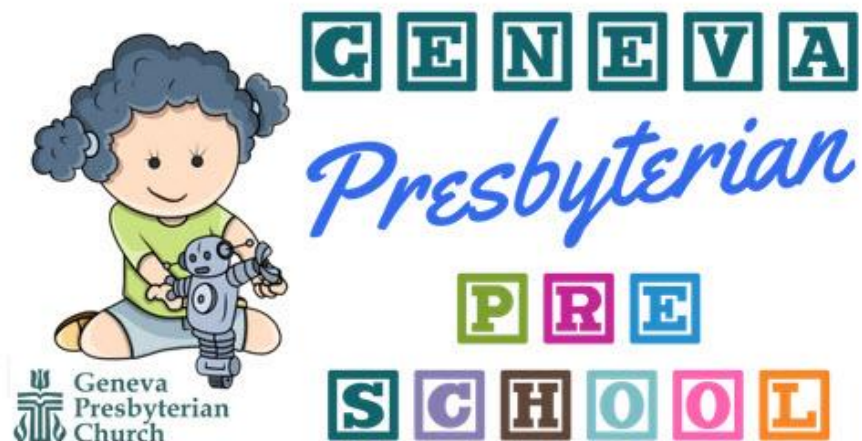


Parent Handbook

2018-2019



Geneva Presbyterian Preschool

1755 SR 13

Saint Johns, Florida 32259

(904) 287-4865

Director- Vallis Henley

vallis@genevapresbyterian.org



Trusting God, Nourishing People, Encouraging All in a Christ-Centered Walk

Dear Parents:

Welcome to Geneva Presbyterian Preschool! It is our privilege to have your child enrolled in our school. We look forward with excitement as we begin the school year. Thank you for choosing Geneva Presbyterian Preschool to assist in the development of your child.

The staff at Geneva Presbyterian Preschool is dedicated to providing an atmosphere to inspire a love for learning while having fun in a safe, loving and welcoming environment. Our goal is for children to know God and enjoy a program that encourages learning through active participation.

The Parent Handbook should assist you in answering many of your questions regarding Geneva Presbyterian's policies. Please keep this handbook for future reference during the school year. If you have any questions, please contact the school office.

Sincerely,

Vallis Henley

Director

Geneva Presbyterian Preschool

Parent Handbook

ADMISSION

Geneva Presbyterian Preschool offers classes for children who are 2, 3, & 4 years of age.

Children must be 2 years old by September 1st to attend Geneva Presbyterian Preschool.

Parents must complete an enrollment form and pay a registration fee and/or complete the VPK Eligibility verification process in order to reserve a spot for their child. Current preschool families and members of Geneva Presbyterian Church are given the first opportunity to register, followed by former preschool families and grandchildren of Geneva Presbyterian Church members, and then followed by open registration. Reservation forms and fees may not be turned in prior to the registration period. This policy ensures fairness in filling open positions. If a parent is unable to come in on the day of registration a representative may be sent in their place. Families may not register for the following year unless their accounts are current.

The following must be submitted before the first day of school:

A. Geneva Presbyterian Preschool Registration Form

B. State of Florida DCF Application for Enrollment

C. Parent Handbook signature page

D. Copy of Birth Certificate

E. Registration fee-Non Refundable

F. Certificate of Immunization (HRS 680 Blue Form) - provided by your doctor

G. Student Health Examination Form – (Yellow Form) provided by your doctor

H. “The Flu: A Guide for Parents”

I. Photo, Video and Digital Media Waiver

Geneva Presbyterian Preschool admits students of any race, color or national origin to all rights, privileges, programs, and activities generally accorded to students at the school. Acceptance into our school is based upon staffing and facilities to meet the child’s need.

Pursuant to Chapter 386, F.S., smoking is prohibited on the premises of the child care facility.

TUITION AND FEES

Registration Fee and VPK Donation

Non-Refundable registration fee for 2 and 3 year old students is \$150.00 for non-members and \$125.00 for members of Geneva Presbyterian Church. Fee for additional sibling is \$100.00.

Suggested donation for VPK students is \$50.00. Funds from the state do not cover all of the expenses we incur to carry out a quality program.

TUITION (Our tax ID is #59-2865080)

Tuition is due on the 1st of each month, August through May (10 payments). Make checks payable to **Geneva Presbyterian Preschool**. A \$25.00 late charge will be assessed on the 10th of the month, each month that charges (tuition) have not been paid in full, unless prior written arrangements have been made. There is a \$35.00 charge on all returned checks. Families with two or more non-state funded children enrolled pay full tuition on the first child. Each additional child receives a 10% discount.

