



2024-2025 Registration Information for 4 Year Olds - VPK and Non-VPK

January 2024

Dear Parents,

Thank you for your interest in registering your child in Southside Methodist Church Preschool's VPK PROGRAM for the 2024-2025 school year. **REGISTRATIONS WILL BE ACCEPTED BEGINNING WEDNESDAY, JANUARY 10, 2024. PLEASE DO NOT TURN REGISTRATIONS IN PRIOR TO THIS DATE.** PLEASE MAKE SURE YOU SECURE YOUR SPOT BEFORE COMMUNITY ENROLLMENT BEGINS ON JANUARY 25, 2024 at 9:00 a.m.

REGISTRATIONS WILL BE ACCEPTED ON A FIRST COME FIRST BASIS.

ELIGIBILITY REQUIREMENTS:

THE FOLLOWING STUDENTS MAY REGISTER FOR THE 2024-2025 SCHOOL YEAR

- CHILDREN MUST BE A RESIDENT OF THE STATE OF FLORIDA
- CHILDREN WHO TURN 4 ON OR BEFORE SEPTEMBER 1, 2024 (*for the VPK Program*)
- CHILDREN CURRENTLY ENROLLED AT SUMP WHO TURN 5 BETWEEN FEBRUARY 2, 2024 AND SEPTEMBER 1, 2024 WHO HAVE NEVER BEEN ENROLLED IN A VPK PROGRAM
- CHILDREN CURRENTLY ENROLLED IN A 4 YEAR OLD CLASS AT SUMP opting to re-enroll (*for the Non -VPK program*)

(Please indicate on the back of the registration card which program your child is eligible for VPK or Non-VPK.)

EARLY REGISTRATION FOR CURRENTLY ENROLLED STUDENTS, THEIR SIBLINGS AND CHURCH MEMBERS WILL BE - WEDS., JAN. 10, 2024 through WEDS., JAN. 24, 2024.

Early Registration is for children who meet the eligibility requirements who are currently enrolled at Southside United Methodist Preschool, their siblings, and children of church members at Southside United Methodist Church.

COMMUNITY REGISTRATION

BEGINS ON THURSDAY, JANUARY 25, 2024 at 9:00 a.m.

Registration will be open to children in the community who meet the eligibility requirements.

We have attached a registration card for you to review and complete at your convenience. We expect an excellent response again this year so please do not delay your enrollment. If you need an extra registration card, please call the Preschool Office. We will be happy to send an additional card home with your child or mail it to you.

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

Certificate of License issued from the Department of Children and Families—Certificate Number: C04DU0355

Southside Methodist Church Preschool was founded in 1957 and has served thousands of children and families in our community in the 65 years since its establishment. We are a licensed provider by the Department of Children and Families. It is our goal to provide the best early education program possible for our students. As you know, we can't put a price on the quality of our faculty and the nurturing Christian environment we provide. In addition, we have excellent resource classes such as weekly Music, Computers, Physical Education, Book Buddies and Christian Education. These resources are included as part of our weekday curriculum, whereas many preschools only offer these classes during extended care and for an additional fee. With this in mind, our Preschool Board recognizes the excellence of our program and is committed to continuing and maintaining these standards.

4 YEAR OLDS — All 4 year olds must be fully potty trained to be in a 4 year old class - No Pull-ups.

RATES FOR 2024-2025—Our Preschool Board members recently met to review the Registration Fees, Curriculum Enhancement fees and the tuition rates for the 2024-2025 school year. A comprehensive comparison was done of fees and rates with other preschools in our community. The projected expenses for the upcoming school year and the tuition rates and fees over the last several years were reviewed. In addition, by September of 2026 the State of Florida will require minimum wage to be \$ 15.00 per hour which directly affects salaries of our staff. As we increase salaries over the next several years to meet the minimum wage requirements, tuition prices will be affected. After careful and prayerful consideration, the Preschool Board members have voted on the following tuition rates for the 2024-2025 school year.

Below are the rates for the 2024-2025 VPK Classes and Non- VPK Classes at SMC Preschool

4 Day VPK	\$ 0.00 (Tuition is paid by the state for eligible students)
5 Day VPK	\$ 195.00 monthly (for 5th day)
4 Day Non VPK	\$ 365.00 monthly
5 Day Non VPK	\$ 395.00 monthly

There is no Increase in the Registration Fee (currently \$125.00 for 4's), or in the A.C.E. Fee (Annual Curriculum Enhancement Fee) which is currently \$110.00 for 4 Day and \$115.00 for 5 Day Students). There will also be no increase for Early Arrival or Extended Day services for the 2024-25 school year.

