

# Southside United Methodist Policies and Procedures

Updated 07-18-2022



Southside United Methodist Preschool

3120 Hendricks Avenue, Jacksonville, FL 32207 | 904.396.2676

**3120 Hendricks Avenue  
Jacksonville, Florida 32207  
904-396-2676 ext 121 or 122  
sumpreschool3120@gmail.com**

**Director  
Candi Kirby**

*Southside United Methodist Preschool is a provider of the State of Florida  
Voluntary Prekindergarten Program*

*We are licensed by the Florida Department of Children and Families  
and meet or exceed all State Guidelines.*

***Certificate of License # C04DU0355***

***Our program is open to all children without regard to race, religion, or national origin.***

**PLEASE NOTE:**

***In the event of a community illness outbreak, pandemic, or a disaster, New Protocols  
and Procedures would take precedence over current policy.***

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## **A NOTE FROM THE DIRECTOR**

**Thank you for entrusting your little one to our staff at Southside United Methodist Preschool. This preschool was established in 1957 and has a long, wonderful history of providing the best early learning programs for children ages one through four in a Christian environment. SUM Preschool embraces goals which provide for the total development of young children as its paramount consideration. A healthy, happy, and challenging environment, where children are encouraged to grow and develop to the best of their abilities is created and maintained. We meet or exceed all expectations, guidelines, and benchmarks set forth by the Voluntary Pre-Kindergarten Program and the Florida Department of Children and Families.**

**Our staff at SUM Preschool is committed to serving children and families with the understanding that these early learning experiences form the foundation for educational success and development of Christian values.**

**SUM Preschool provides preschool classes reflecting the latest research on child development and developmentally appropriate practices. We offer a well balanced program emphasizing teaching in all five domains: Spiritual, Emotional, Cognitive, Social, and Physical Development. We believe in a sensory experiential approach to learning, providing students with direct involvement in the process to help them become active independent learners and creative thinkers.**

**SUM Preschool is a ministry of Southside United Methodist Church. We encourage close relationships among our staff, parents and children. We will take advantage of every opportunity to achieve a strong support system so that each child feels a bond between home, school and faith. It is our purpose to nurture the children entrusted to our care, to encourage them to succeed in their learning experiences and offer them every opportunity to enjoy preschool.**

**We welcome you to our preschool which will provide a rich environment that fosters faith, learning and love.**

**Candi Kirby, Preschool Director**

## **Southside United Methodist Church Preschool**

### **MISSION STATEMENT**

Southside United Methodist Church Preschool is dedicated to providing age and developmentally appropriate experiences that ensure our student's intellectual, spiritual, social-emotional, and physical growth in a safe and nurturing Christian environment. It is our mission to develop personal responsibility, resourcefulness, and respect.

We pledge to promote and develop a meaningful and lasting bond between the child, the family, and our school.

01-28-15

*Southside United Methodist Preschool is a provider of the State of Florida  
Voluntary Prekindergarten Program  
We are licensed by the Florida Department of Children and Families  
and meet or exceed all State Guidelines.*

***Certificate of License # C04DU0355***

#### **Visit our Website**

For more information about Southside United Methodist Preschool, visit our website at:

**[www.sumpreschool.org](http://www.sumpreschool.org)**

# **PHILOSOPHY**

The Educational Program of Southside United Methodist Church Preschool encompasses the developmental needs of each child and emphasizes growth in all areas - physical, social-emotional, intellectual, and spiritual. In our program, your child will be given the opportunity to explore and learn as he/she interacts with his/her peers and teachers in the context of Christian values and principles.

Our preschool provides a rich and stimulating environment for living, thinking, and learning. Our program includes a balance of weekly guided activities, daily group activities, and opportunities for individual creative expression and discovery. We embrace each child's learning style and uniqueness as diverse learners by providing multiple learning experiences through art, music dramatic play, oral language, emergent literacy, outdoor play, physical education, health and safety, math, science, technology, social studies, and Christian education.

It is our desire to nurture each child enrolled in our preschool. We empower each child to succeed in their learning experience by building self-confidence and encouraging constructive self-management. Close relationships among our faculty, parents and students are established in order to achieve a strong foundation so that each child feels a bond between his/her home and school.

*Our program is open to all children without regard to race, religion, or national origin.*

Welcome to Southside United Methodist Preschool!

We are delighted that you have chosen our preschool for your little one. We count it a sacred privilege to provide them with nurture and guidance in the coming year. After all, your child is a gift from God! We look forward to being partners with you in raising them up in a Godly way. I want to invite you to take part in worship with your child every Wednesday morning at 9:15 a.m. in the Langley chapel.

Southside is a family church. Our preschool is just one instance of a variety of programs and ministries designed to bring us together in God's Word. Whether in Sunday School, Bible study groups, mission trips, music ministry, or youth activities, we are concerned folks of all ages and stations in life. We are committed to providing a warm hearted experience of God's love to everyone. We invite you to attend one of our worship services at 9:00 a.m. (contemporary) or 11:00 a.m. (traditional). There is Sunday School for all ages from 10:00 a.m. to 11:00 a.m.

Our vision at Southside is to "Build the Family of God into Faithful Christian Disciples of Jesus Christ." If you do not currently have a church home, we invite you to come and experience the ministry of Southside. Should you have any pastoral need, please feel free to call me at any time.

God Bless!

Phillip Short,  
Pastor

**Wednesday Evening Programs**

5:00	Family Night Dinner
5:45	Children's Choir and Adult Programs
6:00	Small Groups
7:00	Adult Choir Practice

**Sunday Worship and Sunday School**

9:00	Contemporary Worship
10:00	Sunday School for all Ages
11:00	Traditional Worship
6:00	Adult Bible Studies

**From the Preschool Board of Directors**

Welcome to the Southside United Methodist Church Preschool. Thank you for entrusting your children to our loving, caring teachers and staff. It is our sincere pleasure to be of service to your family.

Our Preschool's philosophy is that we will aid each child's growth in all areas - spiritually, physically, mentally, and socially. We are very confident that as a new school year begins, each child will experience Christian love while developing these important social and academic skills.

Our board is comprised of committed men and women from a variety of backgrounds and experiences. Each of us enjoys seeing the children grow and develop in a warm and nurturing Christian environment. As board members we are here to support the Director and we are here for you too.

In Christ's Love,  
Bill Langley

**Committee Members**

Sharon Feaster (exofficio)  
Brian Harbin  
John Lumpkin

Rebecca Garner  
Candi Kirby (exofficio)  
Marilyn Myrick

Bob Gerzel  
Bill Langley  
Carlie Peyton

# PRESCHOOL TUITION AND FEES

The Preschool is a ministry of Southside United Methodist Church. This support from the Church enables us to keep tuition as low as possible. All tuition and other fees are used to provide Preschool staff salaries, equipment and supplies, so it is important that tuition be paid on time.

