will be notified and we will do our best to work with parents and child and asses any needs. However, if the child continues to bite other children or teachers and endanger their safety, it is considered grounds for termination of enrollment.
  - Lice is also taken extremely seriously at Promisestown. We have a no nit policy. This means that should a case of lice be reported at Promisestown:
    - First that child's classroom will be notified.
    - If a second case should be reported, the school as a whole will be notified to please be diligent in taking precautions. These precautions include checking your child's head, taking them to a professional lice removal company for a check, or using an at home remedy.
    - The Director will perform head checks on all attending students. Any student found with nits (no matter the stage) or live lice will be immediately sent home and will not be permitted to return to school without proof of treatment.
    - Proof of treatment could be a box top from an at home remedy or a card from a professional lice removal establishment.

## Drop Off and Pick Up Procedures

Preschool hours are 8:30am to 12:00pm, 1:00pm, or 2:00pm Monday through Friday. The teachers will not be responsible for children who arrive before 8:30am with the exception of teacher and volunteer children. Therefore, please do not bring your child to his/her classroom prior to that time so the teachers are able to safely prepare the classroom.

If you arrive early, please wait outside the door with your child instead of going into the classroom. Please respect these times so that the teachers will be ready to greet the children in the proper way.

Every child must be accompanied by an adult to and from their classroom each day. Sign your child in/out on the attendance sheet. A child will not be released to anyone other than the parent, guardian, or person(s) listed on the admission form unless written permission is given by the parent or guardian. If anyone other than the parent or guardian is to pick up a child, written notice should be given to the teacher and director at drop off. A child will not be released to anyone less than 18 years of age. Some form of picture ID will be requested for any persons other than the parent/guardian who is picking up a child for verification of identity.

Please pick up your children by 1:00pm unless your child is enrolled until 2:00pm. No exceptions other than emergency situations and VPK children.

Non VPK children have the option of staying until 2:00pm for an additional fee which is listed in the "Fees" section on pages 8 and 9.

### Late Pick Up Fee

Children must be picked up on time. A late fee of \$1 per minute will be due upon pick up. Repeated tardiness (more than twice in one month) will incur a late fee of \$2 per minute. Please respect our teachers by being on time.

If you anticipate being late, please contact us via phone so we can inform your child and make necessary arrangements. The late fee will still apply.

## **Absences**

Please contact us if your child will be absent. The welfare of your child is important to us. This also allows the teachers to plan accordingly. There will be no prorated fees for non-attendance.

## **Withdrawal**

If you wish to withdraw your child from PROMISETOWN Preschool at PVPC, a written four-week advance notice must be given to the director. You are responsible for payment through the end of your four-week notice. If four week's notice is not given, you must pay one extra month as the school works to fill your child's place.

## **Termination**

It is important that PROMISETOWN Preschool at PVPC and our families are a good match and that we support one another. If it is found that this is not the case, termination of enrollment may be necessary.

Examples of why enrollment may be terminated include:

- Failure to comply with school policies.
- Persistent destructive, disrespectful, or hurtful behavior by a child or a parent. (This includes but is not limited to: using inappropriate language, bullying, and/or aggressive behavior)
- Non-Payment of childcare fees.
- Failure to complete and sign required forms.
- A child's inability to adjust to the program. (For example: extended crying or repeated attempts to run from the classroom. Any child who has not acclimated to the program within the first month of attendance will be dismissed from the program.)

## **Fees - Applicable For Non-VPK Classes**

An annual non-refundable registration fee of \$250 for each child is due upon enrollment. A 5% tuition discount for the lesser tuition will be given for families with more than one child attending PROMISETOWN Preschool at PVPC. An annual supply fee of \$100 will be due in August each year and can be paid by check made out to Promisestown Preschool.

## Fees - Applicable For Non-VPK Classes Cont.

### Monthly Rates For 2 Year Olds - 5 Year Olds

2 Day Program	3 Day Program	5 Day Program
Mon. & Wed or Tues. & Thurs.	Monday, Wednesday, and Friday.	Monday through Friday
8:30am-1:00pm \$250.00 Per Month	8:30am-1:00pm \$380 Per Month	8:30am-1:00pm \$630.00 Per Month
8:30am-2:00pm \$290.00 Per Month	8:30am-2:00pm \$440.00 Per Month	8:30am-2:00pm \$730.00 Per Month

The ONE YEAR OLD program will be offered 2 days a week at \$217 per month (Tues/Thurs), 3 days a week at \$325, or 5 days a week at \$542 per month (Mon-Fri). The hours are 8:30am-12:00pm. One year old's MUST be able to walk independently by the first day of school.