DISCOUNTS— Two possible discounts are available to parents.

- 1.) Parents will receive a 5% discount for the 2nd child if both children are in a “full pay tuition” status. However, any child who is having all or a portion of their tuition paid through other funding such as VPK funds from the State of Florida or scholarship do not qualify for the discount.
- 2.) Parents will receive a 5% discount for tuition by paying the full year of tuition cost by the first day of school. The 5% discount for advance pay will apply to all children in the family if all tuitions costs are paid in advance.

PLEASE NOTE: ONLY ONE DISCOUNT IS APPLIED PER FAMILY

Annual Registration Fee — (DUE AT THE TIME YOUR CHILD IS REGISTERED)

VPK Students - 4 Day only:

A SUGGESTED Registration Fee of \$ 125.00 per child for all 4 Day 4 year olds is requested at registration. The payment of the suggested Registration Fee serves as a good faith commitment from you that your child will be attending our preschool and a commitment from the preschool that we are holding a space for your child.

Non -VPK Students, 5 DAY VPK STUDENTS & ALL STUDENTS VPK & NON VPK PARTICIPATING IN EARLY ARRIVAL OR EXTENDED DAY:

A REQUIRED Registration Fee of \$125.00 per child for all VPK 5 Day 4 year olds (or VPK 4 Day 4 year olds who will participate in any programs such as Early Arrival or Extended Day) is due at registration.

The payment of the Registration Fee **IS REQUIRED** for any program outside of the state funded VPK instructional hours, including 5th day (Fridays), Early Arrival, or Extended Day. This fee serves as a good faith commitment from you that your child will be attending our preschool and a commitment from the preschool that we are holding a space for your child. **This fee is NON-REFUNDABLE & NON-TRANSFERABLE FOR 5 DAY4’S AND 4 Day 4’s who participate in programs beyond the 540 hours provided by VPK.**

The Registration Fee is an annual fee and covers school start up costs every year. These costs include staff pre-planning expenses, carpet and floor maintenance, furniture/equipment repair and replacement, playground maintenance. Unlike many schools, our Preschool does **not** require an annual contract from parents.

Annual Curriculum Enhancement Fee (A.C.E. Fee)

(DUE SEPTEMBER 1, 2024)

The Annual Curriculum Enhancement Fee (A.C.E. Fee) provides funds which are used to implement and supplement our curriculum. The preschool periodically reviews our curriculum to ensure we offer up-to-date resources, training for staff, and innovative teaching methods to provide the best preschool education for our students. This “A.C.E.” Fee assists with the purchase of materials and consumable materials which are required annually for the curriculum. The Annual Curriculum Enhancement Fee also helps defray the cost of supplies and activities “on campus” during the year. The “on campus” events in which every child participates are: the Pumpkin Patch, the annual Christmas program and parties, Valentine’s Day Parties, Easter Parade, Easter Concert, Egg Hunts, and Graduation Ceremony. Many class activities related to the curriculum are supported by the A.C.E. Fee each year. Your payment of the Registration Fee and Annual Curriculum Enhancement Fee provides the school with supplemental funds that help our preschool so we can continue to offer our quality program and strive for the best educational experience for your child. These fees are one time annual fees. The State of Florida pays the entire tuition for the 135 day-540 hours VPK 4 Day program, so it’s a nominal price to pay for an excellent early childhood education. **Curriculum Enhancement Fees are paid once a year and are based on the number of days your child attends.**

VPK SUGGESTED FEES FOR 2024-2025 :

Registration Fee of \$ 125.00 and Annual Curriculum Enhancement (A.C.E.) Fee of \$ 110.00 per child for all **4 Day VPK 4 year olds** is requested by September 1st. Suggested fees are for 4 Day Students who do not participate in any additional programs only.