**TUITION PAYMENTS - Tuition payments are due the 1st day of each month BEGINNING AUGUST 1 OF THE UPCOMING SCHOOL YEAR. Our tuition is an annual rate divided by 9 monthly payments (Aug 1 – April 1).** Late fees (\$20.00) will be assessed for any payments not received **by the 5th day** of the month. Please do not give tuition payments to teachers. Please use any of the 3 drop boxes located in the main church office, near the Preschool bulletin board, or near the juice kitchen. Below are the tuition due dates:

<b>1st payment:</b>	<b>Tuition due:</b>	<b>August 1<sup>st</sup></b> or date established by Preschool Office as 1 <sup>st</sup> payment due date
2nd payment:	Tuition due:	September 1st
		Curriculum Enhancement fee also due September 1st.
3rd payment:	Tuition due:	October 1st
4th payment:	Tuition due:	November 1st
5th payment:	Tuition due:	December 1st
6th payment:	Tuition due:	January 1st
7th payment:	Tuition due:	February 1st
8th payment:	Tuition due:	March 1st
9th payment:	Tuition due:	April 1st

**ENROLMENT FEES:**

**Wee Ones: \$ 75.00      Preschool: \$ 125.00**

<u>CLASS —WEE ONES</u>	<u>ANNUAL TUITION</u>	<u>MONTHLY TUITION</u>
2 Day Classes	\$ 2,115.00	\$ 235.00
3 Day Classes	\$ 2,565.00	\$ 285.00
4 Day Classes	\$ 2,880.00	\$ 320.00
<u>CLASS — 2's &amp; 3's</u>	<u>ANNUAL TUITION</u>	<u>MONTHLY TUITION</u>
2 Day Classes	\$ 2,115.00	\$ 235.00
3 Day Classes	\$ 2,565.00	\$ 285.00
5 Day 2 Year Old Classes	\$ 3,465.00	\$ 385.00
5 Day 3 Year Old Classes	\$ 3,195.00	\$ 355.00
<u>CLASS — 4's (not VPK)</u>	<u>ANNUAL TUITION</u>	<u>MONTHLY TUITION</u>
4 Day Classes	\$ 2,880.00	\$ 320.00
5 Day Classes	\$ 3,195.00	\$ 355.00
<u>CLASS — 4's (VPK)</u>	<u>ANNUAL TUITION</u>	<u>MONTHLY TUITION—4's (VPK)</u>
4 Day VPK Classes	Paid by the State of FL	\$ 0.00
5 Day Classes (4 day VPK) (+ Fridays)	4 day -Paid by the State of FL \$ 1,395.00	\$ 155.00

**ANNUAL CURRICULUM ENHANCEMENT FEE (ACE FEE)**

<b>1 Day Classes (Wee Ones)</b>	<b>\$ 50.00</b> <i>(multiplied by the # of days per week registered)</i>
<b>2 Day Classes</b>	<b>\$ 80.00</b>
<b>3 Day Classes</b>	<b>\$ 90.00</b>
<b>4 Day Classes</b>	<b>\$ 95.00</b>
<b>5 Day Classes</b>	<b>\$ 100.00</b>
<b>4 Day VPK Classes</b>	<b>\$ 95.00</b> <i>(requested)</i>

**PLEASE NOTE: Annual Curriculum Enhancement Fee for students DOES NOT include fees for fieldtrips for either students or parents. It is a Preschool Board Policy that it DOES NOT cover the cost of parents or chaperones. Charges for fieldtrips will be collected from the parents for students and any parent chaperones attending the fieldtrip.**

**FIELD TRIP FEES FOR STUDENTS AND PARENTS** — Fees vary based on cost of field trip.

**LATE FEES** - For Invoice Balance Payments      \$20.00 per month  
For Late Pick-up:      \$ 1.00 per minute  
*(Late fees apply after 1:10 from Preschool and after 3:30 from Extended Day)*

**RETURN CHECK FEE** *-(Each time a check is returned)*      \$ 25.00

# TUITION AND FEES PAYMENT SCHEDULE

1. The FIRST month's tuition is due AUGUST 1st of the current year. After the 5th day of each month a late fee will be assessed. **If invoice balance is not paid within 30 days, in addition to late fees, child(ren) will not be able to use any extra services—i.e. Extended Day or Early Arrival. If invoice balance is not paid within 60 days, in addition to late fees, child(ren) may be removed from Preschool until invoice is paid in full.**
2. Subsequent tuition due dates are the 1st of each month September through April.
3. Invoices will be emailed monthly, approximately 10 days before payment is due.
4. Monthly tuition may be delivered to the church office or mailed to the Preschool Office, 3120 Hendricks Avenue Jacksonville, FL 32207. **Please note child's name at the bottom of the check.** Do not send tuition payments with your child or give them to the teachers. Checks must be placed in a payment envelope and deposited in the tuition boxes located in the church office and preschool wing. To receive proper credit, please fill out all information on the payment envelope. When paying with cash, please ask for a receipt from the preschool office.
5. **FEES** - such as Registration Fee and Annual Curriculum Enhancement Fee (A.C.E.) are required for all students, Wee Ones through 5 day VPK 4's, as well as non-VPK students. Fees are *requested* for all 4 day VPK students. Registration Fee is due at the time of registration and Curriculum Enhancement Fee is due with 2<sup>nd</sup> tuition payment on September 1. **ALL FEES, REGISTRATION, AND CURRENT TUITION MUST BE PAID FOR ANY CHILD (INCLUDING VPK STUDENTS) WHO PARTICIPATES IN EARLY ARRIVAL AND/OR EXTENDED DAY.** Early Arrival and/or Extended Day rates will apply for services rendered. (*see Tuition and Fees page for applicable fees due*)
6. Payments must be kept current unless arrangements have been made with the Director.
7. Due to the school's fixed expenses, no reduction or refund of tuition will be given because of holidays or illness.
8. A tuition discount of 5% of the total tuition cost will be given if full tuition for the year is paid **ON OR BEFORE THE FIRST DAY OF SCHOOL**. The discount applies to tuition charges only. It *does not* apply to activity fee or any prepaid Extended Day or Early Arrival Fees. Discount also does not apply to any tuition that is supplemented by scholarship, other discount, or funded from the state of Florida for VPK tuition.
9. A tuition discount of 5% of the total tuition cost will be given for the 2<sup>nd</sup> child if both children are in a full rate tuition status. If any other discount or funding is applied to either child (ie VPK funding, scholarship, 2 Day/3 Day discounted rate for 5 day 2 year old or 5 day 3 year old, 5 % for full year prepay), 2<sup>nd</sup> child discount does not apply. Discount applies to Tuition charges only. Only 1 discount given per family.

## **REGISTRATION AND ENROLLMENT PROCEDURES FOR WEE ONES – Starting Age 15 Months**

*The Wee One's program is under the supervision of the Preschool Director. Wee Ones follow the same school policies as the rest of the Preschool. There are a few specific policies that apply to the Wee Ones. They are listed below.*

1. Children may participate if they are 12 months of age by **JUNE 1st** of current year making them at least 15 months old at the start of school (by September 1<sup>st</sup>). Child **MUST** be walking, weaned from the bottle, and weaned from their morning nap. They will remain in the Wee One's class through the end of that calendar school year. They will move up the following school year when they are eligible for a Two Year Old preschool program.
2. Preschool must be in receipt of a current completed registration card and Enrollment fee of \$75. Make check payable to Southside Methodist Preschool or SUM Preschool. **Registration fee is non-refundable.**
3. Diaper bags should be brought in daily with a change of clothes, diapers, & wipes. You may send in a pacifier, blanket, or other small soft toy. **Please label EVERYTHING including bottles and sippy cups with first and last name.**
4. The Wee Ones class meets Tuesday through Friday from 9:00 until 1:00. These days are for registered children only. There are no Drop-ins for the Wee Ones class.
5. Children in the Wee Ones class are **NOT** eligible for Carpool, Early Arrival, or Extended Day. They will not participate in field trips or attend Chapel on Wednesdays.
6. Music, Art, and Language development activities will be provided daily by classroom teachers.



## **REQUIRED FORMS FOR WEE ONES**

The following items must be completed and on file in each Wee One's Preschool file. These forms are required by the Department of Children and Families. **These forms can be downloaded from our website at [sumpreschool.org](http://sumpreschool.org)**, with the exception of Current Florida Health form (form DH 3040) and Florida Certificate of Immunization (form DH 680). These forms must be obtained from your child's pediatrician. We also need a copy of your child's Birth Certificate.