### Free Four Year Old VPK

Voluntary Pre-K for four year olds will be offered Mon./Wed./ Fri. 8:30am-2:00pm with two teachers per class. No payment is required from VPK families although you will need a VPK voucher from the state to receive free tuition. You may also receive an optional supply list as needed from the classroom.

### Payment

Tuition fees are due on the first day of each month beginning August 1. Tuition is paid monthly, August through May. ALL payments are processed through ACH. We will need the ACH Form in your packet along with a voided check.

## PROMISETOWN Preschool at PVPC Discipline Policy

1. Discipline is the effective management of the children's behavior, the goal being self-disciplined children. The most effective classroom management technique is the provision of ample activities appropriate for the child's developmental level.

2. The management technique to be used in any particular situation depends on the individual child.

The staff is encouraged to:

- Anticipate problems and provide intervention.
- Give gentle reminders and explanation of the rules.
- Redirect and offer choices.
- Be consistent and model appropriate behavior.
- Give hugs and caring.
- Provide quiet time (time out)
- Discuss with parents
- Send child to Director for discussion and quiet time and prayer.

3. Discipline may not include the following:

- Withholding of meals, snacks, or water.
- Denying rest or taking away scheduled outside play.
- Threat of physical punishment.
- Ridicule or degrading

4. PROMISETOWN Preschool at PVPC will use the "1, 2, 3, Magic" Discipline strategies. Classroom rules will be presented and children will then receive 2 counts before they "take 5" in a designated chair.

## PROMISETOWN Preschool at PVPC Discipline Policy Cont.

5. If this is not adequate, the parent will be called in to discuss the problem with the teacher and the Director. A plan of action will be developed at that time.

6. If this is not successful, the child will be dismissed from the program. Actions leading to dismissal would include: repeated incidences of biting, hitting, disrespect, inappropriate language or any other action causing an unsafe classroom environment for children and/or staff.

7. We will keep written reports of serious discipline issues. A copy will be in the child's file and a copy will be given to the child's parents. The note will include the date, time, nature of the problem, and ways in which we worked to solve it.

### What To Bring on a Daily Basis

- Diapers (if applicable- labeled with first and last name)
- One full change of clothing including socks in a labeled zip lock bag to be left at school.
- Jacket or sweater (labeled with first and last name)
- Healthy lunch
- Healthy snack (labeled with first and last name)
- Sippy cup (labeled with first and last name).
- NO BOTTLES ALLOWED.

Please label ALL items with your child's **first and last name** and please refrain from bringing personal items unless requested by the teacher or director.

## Appropriate Dress

Children should wear comfortable, washable clothing good for indoors and outdoors. As students may engage in messy projects, please avoid irreplaceable clothing. Clothing should be easy on/off clothing until he/she is able to dress/undress independently.

Shoes should be closed-toed with socks. Tennis shoes are preferred. NO CROCS OR FLIP FLOPS.

## Food and Snacks

Please send in a healthy snack and lunch with your child each day your child comes to school.

- Lunches will be stored at room temperature. Please use an ice pack as needed.
- Our staff is held responsible by the FL Department of Children and Families to ensure our students are eating healthy, nutritious food. We encourage you to send in a balanced, healthy lunch.
- All snacks, lunch boxes, and cups **MUST BE LABELED WITH YOUR CHILD'S FIRST AND LAST NAME.**

## Toilet Training

We are happy to assist your efforts in this area.

- If your child is just beginning in the toilet training process: Dress them in a Pull Up until they have mastered the art with some predictability and can **verbally** tell their teachers they need to use the restroom.
- The staff will put a Pull Up on a child after a second accident. Too many accidents in the course of a day compromise the sanitary environment we strive to maintain.
- If your child is not actively toilet training please **DO NOT** use Pull Ups for school as they are considerably more time-consuming to use during the diaper changing process.
- Children **MUST** be potty trained to enter the 3 year old class

## Student / Teacher Ratios

We have adopted these ratios in order to provide your child with the best care and one-on-one attention.