VPK REQUIRED FEES FOR 2024-2025:

★ Registration Fee of \$ 125.00 and Annual Curriculum Enhancement Fee (A.C.E. Fee) of \$115.00 is due for any child in a 5 day VPK or NON-VPK class. **Also any child, 4 Day or 5 Day, who participates in programs or services such as Early Arrival or Extended Day, beyond the 540 hours provided by VPK, is required to pay these two fees as indicated by the number of days they attend.**

VPK Students - Required VPK Certificate

VPK students are required to apply for and receive a VPK Certificate through the Early Learning Coalition of Duval. A child eligible for VPK must have this certificate in order for the state funds to be available for that child. If a child does not apply for, receive the Certificate of Eligibility, and provide the required copy to SMC Preschool, all Tuition Fees, the Registration Fee and Curriculum Enhancement Fee will be the responsibility of the parents. **SEE NEXT PAGE FOR VPK REGISTRATION PROCEDURE WITH BOTH SMC PRESCHOOL AND THE EARLY LEARNING COALITION.**

TUITION—VPK

Monthly Tuition Rates for 2024-2025 for 4 Year Olds Eligible for VPK

4 Day VPK Classes	\$ 0.00	(Tuition for 540 hours, M–Th, is paid by the State of Florida)
5 Day Classes	\$ 195.00	(Tuition for 540 hours, M–Th, is paid by the State of Florida, parents pay 5th day, Fridays)

Preschool Enrollment Forms—Preschool Enrollment forms will be due August 5, 2024 will be available on our website (preschoolonthepoint.org). **PLEASE DO NOT COMPLETE FORMS PRIOR TO RECEIVING YOUR WELCOME POSTCARD IN JULY.** We review the information and policies and make any necessary changes to the forms in late Spring/Early Summer. We require the most recently updated forms for enrollment each year

TUITION - NON -VPK

RE-ENROLLING 4 Year Old Students - (not eligible for VPK)

Every year we have requests from parents to re-enroll children in the Pre-K 4 year old program; giving their child the gift of a second year of pre-kindergarten. We support and understand the benefit that an additional year of preschool can make in a child's life. However, the State of Florida will only fund VPK tuition **ONE TIME** - at age 4 or 5 - if they meet the criteria set by the State of Florida. Therefore, all tuition fees, as well as, annual Registration Fee and Curriculum Enhancement Fee are the responsibility of the child's parents (if enrolled for a second year.)

Monthly Tuition Rates for 2024-2024 for 4 Year Olds Eligible for NON-VPK

(These are monthly fees - due the 1st of each month)

4 Day 4's Classes - NON-VPK	\$365.00 (required)
5 Day 4's Classes - NON-VPK	\$395.00 (required)

PRE-K 4's REGISTRATION PROCEDURE FOR 2024-2025

I M P O R T A N T

VPK Students must be registered with both SMC Preschool
and the Early Learning Coalition Of Duval

To secure your spot, the completed Registration Card and payment of the required Registration Fee for 5 Day VPK students and all NON-VPK students must be submitted.

EARLY REGISTRATION BEGINS WEDNESDAY, JANUARY 10, 2024 -WEDNESDAY, JANUARY 24, 2024 FOR:

- Children currently enrolled in a 3 Year Old Class at SMCP and children of church members who turn 4 on or before September 1, 2024 (*for the VPK Program*)
- Children currently enrolled at SMCP who turn 5 from February 2 through September 1, 2024 who have never been enrolled in a VPK Program
- Children currently enrolled in a 4 Year Old Class at SMCP opting to re-enroll (*for the Non-VPK program*)

COMMUNITY REGISTRATION BEGINS THURSDAY, JANUARY 25, 2024: Community children who meet the eligibility requirements for a 4 year old class may submit a registration card.

Both Early Registration and Community Registration is on a FIRST COME—FIRST SERVE BASIS during your specified time

You may register by:

Mailing your registration card and
payment to:
Southside Methodist Church Preschool
3120 Hendricks Avenue
Jacksonville, FL—32207
ATTENTION: PRESCHOOL OFFICE

OR

You may register by:

Bringing your registration card and payment
to the preschool at the address listed to the
left. Please come to the Preschool Entrance
located on the San Jose Blvd side. Please
ring the buzzer and our preschool receptionist
will take your Registration and payment.

- Registration Fee for 4 Day students who qualify for VPK is REQUESTED at the time of registration.
- Registrations will be accepted as long as there is space available.
- Please DO NOT hand your Registration Card and payment to Preschool Teachers or Assistants. These items should be mailed in or brought to the Preschool Office.
- Obtain your VPK Certificate of Eligibility. VPK Registration with the State of Florida is required for all eligible VPK Pre-K 4's. A certificate will be issued to each student and the parents **MUST PROVIDE THAT CERTIFICATE TO SOUTHSIDE METHODIST CHURCH PRESCHOOL.** This is how the school receives payment from the State of Florida for your child. Registration with the Early Learning Coalition of Duval generally starts in February. When we receive the information from the ELC we will notify you of their procedure to obtain your **REQUIRED CERTIFICATE.**
- Certificate must be submitted to SMC Preschool Office by **MARCH 29, 2024.**