- ENROLLMENT FORM
- INFLUENZA FORM
- FLORIDA CERTIFICATE OF IMMUNIZATION
- FLORIDA SCHOOL ENTRY HEALTH FORM
- BIRTH CERTIFICATE

## **REGISTRATION AND ENROLLMENT PROCEDURES** **For 2's AND 3's AND PRE-K 4's NOT ENROLLED IN VPK**

1. Children must be the appropriate age as indicated below to enter a class for the current school year.
  - **YOUNG 2'S** – 2 years old and turning 3 between February and August during the school year for which they are enrolling. *Please Note: Dates may fluctuate based on the overall ages of children enrolled.*
  - **OLDER 2'S** – 2 years old and turning 3 between September and January during the school year for which they are enrolling. *Please Note: Dates may fluctuate based on the overall ages of children enrolled.*
  - 3's - must be 3 **on or before September 1, (current year)** to enter a 3 year old class.
  - 4's - must be 4 **on or before September 1, (current year)** to enter a 4 year old class.
2. Preschool must be in receipt of a current completed registration card and Enrollment fee of \$125. Make check payable to Southside Methodist Preschool or SUM Preschool. *Registration fee is non-refundable.*

### **REQUIRED FORMS FOR 2's, 3's, and NON-VPK 4's**

The following items must be completed and on file in each child's preschool file. These forms are required by the Department of Children and Families. **All forms can be downloaded from our website at [www.sumpreschool.org](http://www.sumpreschool.org)**, with the exception of Current Florida Health form (form DH 3040) and Florida Certificate of Immunization (form DH 680). These forms must be obtained from your child's pediatrician. We also need a copy of your child's Birth Certificate.

- ENROLLMENT FORM
- INFLUENZA FORM
- KNOW YOUR CHILDCARE CENTER FORM
- FLORIDA CERTIFICATE OF IMMUNIZATION
- FLORIDA SCHOOL ENTRY HEALTH FORM
- BIRTH CERTIFICATE

### **OPTIONAL FORMS FOR 2's, 3's, and NON-VPK 4's**

The following forms are optional. They are required only if your child will participate in the service.

- Early Arrival Form
- Extended Day Form
- Afternoon Carpool Form

# VOLUNTARY PREKINDERGARTEN PROGRAM (VPK)

## Registration and Enrollment Procedures

### **OVERVIEW**

Southside United Methodist Preschool is a participating and approved State of Florida Voluntary Pre-Kindergarten provider. The VPK program offers 540 instructional hours. The Education Standards include seven domains of development. They are: Physical Health, Approaches to Learning, Social and Emotional Development, Language and Communication, Emergent Literacy, Cognitive Development and General Knowledge, and Motor Development. The Florida Performance Standards were approved in March 2005 and revised in 2008. Our program meets and exceeds these standards.

### **AGE AND RESIDENCY REQUIREMENTS FOR VPK**

**To be eligible, children must live in Florida and be 4 years old on or before Sept. 1 of the current school year.**

**EXCEPTION:** Parents whose children who turned 4 between Feb. 2 and Sept. 1 just prior to the upcoming school year can postpone enrolling their 4-year-old until the following year when the child is 5.

The State of Florida only pays for 1 year of VPK. We follow all requirements set forth by the State of Florida for enrollment in the VPK program. State of Florida law always takes precedence. You should contact the Early Learning Coalition of Duval County (208-2040) for all requirements questions and to receive a Certificate of Eligibility. Our program is open to all children without regard to race, religion, or national origin.

The VPK instructional program for Southside United Methodist Preschool begins in August and ends in May (specific days will vary from year to year). The daily hours are Monday through Thursday from 9:00 to 1:00 for the state funded VPK program. The fifth day (Friday) is available for a monthly cost for the additional day. The state pays Monday through Thursday and parents pay the additional day. This five day program is referred to as VPK +1 program.

### **To Register and enroll your child for the VPK program at Southside United Methodist Preschool:**

1. Preschool must be in receipt of a current completed registration card for ALL VPK children. An enrollment fee of \$125.00 is required if your child will be attending the VPK +1 program. Make check payable to Southside United Methodist Preschool or SUM Preschool. *Registration fee is non-refundable.* If you enrolling in the 4 day VPK program, the \$125.00 registration fee is not required but is **requested and appreciated.** The annual registration fee is vital to the funding necessary to continue to provide a quality program.  
**REFUND POLICY FOR REQUESTED REGISTRATION FEE FOR VPK 4 DAY STUDENTS** - Parents of the state funded 4 Day VPK students who paid the annual registration fee at the beginning of the year may request a refund of their registration fee at the end of the school year if they did not participate in Early Arrival, or Extended Day during the school year (*including* Extended Day usage as a result of Late Pick-up). To receive a registration refund, parents must request the refund **in writing- NO LATER THAN THE LAST DAY OF SCHOOL.**
2. Once registered at SUM Preschool, a Certificate of Eligibility must be obtained from the Early Learning Coalition of Duval. Parents can go on line at [www.vpkduval.org](http://www.vpkduval.org) to register. Parents will receive the certificate via email. They are responsible to sign the certificate and submit it to the Preschool Office by the date determined by the school.

## **REQUIRED FORMS FOR ALL VPK STUDENTS**

The following items must be completed and on file in each child's Preschool file. These forms are required by the Department of Children and Families. **These forms can be downloaded from our website - [sumpreschool.org](http://sumpreschool.org)**, with the exception of Current Florida Health form (form DH 3040) and Florida Certificate of Immunization (form DH 680). These forms must be obtained from your child's pediatrician. We also need a copy of your child's Birth Certificate.

- ENROLLMENT FORM
- INFLUENZA FORM
- FLORIDA CERTIFICATE OF IMMUNIZATION
- FLORIDA SCHOOL ENTRY HEALTH FORM
- BIRTH CERTIFICATE
- VPK FEE ACKNOWLEDGEMENT
- VPK ATTENDANCE POLICY

## **OPTIONAL FORMS FOR VPK 4's**

The following forms are optional. They are required only if your child will participate in the service.

- Early Arrival Form
- Extended Day Form
- Afternoon Carpool Form

## **REGISTRATION, TUITION AND CURRICULUM ENHANCEMENT FEES FOR VPK + 1 STUDENTS (attending Monday through Friday)**

If your child is enrolled in the VPK +1, Registration Fees, Tuition Fees for 5<sup>th</sup> day and Curriculum Enhancement Fees **ARE REQUIRED**. Registration and Curriculum Enhancement Fees must be paid in order to participate in any services outside of the 540 hour (4 day) VPK program. Tuition payment due dates and policies are the same as all other tuition paying students. Please refer to page 8 for more information.

## **LATE PICK-UP (CHILDREN ENROLLED IN VPK)**

If a parent or person authorized to pick-up is late picking up a child from the VPK program and has paid the annual enrollment fee, the child will go to Extended day and parents or responsible party will be billed for use of those services or \$1.00 per minute for each minute you are late up to 10 minutes.... which ever is less. **IF NO ENROLLMENT FEE HAS BEEN PAID**, parents or responsible party will be billed the annual enrollment fee to participate in services offered outside of the VPK hours. In addition, you will be billed for use of those services or \$1.00 per minute for each minute you are late up to 10 minutes.... **which ever is less**. Failure to pay enrollment fee after use of programs outside of VPK hours could result in dis-enrollment from the VPK program at the discretion of the Preschool Board.

# VPK ATTENDANCE POLICY

Children who are enrolled at Southside United Methodist and have received a Certificate of Eligibility from the Early Learning Coalition of Duval may attend the VPK program.

**For attendance purposes, the school year will be divided into 2 semesters:**

**Semester 1** - Aug -Dec.    **Semester 2** – Jan -May

- A.) A child can miss no more than 10 days per semester. All absences, no matter what the reason, are counted and cannot exceed 10 days for each semester.
- B.) A child MUST be in attendance on the first day of the VPK program and attend every instructional day in the month of August. Since school starts in late August and therefore it is a very short month there are NO ABSENT DAYS given for the month of August. It is **IMPERATIVE**, therefore, that your child is in school on the first day of the VPK program and all instructional days in August in order for the Preschool to be paid for those days in August.
- C.) A child MUST attend the last day of the VPK program in order for the Preschool to receive full payment for the month of May.
- D.) Each child should arrive on time every day. Tardiness interrupts the class and is distracting to the teachers and other children. Excessive tardiness could result in dis-enrollment.