Our ratios are:

Ones- two teachers for every 7 children

Twos- two teachers for every 11 children

Threes- two teachers for every 14 children

VPKA- two teachers for every 15 children (room size dictates less students)

VPKB- two teachers for every 16 children

Ratios are subject to change at the discretion of the Board or the Director

## Curriculum

PROMISETOWN Preschool at PVPC curriculum has three components.

It is based on the Pinnacle curriculum. The Pinnacle curriculum is a research-based, faith based, comprehensive, literacy-focused curriculum that builds children's cognitive development through literacy, mathematics, science, social studies, the arts, motor experiences, and physical health.

We will also use the High/Scope teaching philosophy (a cognitively oriented philosophy based on key experiences using the child's senses and creativity in real life situations). High/Scope promotes open-ended experiences where children can utilize their intellectual and creative problem solving abilities in future learning tasks with an emphasis on early literacy.

The last component of our curriculum is the Bible. Each week a Bible story will be included in the music resource lesson plan.

## Communication

Each class will post a weekly lesson plan outside their classroom to keep you informed of their activities in addition to a weekly email from your child's teacher in newsletter form. Please consult your child's teachers for how the newsletter will be delivered.

## **Birthdays**

Parents are invited to be involved in birthday celebrations. You may bring in store bought special treats. Please make sure the list of ingredients is included for those who have allergies. Please give the teachers 48 hours notice if you are bringing birthday treats. Please no goody bags or party favors.

## **Volunteers**

Parent and families are welcome to volunteer at PROMISETOWN Preschool at PVPC. If you have a special gift: building, cooking, reading, sewing, etc. we would love for you to share your gift with us!

## **Open Door Policy**

PROMISETOWN Preschool at PVPC maintains an open door policy with all parents of enrolled children. Parents will have immediate access without prior notice to the center.

In situations where there is a custody or domestic issue, the following will apply:

- The center must be provided with the most recent certified copy of the court order and any amendments to the order (i.e. custody order, restraining order, or a protection order from abuse).
- The center will follow the orders of the court. Deviations from the court order will only be made if there are written instructions from the custodial parent/s (joint custody will require both parent's signatures).
- If there is not a copy of a court order or a copy has not been provided to the center then both parents will have equal access to their child. By law the center may not deny access to a child by a parent without a court order.
- If there is a verbal or physical conflict, the center will contact the police.

## PROMISETOWN Wait List Policy

The PROMISETOWN Preschool at PVPC wait list is an on-going list. Children are added to the wait list on a first-come-first-serve basis via email so that the date of first contact (which is how the wait list is organized) is traceable.

Registration for **currently enrolled students and their siblings** begins in January of each year. During this registration, currently enrolled families have the option of enrolling for the next year. Families who are currently enrolled at PROMISETOWN Preschool at PVPC also have the option to enroll any of their children who are not currently enrolled.

Priority for changes to days attending goes first to currently enrolled students. However, 2 new Monday, Wednesday, Friday positions in each classroom will be reserved for students (currently enrolled first, then new incoming siblings) who's sibling attends Monday, Wednesday, Friday VPK only.

After the currently enrolled families finish registration and the exact number of open spots is known, families from the wait list will be contacted (in order of the date of first contact) to fill those positions. Please note, these spots are based on how many children will be placed in each class per day. For example, the two year old class has a cap of eleven students each day.

If an opening becomes available during the school year, that opening will be filled from the wait list. That opening can only be filled by a child who would enter the same class, and attend on the same days as the child who's absence created the opening.

If you would like to add your child to the wait list, please email the following information to: [mlee@pvpc.com](mailto:mlee@pvpc.com)

- Your name
- Your phone number
- Your child's name
- Your child's birthdate
- Which class you would like to be added for
- The year in which you'd like your child to start (ex. fall 2017)

# PROMISETOWN Preschool at PVPC PARENT AGREEMENT

This Agreement is made between \_\_\_\_\_, \_\_\_\_\_ (parent names) (hereinafter referred to in the singular), and PROMISETOWN Preschool at PVPC (“PROMISETOWN”) and is effective as of \_\_\_\_\_, \_\_\_\_\_

## Enrollment

1) I understand and agree that I am required to pay a Registration Fee of \$\_\_\_\_\_ and that the Registration Fee is not refundable.