Tuition Payment Schedule

for 2024-2025 school year for 5 Day VPK students and NON-VPK Students

- THE FIRST TUITION PAYMENT IS DUE **AUGUST 5th**.
THE AMOUNT OWED FOR AUGUST IS **1/2 OF THE REGULAR MONTHLY TUITION FEE**.
- THE SUBSEQUENT PAYMENTS FOR TUITION (SEPTEMBER THROUGH MAY) WILL BE DUE ON THE 1st SCHOOL DAY OF EVERY MONTH BEGINNING IN SEPTEMBER.
- PAYMENTS ARE CONSIDERED LATE AFTER THE 5th OF THE MONTH AND A LATE FEE OF \$ 25.00 WILL BE ADDED TO YOUR INVOICE FOR ALL LATE PAYMENTS.
- THE ANNUAL CURRICULUM ENHANCEMENT FEE IS DUE WITH THE SEPTEMBER TUITION PAYMENT ON SEPTEMBER 1st.
- ANY ADDITIONAL SERVICES USED SUCH AS EARLY ARRIVAL OR EXTENDED DAY WILL BE BILLED ON YOUR MONTHLY INVOICE

PLEASE NOTE: *Enrollment for Extended Day, Early Arrival, Carpool services are not accepted at this time. We will accept enrollment for these services with Preschool Enrollment forms that are due on August 5th.*

Class placement for all students

There are many variables that go into the decision of class placement. Annually, the specific number of classes, the number of days children register for (4 or 5 days), and the respective teaching positions are based upon the number of students enrolled in each group. Teaching contracts are offered in the spring. Those positions are determined by the number of students enrolled. Every effort is made to place children in the class that will nurture them, help them learn, grow and be happy. **Therefore, we ask that you do not make a request.**

Once again, thank you for your interest in registering your child in Southside Methodist Church Preschool. We look forward to having you become a part of our preschool family and we are honored to have the opportunity to love and nurture your little one in a wholesome environment. Please let us know if you have any additional questions. We will be happy to help.

Finally, please be aware that in order to receive funding from the State of Florida you will also be required to register with the Early Learning Coalition of Duval. You can reach the Early Learning Coalition of Duval Office at 904-208-2040 to inquire when registration will begin. Normally it will begin in late January or early February.

Blessings,

Sharon Feaster,
Preschool Director
Southside Methodist Church Preschool

ATTENTION PARENTS OF RISING VPK STUDENTS
YOU MUST REGISTER FOR VPK THROUGH THE OFFICE OF EARLY LEARNING

ALTHOUGH YOU ARE REGISTERED AT SMC PRESCHOOL, YOU MUST ALSO REGISTER THROUGH THE OFFICE OF EARLY LEARNING (OEL).

Families are now able to register with the OEL for the upcoming VPK program year at www.VPKDuval.org.

TO BE ELIGIBLE FOR VPK FOR THE 2024- 2025 SCHOOL YEAR:

Children must live in Florida and be 4 years old on or before Sept. 1, 2024
OR.....

Children must live in Florida and be 5 years old between February 2, 2024 and September 1, 2024 AND did not participate in VPK when they were 4.

WHAT FAMILIES NEED:

- Access to the internet and a scanner
- Child's Social Security Number
- One proof of current residency: driver's license, utility bill or paystub
- One proof of age: birth certificate, passport, military ID, or shot record

HOW TO REGISTER:

- Set up a working email address
- Log on to www.VPKDuval.org to complete the online VPK application
- Separately scan and submit required supporting documents in PDF format:
 1. Current proof of residency (see above)
 2. Current proof of age (see above)

Once application and documentation have been reviewed and approved by ELC, an email will be sent to the email address listed on the application, notifying family that the certificate is available. You will then be able to log-in and print your VPK Certificate of Eligibility.

Parents may contact the Child and Family Resources Department at 208-2044 for assistance or visit www.earlylearningjax.org.

ELC of Duval Service Hours:

Monday—Thursday 7:00 a.m. to 6:00 p.m. (closed to the public on Fridays)

VPK CERTIFICATE MUST BE SUBMITTED TO SMC PRESCHOOL BY MARCH 29, 2024

IMPORTANT:

Parents must sign and date the VPK Certificate in the appropriate boxes before submitting to the Preschool Office.