The policies regarding absences pertain to the VPK program hours Monday through Thursday only. Any fieldtrips, programs, etc. scheduled Monday through Thursday are still considered part of the instructional day and any absences will be counted against the child's overall VPK attendance. If your child is registered in a VPK +1 class (Monday through Friday) and is absent on a Friday, the Friday absence will not be counted in the allowed number of absences.

If you know that your child will be missing more than the days listed above, **IT IS VERY IMPORTANT THAT YOU LET THE DIRECTOR KNOW. YOUR COOPERATION WITH US WILL ALLOW US TO WORK WITH YOU.**

## PAYMENT FOR ABSENCES

Payment will be made by the state based on the attendance for a child for each VPK instructional day. Each VPK instructional day is payable by the State of Florida when your child attends either the whole day or part of it. Even if your child attends for 10 minutes and has to leave because they are sick or for any other reason, they are considered present for the day. Absences are allowed, as long as they do not exceed the guidelines listed above. If a child misses more than the allowed number of days in accordance with Southside United Methodist Preschool's Attendance Policy, the child may be dis-enrolled from the VPK program. If your child is dis-enrolled from the VPK program you may request continuance in the private preschool program paying the full monthly tuition as stated for the current school year. Approval for continuance is at the discretion of the SUM Preschool Board.

## IMPORTANT

The key to the VPK program being successful, especially for your child, is **REGULAR ATTENDANCE**. Attendance is also required in order for the Preschool to receive the Full payment for your child from the State of Florida.

When your child is absent more days than allowed, a percentage of the amount the preschool should receive will be deducted. It is important for the school to receive the full payment so that we may continue to provide a quality program that fulfills our mission which prepares the children for their educational journey

# CURRICULUM OVERVIEW

As an licensed early childhood program and a provider of the Florida Voluntary Prekindergarten program, we follow the guidelines and standards established by the Florida Kindergarten Council (FKC) and the Voluntary Prekindergarten education program.

Our program includes all areas of development: social, language/literacy development, math readiness, science, social studies, music, art, physical and spiritual development. The curriculum emphasizes use of learning centers, units, and themes in a combination of group and individual instruction. A variety of activities, materials, and experiences are offered at varying developmental levels to meet the needs of each child.

Teaching young children is a creative process. Curriculum in preschool is much more than one model or one approach to learning. A variety of curriculum resources are used to teach concepts and meet the developmental needs of our students such as: The Weekday Early Education program (WEE Learn), Learning Without Tears (Get Set For School), Early Childhood software and manipulatives, Scholastic – My Big World (4's), as well as, teacher created curriculum and materials.

**Art** - Art is used to enhance all areas of curriculum. The process used in creating is far more important than the product. The art curriculum includes both group and individual art expressions. Each thematic unit of teaching includes art projects and experiences which provides opportunities for exploration and experimentation with a variety of media.

**Book Buddies** - Our story time resource provides children a chance to be introduced to new words and characters. Story telling with babies and children promotes brain development and imagination, develops language and emotions, and strengthens relationships.

**Christian Education– God and Me and WEE Learn Curriculum** - The teaching of Christian principles is an integral part of the whole school experience. We offer chapel every Wednesday at 9:15 a.m., and we incorporate teaching units which focus on Christian themes and Bible stories through our weekly God and Me Program and WEE Learn Curriculum.

**Computers** - This program introduces three and four year olds to the magical world of computers. They enjoy the use of a wide and colorful array of playful, educator-selected software. Computer classes provide an early interaction with the computer in a positive and enjoyable way, building self-confidence, expanding creative abilities and readiness skills through hands-on activities, and developing a computer vocabulary and comfort in using technology.

**Music** - Southside United Methodist Preschool uses the Orff approach. This approach involves the total child. It is also an approach which involves all children because each child participates at his own level of development. The Orff approach to music includes speech, singing, non-locomotor movement, locomotor movement, as well as the playing of instruments. This approach teaches music very effectively and also contributes to the child's growth in the areas of concentration, memory, language, cognitive development, eye-ear-hand coordination, gross and fine motor skills, creativity, emotional development, and social interaction.

**Physical Education** - Our program provides opportunities to develop large motor skills through running, climbing, kicking, throwing and swinging activities for the 2's, 3's, and 4's. Large motor skills and body awareness are practiced during unstructured playground time, as well as instruction during P.E classes.

# PRESCHOOL POLICIES AND PROCEDURES

## Age Requirements:

Children must be the appropriate age on or before September 1st to be placed in a class for that age.

- **WEE ONES – 15 months on or before September 1** (12 months of age by **JUNE 1<sup>st</sup>** of current year making them at least 15 months old at the start of school (by September 1<sup>st</sup>))
  - **YOUNG 2's** – 2 years old and turning 3 between February and August during the school year for which they are enrolling. *Please Note: Dates may fluctuate based on the overall ages of children enrolled.*
  - **OLDER 2's** – 2 years old and turning 3 between September and January during the school year for which they are enrolling. *Please Note: Dates may fluctuate based on the overall ages of children enrolled.*
  - **3's** - must be 3 **on or before September 1, (current year)** to enter a 3 year old class.
  - **4's** - must be 4 **on or before September 1, (current year)** to enter a 4 year old class.
- \*\* Exception for 5 year olds for VPK. See page 9 under Age and Residency Requirements**

**Allergies:** Children enrolled at Southside United Methodist Preschool with known allergies must complete a Plan of Action Form. This form provides us with a step-by-step plan of action from the parents in the event the child has an allergic reaction at school. If there are prescription or non-prescription medication that need to be administered, a Medication Authorization Form must also be completed. Prescription medications sent in must be in the original container, have a child resistant lid or packaging, list the child's name, the physician's name, medication name, medication directions, and must NOT have expired. If it is a non-prescription medication, it must be in original container, have a child resistant lid or packaging, and must NOT have expired. If the child is younger than the age specified on the medication, we must have a doctor's written directions on the doctor's office letterhead or doctor's prescription pad. (SEE MEDICATIONS pg. 20)

Our classroom teachers will work with the respective parents and preschool office to comply with the child's written allergy plan. Our goal is to consider the needs of all the students in our school and in each classroom.

SUM Preschool Board's policy regarding allergies is that we cannot deem our school to be a "Peanut Free" facility since we use shared space with the church. The church has many outreach groups that assemble throughout the school year that use different locations to meet on the campus.

## Arrival and Dismissal Procedure:

### Arrival:

1. Formal school hours begin at 9:00 a.m. - Monday through Friday
2. Parents may bring their children to school at 8:55 a.m. **Please do not drop-off your child prior to 8:55 AM**  
**The teachers are planning in their classrooms and setting up their classrooms for the day.**
3. **No strollers in the hallways.** This is in compliance with the State of Florida Fire Code
4. Please make contact with your child's teacher, assistant or staff person when dropping them off. Make sure that the child's teacher, assistant, or carpool staff knows that your child is arriving.
5. Teachers will sign your child in each day on the attendance log.
6. Please do not leave your child unattended, **even for a second**, before they are signed in to their classroom. children should be directly supervised by parents or guardian prior to being signed in each day.
7. For the safety of your child and others, please do not allow your child to run, play, or chase near the carpool line (which moves through the front parking lot - Hendricks Avenue side - along the front walkway), in the parking lot, on the sidewalks, or in the hallways during arrival time.
8. Please do not let children play in the flagpole courtyard in front of the chapel and side entrance to the Sanctuary before and after preschool. The chapel is open during the day for prayer and quiet time. Also there are funeral and other services that take place on occasion during the day. The covered portico next to the courtyard is used for receiving and deliveries for these special services. There are vehicles and delivery trucks that drive through the portico, therefore, for the safety of the children and as a matter of respect to those attending these services, the children should remain out of this courtyard area.

## **Late Daily Arrival Procedure**

Classroom doors and interior building (Education Building) will be locked after 9:15 for your child's safety.