2) I am enrolling my child, \_\_\_\_\_, in the following program:

a) The \_\_\_ days per week program for the period August \_\_\_\_ through May \_\_\_\_ (“Term”); or,

b) The 3-day per week Voluntary Pre-Kindergarten (“VPK”) program for the period August \_\_\_\_ through May \_\_\_\_ (“Term”).

3) I agree to give PROMISETOWN 4-weeks written notice if I intend to withdraw my child from PROMISETOWN. I understand and agree that I am obligated to pay all Tuition and Fees owed or incurred prior to the withdrawal of my child from PROMISETOWN including the 4 weeks of notice and that I am not entitled to a refund of any Tuition or Fees already paid.

## Tuition and Fees

4) I understand and agree the Tuition that I am obligated to pay to PROMISETOWN for the Term is \$\_\_\_\_\_ per month. I understand and agree I am not obligated to pay any Tuition for the VPK program.

5) I understand and agree to pay each month’s Tuition on the 1st day of the month beginning on August 1 and ending after May 1 (August tuition, August 1; September tuition, September 1; and so on).

6) I understand and agree that I will be charged a late fee of \$20.00, for any Tuition payment not received by PROMISETOWN by the 5th day of the month. I agree to pay any late fees within 3 days of being notified that a late fee has been assessed.

# PROMISETOWN Preschool at PVPC

## PARENT AGREEMENT

- 7) I understand and agree that I owe Tuition for any and all days PROMISETOWN is closed for public holidays and for any and all days my/our child is absent. PROMISETOWN will provide a list of all public holidays on which it is closed no later than the first day of the Term in August.
- 8) I understand and agree that I will be charged a Late Fee of \$20.00, plus bank charges as a result of any check that is returned for insufficient funds. I/we agree to pay any Late Fees within 3 days of being notified that a late fee has been assessed.
- 9) I understand and agree that my child must be picked up promptly and on-time at the end of each school day. I further understand and agree that I will be charged a Tardiness Fee of \$1.00 per minute for each minute I/we are tardy in picking-up my child and that the Tardiness Fee shall increase to \$2.00 per minute if I am tardy \_\_\_ times. I/we agree to pay any Tardiness Fees within 3 days of being notified that a Tardiness Fee has been assessed.
- 10) I understand and agree that I am obligated to, and will, pay a Registration Fee and supply fee (due in August) upon my/our child's enrollment at PROMISETOWN, unless my child is enrolled in the free VPK program only. I understand that PROMISETOWN has the sole discretion to determine the amount of the Registration and Supply Fee and that they are non-refundable.
- 11) I understand and agree that it is my responsibility to assist with providing supplies to be used by my child and/or her/his classmates. I understand that PROMISETOWN has the sole discretion to determine which supplies are needed. Supplies are optional for VPK only students.

### General

- 12) I understand and agree it is my sole obligation at the beginning of the Term to provide PROMISETOWN with my contact information (including my name, address, telephone number, and email address) and emergency contact information (including the name, address, telephone number, and email address of my emergency contact(s)). I further understand it is my sole obligation to notify PROMISETOWN of any changes to my contact or emergency contact information.

# PROMISETOWN Preschool at PVPC PARENT AGREEMENT

13) PROMISETOWN has my permission to photograph my child for use in class projects and/or PROMISETOWN'S website and Facebook page, unless I notify PROMISETOWN in writing otherwise.

14) I have received, read, understand, and will comply with all policies and procedures stated in the PROMISETOWN Preschool Handbook and the PROMISETOWN Parent Handbook ("Handbook Policies"). I understand and agree that a breach of any of the Handbook Policies may be grounds to terminate my child's enrollment at PROMISETOWN. PROMISETOWN shall have sole discretion to determine whether a breach of a Handbook Policy is sufficient to warrant termination of my child's enrollment.

Date: \_\_\_\_\_

Parent Signature(s) \_\_\_\_\_

\_\_\_\_\_

PROMISETOWN Preschool at PVPC Representative \_\_\_\_\_