- If your child arrives late to school (after 9:15), please go to the Preschool Reception Office door located on the San Jose Boulevard side of the school. This is the only entrance point after 9:15. Please ring the buzzer located to the left of the double white doors. A staff person will ask you to identify yourself as you are viewed from our video monitor. When you have been satisfactorily identified, we will unlock the door for you or the person bringing your child to school. A staff person will determine if the child should go to the classroom or another resource (i.e., P.E., Computer, etc). We will either assist the child to the appropriate class or advise the parent or authorized person where the child's class is at that time. The adult bringing child to school will be authorized to take child to the classroom at the discretion of the staff member.

## **Dismissal:**

1. Formal school hours end at 1:00 p.m. - Monday through Friday
2. Parents should pick their children to school by 1:00 p.m. **There will be a late charge of \$1.00 per minute after 1:10 P.M. (or after 3:30 P.M. for Extended Day).**
3. Children will be released only to those parents designated on the general information form or persons who have the parent's written permission. Identification will be required of anyone who comes for your child that we do not know or recognize.
4. Please make contact with your child's teacher, assistant or staff person attending carpool when picking them up. Make sure that the child's teacher, assistant, or carpool staff knows that your child is leaving.
5. Teachers will sign your child out each day on the attendance log.
6. Please do not leave your child unattended, **even for a second**, after they are signed out to you. Children should be directly supervised by parents or guardian or authorized pick-up person after being signed out each day.
7. For the safety of your child and others, please do not allow your child to run, play, or chase near the carpool line (*which moves through the front parking lot - Hendricks Avenue side - along the front walkway*), in the parking lot, on the sidewalks, or in the hallways during dismissal time.
8. Please do not let children play in the flagpole courtyard in front of the chapel and side entrance to the Sanctuary either before or after preschool. The chapel is open during the day for prayer and quiet time. Also there are funeral and other services that take place on occasion during the day. The covered portico next to the courtyard is used for receiving and deliveries for these special services. There are vehicles and delivery trucks that drive through the portico, therefore, for the safety of the children and as a matter of respect for those attending these services, the children should remain out of the courtyard area.
9. If you are running late to pick-up your child from Pre-school, please call the Preschool Office so they can advise the teacher. After 1:10 your child will be taken to Extended Day. The first time in extended day due to a late pick-up is considered a courtesy stay, however, for any subsequent late pick-ups there will be a charge of \$15 (the regular daily drop-in rate for Extended Day) added to your bill.

**Birthdays:** Birthdays are special days for children. Please feel free to furnish a special treat or refreshments on your child's birthday, but please let us know in advance. For birthday parties at home, you may send in birthday invitations to be distributed as long as every child in the class receives one.

**Bottles and Sippy Cups:** All bottles and sippy cups prepared and used throughout the day and/or brought from home, **MUST BE LABELED WITH THE CHILD'S FIRST AND LAST NAME.** Sippy cups and bottles brought from home must be returned to the custodial parent or legal guardian daily.

### **Carpool Procedures:**

#### **Morning Carpool Procedures**

1. Morning Carpool is available for children in 2 year old classes, 3 year old classes, and 4 year old classes. Wee Ones are not eligible for carpool.
2. Morning drop-off is from 8:55 to 9:10 AM.
3. The EAST parking lot (Hendricks Avenue side) and drive will be used for Carpool drop off in the morning.
4. **PLEASE DO NOT GET OUT OF YOUR CAR.** A staff person will take your child out of the car and walk him or her to class.

#### **Afternoon Carpool Procedures**

1. Afternoon carpool is available for 2's, 3's, and 4's, and is available for groups of two or morchildren only, exceptions must be approved by the Preschool Director. Wee Ones are not eligible for carpool.
2. Afternoon pick-up is from 12:55 to 1:05
3. Children who ride in a car pool will be dismissed from the EAST parking area directly to a parent. **PLEASE DO NOT GET OUT OF YOUR CAR~** a staff member will bring the children to the cars.
4. After the children are loaded into the vehicle, you will be asked to pull forward where you can get out of your vehicle to fasten and secure children in their car seats. **OUR STAFF WILL NOT BE RESPONSIBLE FOR SECURING CHILDREN IN THEIR CAR SEATS.**
5. Please notify the school in writing if your child is to ride home with someone other than their regular carpool.
6. Please complete a sign-up card to participate in afternoon carpool and provide names of all riders and drivers.
7. If you are running late to pick-up your child from carpool, please call the Preschool Office. Carpool is from 12:55 to 1:05. If you arrive after 1:05, you will need to park in an appropriate parking space (DO NOT PARK IN THE CARPOOL LANE) and go to your child's classroom to pick them up. If you arrive after 1:10, you will need to go to the Preschool Reception Office pick-up your child. The first time in extended day due to a late pick-up is considered a courtesy stay, however, for any subsequent late pick-ups there will be a charge of \$15 (the regular daily drop-in rate) added to your bill.

**PLEASE AVOID ALL DISTRACTIONS INCLUDING CELL PHONES WHILE IN THE CARPOOL LINE.**

**Other Parents and children are moving through the parking lot for arrival and dismissal.**

### **Clothing & Shoes:**

Please send your child to school:

- In loose and comfortable clothing that can be washed. Label all items that your child brings to school (coats, sweaters, hats, gloves, toys, or games, lunch boxes, etc.). This saves the teachers a great deal of time.
- In clothing that is appropriate for the season.
- With a change of clothing (Wee One's, 2's and 3's - to be left at school).
- Children should wear closed toe, closed heel, shoes with rubber soles that won't slip (like tennis shoes) for the utmost safety. **Children should not wear flip-flops, "Crocs", sandals, backless shoes, high-heeled shoes, or dress shoes with slick soles to preschool.** These types of shoes are dangerous on playground equipment, do not protect children's feet from mulch splinters and scrapes, and may hinder participation in P.E. activities.



**Classroom Schedules:** Classroom schedules may differ with each individual teacher, but all class schedules will include:

- Morning Arrival & Greeting
- Circle Time - Story time, sharing time,
- Free Time - play opportunities in classroom centers
- Creative Art - participation in art projects
- Bathroom opportunities
- Snack Time
- Outdoor Play Time
- Lunch Time
- Resources - Music, God and Me, Book Buddies, P.E., (2's, 3's, 4's), Computers (3's & 4's only)
- Dismissal

### **Communication:**

- **Communication to Parents:** Direct communication with parents is imperative for building a strong bond between school and home. Information will be sent home to parents in the form of letters, notices, newsletters, emails, our website, calendars, preschool bulletin board, invitations, individual conferences, etc. It is the preschool's intention to keep the parents informed and up to date on activities, functions, and all pertinent information. It is therefore very important for parents to read all materials sent home.
- **Communication from Parents:** Please communicate information to your child's teacher directly. Please do not send a verbal message to the teacher through your child. Information from parents should be sent to school in writing.

**Discipline:** We adhere to the following Florida Department of Children and Families Child Care Standards on discipline: Florida Statutes Sections 402.305 (12), Florida Administrative Code, Rule 65C.001. **Any discipline which is severe, humiliating, frightening, or any discipline technique associated with food, rest or toileting including spanking or any other form of physical punishment is prohibited.**

The Florida Administrative Code requires that every licensed child care facility have a comprehensive discipline policy. The discipline policy of Southside United Methodist Church Preschool is to encourage the development of self-management in children, providing developmentally appropriate opportunities to guide and promote social and emotional competency in a group setting. Our faculty uses positive reinforcement and guidance techniques modeling correct behavior and establishing classroom rules with expectations that are age appropriate.

### **Daily Behavior Classroom Management**

The methods of discipline used by our staff to create a safe and caring environment are:

- **Reinforce** - Praising and reinforcing desired behavior is important to young children emphasizing making appropriate choices and positive behavior rather than drawing attention to negative behavior.
- **Reason** - We emphasize reasoning together with children rather than reacting to inappropriate behavior. If a child's behavior is unacceptable, suggest alternate choices.
- **Redirect** - Guiding children to another activity often stops inappropriate behavior.
- **Renewal:** If a child is too upset to talk or listen it may be necessary to remove a child from the situation for a period of no more than two minutes. The teachers stay with the child to discuss what happened and help the child regain composure.
- **Remove** - Children may be removed from a situation in which unacceptable behavior continues to be displayed. A child may be asked to sit in the "Thinking Chair" for a few minutes to think about what occurred. If a child sits in the "Thinking Chair", the guidelines for the length of time a child remains in the thinking chair is one minute per age of the child. The teacher or assistant will use this as a learning opportunity and talk to the child about making good choices and discuss appropriate behavior specific to the incident. A child may be removed from the preschool for the day if the routine behavioral management techniques are not effective. In the event that a child becomes uncontrollable, hurting other children and/or faculty, a child's parents may be called to come to the preschool to pick up the child before the regular dismissal time.

## **Discipline (continued):**

**Daily Behavior Classroom Management** - In the event that these methods are not effective and the child continues to exhibit a pattern of inappropriate behavior, the parent will be called to conference with the teacher and the director to discuss the problem. A plan of action will be developed at the time, which may include referral to an outside agency for observation, evaluation and support. If the plan of action and behavioral interventions developed are not successful, the child may be dismissed from the program and another more appropriate school recommended.

**Expulsion:** Southside United Methodist Church Preschool reserves the right to dis-enroll a child at any time with or without cause, including but not limited to: disrupting the functioning of the classroom environment, posing a threat to the safety and welfare of others or the willful destruction of property.

**Doors:** Doors are locked at 9:15 and unlocked at 12:45 every day. For the safety and security of our children and our staff, doors will remain locked otherwise. All staff members have keys for entry. If you arrive after 9:15 or before 12:45 you must go to the Preschool Reception Office located on the San Jose Blvd side of the school. See Late Arrival Procedure on page 13. Please do not knock on doors or tap on windows to ask to be let in, or cut through a classroom if your child's class is on the playground. This is very disruptive and distracting to the class and the teacher. Visitors, volunteers, and parents on campus should **NEVER PROP DOORS FOR ANY REASON.**

**Early Arrival:** Early Arrival is available for 2's, 3's and 4's. Children may be brought to school at 8:20 AM, Monday through Friday. Advanced sign-up is required. **This is not a drop-in program.** This is a contracted service and must be paid with monthly tuition. The cost is **\$15.00** per month per day registered. You may register for Early Arrival at any time if space is available. Children do not need to be potty-trained for Early Arrival.

### **GUIDELINES**

1. Payment of Annual Registration Fee and Annual Curriculum Enhancement Fee is required for the child to be eligible for this program
2. Your child may arrive no earlier than 8:20 a.m.
3. 2's, 3.s, & 4's may participate in Early Arrival. Wee Ones are not eligible for this program.
4. Early Arrival is and ADVANCE SIGN-UP ONLY. Since our staff for this service is based on the number of children pre-enrolled, DROP-INS ARE NOT ALLOWED for Early Arrival..
5. The cost will be \$15.00 per month-per day of the week used. For example, if you choose Tuesdays for Early Arrival, you will pay \$15.00 a month and your child can attend all the Tuesdays in the month for Early Arrival. If you choose Mondays, Wednesday, and Fridays, you will pay \$45.00 per month and your child can attend every Monday, Wednesday, and Friday in the month for Early Arrival.
6. Preschool Teachers or Assistants will supervise the children.
7. Teachers or Assistants will sign your child in each morning.
8. If you wish to add Early Arrival to your child's program during the year, please contact the preschool office at least one week prior to start date.
9. Written notification is required to cancel Early Arrival. If you sign-up for this service, fees will be charged each month unless we receive a written request to cancel.
10. NO WITHDRAWAL FOR PARTIAL MONTH. You are responsible for the entire monthly fee if you withdraw in the middle of the month.

**Extended Day:** Extended Day is offered at Southside United Methodist from 1:00 to 3:30, Monday through Friday. There are a few days during the year, usually the day before a holiday, that Extended Day is not offered. Extended Day is a monthly advance sign-up program. Drop-in Extended Day will be available if there are still spaces after all monthly sign-ups. For Drop-in Service please call the Preschool Office to check availability. Please do not ask the teachers since they are unaware of the number of spaces available. Parents using advance sign-up will have the option of selecting the number of days per week that they will need Extended Day for the month. Parents can choose one of several rate plans. Payment and Plan choice must be turned in by the 25th of each month.

## **Extended Day (continued):**

### **GUIDELINES**

1. Both Registration Fee and Curriculum Enhancement Fee must be paid in order to participate in Extended Day, including 4 Day VPK students since this service is outside of the 540 instructional hours of the VPK program.
2. Extended Day is available to children in the Twos, Threes or Fours. Children do not take naps during Extended Day. Therefore, we sometimes see that the day proves to be too long for some children and they may not be ready for the full length of Extended Day. In this case, the teacher and/or director will discuss with parent a delayed start or temporary pause in participation in Extended Day.
3. Plans may not be changed or refunded during the month. Plans can change from month to month. For example, you could choose to go with the Monthly 3 day per week plan and select Mondays, Wednesdays, and Fridays. The next month you could continue with the Monthly 3 day per week plan but change days to Mondays, Tuesdays, and Wednesdays.....Or..... You could select a different rate plan altogether. In any case, you must choose specific days of the week for the entire month. Swapping days due to absence or school holidays is not permitted.
4. Each plan provides a discounted rate with the greatest discount being provided the more days your child stays. Rates will be discounted 50% for the second child in the same family. No additional discounts will be given for the months that contain a holiday, planning day, or emergency school closing due to weather, power outages, and any other situations that would deem the school unsafe or unsanitary for children. December is a short month due to Christmas holiday and is usually discounted 50%. There will be NO EXTENDED DAY on the last day of school before Thanksgiving, Christmas, Spring Break, and Easter Holidays. There will be NO EXTENDED DAY on the last day of school.
5. Drop-in Extended Day is available at \$15.00 per day if space is available after all monthly participants have been counted. If you need to use the drop-in service, please availability by calling the Preschool Office. Please call after 10:00 a.m. once attendance has been taken and reported to the preschool Office. Extra spaces may be available if a student who stays regularly is absent.
6. Once you are signed up for Monthly Extended Day sessions, you will continue to be billed on your monthly invoice unless a written request is received to withdraw from the monthly Extended Day Program. Payment is due along with monthly tuition for all Extended Day sessions used during that billing period
7. All New Extended Day Monthly reservation or changes to existing monthly reservations must be submitted by the 25<sup>th</sup> of each month prior to month you want to begin or change your current plan. This cut-off date allows the Preschool Office staff time to prepare the Weekly Extended Day list for the upcoming month. Any Registrations received after the 25<sup>th</sup> but before the 1<sup>st</sup> of the next month may be added if there is availability but are subject to an administrative charge of \$10.00 for reprocessing the multiple monthly lists, adjusting monthly ledger, etc. that were completed by the 25<sup>th</sup>. After the last day of the month, only Drop-in service is available at the Drop-in rate until the next sign up for the next month.
8. Payments for Extended Day must be kept current. Delinquent payments will result in discontinuation in the program until payment is brought up to date.
9. The first month of Extended Day (September) must be prepaid by the 25<sup>th</sup> of August.
10. There will be an additional charge of \$1.00 per minute after 3:30 which will be assessed on your next monthly bill. If there are extenuating circumstances such as traffic accidents, unexpected illness or emergencies, please call the Preschool office if possible to let us know you have been detained and will be late.

**Field Trips:** Children in two year old classes do not leave campus for any field trips. All special events for two year olds are on site. Therefore, the Field Trip Permission Form is NOT REQUIRED for children in a two year old class. Children in three and four year old classes may participate in occasional off-campus field trips. Parents must sign the Field Trip Permission Form in order for their child to go on any field trips. A two week notice shall be provided to parents before all field trips. Transportation - Children will ride school buses that are equipped with seat belts or transportation may be provided by the parent. The following requirements as stated in the Florida Department of Children and Families Administrative Code Child Care Facility Handbook apply for each age group:

**Three year olds** – must be in separate carrier restraint device or a vehicle built-in child seat.

**Four year olds** – must be in separate carrier restraint device, a vehicle built-in child seat, or a child booster seat with appropriate seat belt.

**Five year olds** – must be in seat belts.

### **Field Trips (continued):**

Parents do attend some of the field trips, however, due to space and seating availability at some facilities or events, parent chaperones may not be able to attend. Due to budget restraints, students and chaperones will be asked to pay their own cost for the buses and admission to any field trips that require an admission fee.

### **Chaperones**

Chaperones will be asked to go on the field trips to provide additional supervision. Chaperones must always follow instructions given by the teacher. It is the role of the chaperone to provide **UNDISTRACTED SUPERVISION** of the preschool children in their group **AT ALL TIMES**. Safety is our utmost concern when children are on a field trip, therefore, it is imperative that parents serving as chaperones give their undivided attention to the preschool children they are supervising.

**CELL PHONES on Field Trips** - cell phones should be used for emergencies only.

**SIBLINGS on Field Trips** – It is the policy of Southside United Methodist Preschool that siblings **MAY NOT** accompany chaperones on any field trip.

If you do not wish for your child to go on an “off campus” field trip, please be aware that there are no “on campus” accommodations for children whose class is away on a field trip. It is parent’s responsibility to make arrangements for their child’s care if the child is not going on the field trip.

**Gifts of Appreciation/Collection of Funds:** The Preschool welcomes the giving of small gifts of appreciation for the Preschool staff throughout the year. **Prior to soliciting money for ANY REASON,** please see the Director. The collection of any funds for preschool staff, gifts, donations, or for materials for classrooms requires the advance written approval of the Director.

**Holidays/School Closings:** *Most* school holidays and planning days correspond with Duval County Public Schools calendar. Starting date and ending date of the preschool year will differ due to fewer days required for Preschool age children by The Florida Kindergarten Council, which accredits our preschool. Please refer to the preschool calendar for dates of holidays, planning days, and special events.

**Emergency Closings:** In the event of severe weather conditions or any other emergency, Southside United Methodist Preschool will close any days that Duval County Public Schools close. Local television and radio stations normally broadcast school closings.

**Illness:** Children should be kept home when they show any of the following symptoms: Sore throat, onset of cold symptoms, severe or persistent cough, difficult or rapid breathing, nausea or vomiting, diarrhea (more than 1 abnormally loose stool within a 24 hour period), unusually dark urine and/or gray or white stools, fever, stiff neck, conjunctivitis (pink eye), yellowish skin or eyes, open or exposed skin lesions, head lice (verification of treatment is required in order for child to return to school), or any other unusual sign or symptom of illness. Parents should contact the director immediately if the child contracts a contagious disease. In compliance with Department of Children and Families policy, Southside United Methodist requires that children must be free of any of these symptoms for **at least 24 hours AND without any fever reducing medication** prior to returning to school. A child may be excluded from preschool for an extended period depending on the illness and/or infectious period. The extended time of absence would be determined by administration and/or a health care professional. Please call the preschool if your child will be absent. **IF A HIGH RISK EVENT OR PANDEMIC OCCUR, NEW PROTOCOLS AND PROCEDURES WOULD TAKE PRECEDENCE OVER CURRENT ILLNESS POLICY.**

**Immunization and Health Forms:** These forms are obtained from your child’s physician. **Both forms are required by the Dept. of Children and Families by the child’s first day of attendance. Forms must be current.** If forms expire during the school year, you **MUST** obtain up-to-date forms. The preschool will make every effort to notify you in advance when your child’s form is nearing expiration, however, it is the parent’s responsibility to know when their child’s immunization and health forms will expire. It is necessary to schedule appointments prior to the expiration date so that forms will always remain current. **EFFECTIVE MAY 2008,** an enforcement change will impose monetary penalties to any childcare facility that is not in compliance regarding required immunization and physical examinations. Therefore, the Preschool will require parents to keep children’s records current **AT ALL TIMES. IF FORMS EXPIRE, THE CHILD WILL NOT BE ABLE TO RETURN TO SCHOOL UNTIL CURRENT FORMS ARE RECEIVED.**

**Waivers**—a waiver may be obtained from Department of Health if, for religious reasons, your child is not receiving the required immunizations. This is the only exception.

## **Late Pick-up Procedure**

- **Late Pick-up from Carpool:** If you are running late to pick-up your child from carpool, please call the Preschool Office. Carpool is from 12:55 to 1:05. If you arrive after 1:05, you will need to park in an appropriate parking space (DO NOT PARK IN THE CARPOOL LANE) and go to your child's classroom to pick them up. If you arrive after 1:10, you will need to go to the Preschool Reception Office to pick-up your child. The first time in extended day due to a late pick-up is considered a courtesy stay, however, for any subsequent late pick-ups there will be a charge of \$15 (the regular daily drop-in rate) added to your bill.
- **Late for Daily Dismissal:** If you are running late to pick-up your child from Pre-school, please call the Preschool Office so they can advise the teacher. After 1:10 your child will be taken to Extended Day. The first time in extended day due to a late pick-up is considered a courtesy stay, however, for any subsequent late pick-ups there will be a charge of \$15 (the regular daily drop-in rate for Extended Day) added to your bill.
- **Late for Extended Day Dismissal:** If you are running late to pick-up your child from Extended Day and you have already received a courtesy stay, **A LATE CHARGE OF \$1.00 PER MINUTE** will be accessed and reflect on your next invoice.

**Lunch:** Parents are responsible for providing their child's lunch daily. Please do not send foods that must be heated or refrigerated. Cold packs can be purchased at grocery stores and other stores to help keep lunches chilled. Our staff is happy to help your child with lunch, however, children must be able to feed themselves and open most containers and packages with little assistance. Please send lunches that include healthy choices from multiple food group, ie proteins, vegetables, fruits, grains, and dairy. Please refrain from sending in too many sweets and items with low nutritional value.

**Make-up Days due to inclement weather** - *SCHOOL CLOSINGS due to inclement weather ARE ALWAYS THE SAME AS DUVAL COUNTY PUBLIC SCHOOLS.* However, due to our variety of class days offered at the Preschool (2 day, 3 day, 4 day and 5 day) it is impossible to fairly make up days due to inclement weather. Any further decisions, about possible make-up days would be determined by the Preschool Board and the Early Learning Coalition for VPK students.

**Medications:** No medication shall be given by child care personnel without signed permission of the Parent or legal guardian. Childcare facilities are not required to give medication, however, if they choose to do so, the following shall apply:

**Parents must fill out the following forms:**

- Authorization for Prescription and Non-Prescription Medication Form
- Plan of Action Form

**Parents must obtain from the child's Doctor:**

- Written instructions on Dr.'s letterhead or prescription pad with instructions for Non-prescription medication, if directions say "only as prescribed by physician". For example, medication gives instructions for children 3 years of age and up. Medication is for a 2 year old. We must have written instructions from the doctor to administer to a 2 year old child.

**All medications (prescription and non-prescription):**

- must be in the original container
- will be dispensed according to written directions on the prescription label or printed on the manufacturer's label.
- must have child resistant caps
- must NOT have expired

**Prescription Medications** - (*in addition to requirements listed above*) must have a label stating the child's name, physician's name, medication name, and medication directions.

**Non-prescription Medications** - for the purposes of dispensing non-prescription medication that is **NOT** brought in by parent, in the event of an emergency, non-prescription medication can only be dispensed if the facility has written authorization from the parent or legal guardian to do so.

**Parent/Teacher Conferences:** Parent conferences are scheduled annually during the months of February and March. Conference schedules will be posted outside classroom doors prior to the scheduled conference week so that parents may sign up for a time that is convenient to them. Teachers also arrange conferences whenever they feel it necessary to confer with the parent about a special need or concern. Parents may request conferences at anytime with a teacher or the director. Please send in a note or call the Preschool Office to request a conference. We respect the privacy of all our families and believe that any parent/teacher discussion should take place privately and at a scheduled time that does not distract from the other children in the classroom. Therefore, we ask that discussions with the teachers not take place outside the classroom doors during arrival, classroom time, or dismissal.

**Parking & Parking Lot Safety:** Parents **MUST FOLLOW THESE PARKING LOT POLICIES AT ALL TIMES** when in the Preschool/Church parking:

- DRIVE SLOWLY
- ALWAYS HOLD YOUR CHILD'S HAND
- DO NOT LEAVE A CHILD UNATTENDED IN A VEHICLE, *EVEN FOR A MOMENT.*

**Parking & Parking Lot Safety:**

- DO NOT TALK ON YOUR CELL PHONE WHEN IN YOUR VEHICLE IN THE PARKING LOT.
- Do not park in handicap spaces unless you have a designated tag for handicap parking—  
*EVEN IF YOU ARE JUST RUNNING IN FOR A MINUTE TO DROP OFF YOUR CHILD.*
- Do not block or park in the carpool lane.
- In the event that the parking lot is blocked off with orange cones, during drop-off (9:00 a.m.) or pick-up (1:00p.m.), *you may park BRIEFLY in a parking space in order to walk your child in or pick up your child.* Sometimes, the lot may be blocked off in the morning to prevent full day parking (by neighboring businesses) when there is a church event such as a funeral, church services, or community gathering .  
*The driveway along the side walk must remain open for morning and afternoon carpool.*
- LOCK YOUR VEHICLE IN THE PARKING LOT.

**Pets:** Pets **ARE NOT ALLOWED** on the school premises without prior approval from the Preschool Office. Please **DO NOT** walk your animals to school for drop off or pick up. Approval may be given for special events or curriculum related events, however, parents/guardians must be notified in writing, proof that the animal has been properly vaccinated will be required, and animal must be clean and free from disease. This is a statute that is part of the Administrative Code from the Department of Children and Families under General Health and Safety.

**Phone Calls to Teachers:** **PLEASE REFRAIN FROM CALLING YOUR CHILD'S TEACHER ON HER CELL PHONE DURING SCHOOL HOURS.** Teachers should not be receiving phone calls during school hours. This is a distraction for the teacher and takes her attention off of her students. It is each teacher's discretion to give out her cell phone number. Parents are welcome to call the teacher at other times of the day if the teacher has given out her cell number. If you need to communicate something to the teacher between 9:00 a.m. and 1:00 p.m., please contact the Preschool Office at 396-2676 ext. 121 or 122.

**Potty-Training:** Children do not need to be potty-trained to enter a 2 year old class. However, they **must be potty-trained to enter a 3 year old class or older.** Teacher's role does not include potty training, however, teachers will assist in the **PARENTS EFFORTS** to potty train children **IF:**

- 1.) Child is showing good progress at home first
- 2.) Child must be able to ask on their own to go potty.

Children being potty trained **must wear pull-ups to school and should only wear underwear if they are FULLY potty trained and not still having regular accidents.** All 3's and 4's must be potty trained and **may not** wear pull-ups to school.

**Scholarships:** Limited scholarship funds are available each year. The purpose of these funds is to make resources available so that children who would not otherwise be able to participate in a preschool program, might now have an opportunity to do so. To apply for scholarship, parents should request a scholarship application from the Preschool Office. Scholarship approvals are at the discretion of the Preschool Director and Preschool Board and are available on a first-come, first-serve basis.

**Smoking:** Smoking is prohibited on the premises of Southside United Methodist Preschool.

**Snacks:** During the school year parents will need to send in a small daily snack for your child. With the number of serious allergies to certain types of food on the rise, and changes in the Department of Children and Families policies, we require that snack be sent in individually for each child. Sending a snack for your own child, allows you to control what they are having. The children have about 15 minutes for snack, so please keep it simple. A small snack is sufficient during the course of the morning. Water will be served with your child's snack. There will be a sign-up to send in a gallon of water at each classroom and will be posted whenever supplies get low. Parents should periodically check to see when there is a need for more water.

Please pack your child's snack in a separate bag or container. Please label it with your child's name. Each teacher will instruct you where you should place your child's snack—for example, on the shelf outside their room, in a basket at the door, etc.

We suggest the snacks be chosen from two food groups: *Example* - Dairy/bread or cereal, Fruit/Dairy, etc. Suggestions for snacks include muffins, fruit slices, crackers, cookies, vegetables, juice, milk, lemonade, and water. Parents will be asked to furnish special snacks and "goodies" for parties. **Please do not allow your child to bring gum to school.** Candy treats are allowed for special occasions such as Valentine's Day, Easter, etc., but should not be sent in for daily snacks.

**Texting Teachers:** **PLEASE REFRAIN FROM TEXTING YOUR CHILD'S TEACHER DURING SCHOOL HOURS.** Teachers should not be receiving or sending any text messages during school hours. This is a distraction for the teacher and takes her attention off of her students. It is each teacher's discretion to give out her cell phone number. Parents are welcome to text the teacher at other times of the day if the teacher has given out her cell number. If you need to communicate something to the teacher between 9:00 a.m. and 1:00 p.m., please contact the Preschool Office at 396-2676 ext. 121 or 122.

**Tours:** We are always happy to add new students to our Preschool. If you know of someone who is interested in our preschool, please ask them to call the Preschool Office at 396-2676 ext 121 or 122. We will be happy to set up a tour of Southside United Methodist Preschool. Tours include a one on one walk through the facility with either the Preschool Director or the Preschool Assistant Director, information about our program, curriculum, accreditation, teachers, resources, answering questions, and much more.

**Toys and other items:** Please label all items that your child brings to school. Help your children select appropriate items on scheduled sharing days. Suggestions include shells, rocks, plants, or other science items, pictures, books, or a toy. **Please do not allow your children to bring money, "war toys", expensive toys or any item that is inappropriate for preschoolers.**

**Visitors:** All visitors must be accompanied by a staff member. Visitors who would like to tour a classroom and/or school facility must set up an appointment with either the Director or the Assistant Director. The visitor(s) must sign in and receive a visitors name badge. They may then proceed with the staff member to visit or tour the campus. NO unauthorized person should be in a classroom. It is not necessary to have a Visitor's pass for school functions and events such as Open House, School Programs, and special classroom activities.

**Volunteers:** There are many opportunities for volunteering at Southside United Methodist Preschool and we greatly appreciate the help that we always receive from our families. In order to comply with policy requirements from The Department of Children and Families, as well as, The Florida Kindergarten Council, we require that **all volunteers helping in a classroom MUST:**

- receive approval from the Preschool Office *prior to date of volunteering.*
- not receive any form of payment or compensation such as money, free or reduced childcare, or any other type of compensation for their time.
- be background screened if they are volunteering more than 10 hours a month.
- be under the constant supervision of a trained and screened staff person and may not be left alone or in charge of any group of children.
- have a completed Volunteer Acknowledgement form on file in the Preschool Office.
- sign in and out on a Volunteer attendance log.
- wear a name badge indicating that they are a volunteer.
- **All volunteers must follow all preschool procedures. Safety of the children is of utmost concern.**

**Withdrawal from Preschool:** Children should be enrolled for the entire school year. However, if you wish to withdraw your child early from the Preschool Program, you are required to:

1. give A TWO WEEK WRITTEN NOTICE PRIOR TO WITHDRAWAL DATE. Unless a written notice is given two weeks before withdrawal, you will be expected to pay for an extra month.
2. pay the FULL month of the tuition for the cycle that has currently begun and the tuition cycle that includes the required two week written notice. **NO PARTIAL PAYMENTS** are acceptable. **NO PARTIAL REFUNDS WILL BE MADE.**

IF YOU PREPAID TUITION (with 5% discount), and need to withdraw your child early, all requirements for early withdrawal must be satisfied. The remaining unused tuition may be refunded, however, you would forfeit the 5% discount given previously.