Families with children currently enrolled must be no more than one month in arrears in their financial obligations in order to enroll for the following year. (Example: December 1st tuition payment must be made in order to register in January.) All accounts must be made current by the end of May. Prior to June 1st a note will be sent home to families that are in arrears reminding them of this policy. On June 10th, children of families with accounts in arrears will be dropped from the fall roster and their registration fee will be applied to their account balance.

Tuition Fees: **T/TH 2s = \$185.00/month**

MWF 3s = \$225.00/month

T/TH 3s = \$185.00/month

VPK 4's = NO MONTHLY FEE for tuition*

***Must be eligible and registered with Early Learning Coalition**

Lunch Bunch: **Daily from 12p.m. – 1p.m. * Sign up monthly or daily as available.**

- 5 days a week: \$100/month
- 4 days a week: \$ 80/month
- 3 days a week: \$ 60/month
- 2 days a week: \$ 40/month
- 1 day a week: \$ 20/month

Daily rate is \$10.00 a day if not pre-registered.

***Lunch Bunch is billed monthly the month prior, and parents must sign up by the 25th to get the monthly rate. Daily rates are due the day of the lunch. Lunch Bunch is only open to 3 and 4-year old children enrolled in Geneva Presbyterian Preschool.**

Fee for Late Pick-up:

1. ***At 10 minutes past the scheduled dismissal a \$10.00 fee will be charged, every 5 minutes after you will be charged an additional \$5.
2. Late fee payments are due the next scheduled day of attendance.

WITHDRAWAL and TUITION REFUND POLICY

A written notice to the director is required two weeks in advance of withdrawal from preschool. Parents are responsible to pay tuition through the two-week period. Tuition that is paid ahead past the two-week period will be refunded.

ATTENDANCE, ABSENCE & TARDY POLICY

Please have your child attend regularly. Notify the office by 9:30a.m. if your child will be absent. When your child returns after an absence, please send in a note stating the reason for the absence.

It is important to be on time so your child doesn't miss part of the morning lesson and the class is not interrupted.

We care about your child! We welcome the opportunity to pray for your child in the event of illness or for another reason. Please call the office (904-287-4865) and let us know.

VPK parents must adhere to the VPK Attendance Policy below.

VPK Attendance Policy

GPP will operate the VPK Program for a required amount of 540 hours for 2017-2018 school year.

- Funding for the VPK program is linked not only to attendance but to the success of our students upon entrance into Kindergarten.
- Attendance during scheduled instructional days is imperative in order to remain in our VPK program.
- It is the responsibility of parents to comply with our VPK attendance and tardiness policy.

General Information:

- Monday through Friday students = 9:00 – 12:00 Noon.
- If a child is going to be *absent or late*, you must call our office at 904-287-4865.
- Parents will be required to sign a monthly attendance verification form.

Tardiness:

- Your child must arrive in the VPK classroom no earlier than 8:55 and no later than 9:15. All children are expected to be in class ready to begin the day at that time.
- Arrival times will be recorded in each classroom. Late arrivals are disruptive to the functioning of the class and are difficult for the child as well.

Absences:

- Daily attendance in the VPK program is essential for optimum learning.
- Funding from the state of Florida is calculated on attendance.
- GPP reserves the right to dismiss a child from our program for excessive absences.

ARRIVAL AND DISMISSAL PROCEDURES

Parents/Guardians will sign their children in and out each day. VPK parents will be required to sign an additional monthly attendance log that will confirm your child's recorded attendance for the month. Your signature on this form will not only **verify the attendance**, but also will inform the Early Learning Coalition of North Florida to **direct payment** for the month's VPK program for your child to GPP, and indicate that you continue to choose GPP to provide your child's VPK program for the upcoming month.

Release of Children:

- Visitors must check in with the preschool office before proceeding to child's classroom.
- If you need to pick up your child prior to dismissal OR if you are not going to be on time for dismissal, please call the office (904-287-4865).
- A note from the parent/guardian is also required if your child is being picked up by anyone other than parents or persons designated on information card. Identification will be required.

SCHOOL CLOTHING AND PERSONAL BELONGINGS

We have “messy fun” at school - painting, cooking, water play, outdoor play, etc. Please dress your child in comfortable play clothes. We require sturdy shoes for your child’s safety. **No backless shoes, crocs or flip-flops please.**

Please label your child’s belongings; backpacks, cups, jackets, etc. Please send an extra set of labeled clothing to be left at school in case of accidents. Place them in a re-sealable plastic bag labeled with your child’s name. Remember to include socks and underwear.

In case of accidents, we keep clothing and underwear to change your child into. In this case, please wash and return the borrowed clothing to GPP. Donations of shorts, long pants and underwear are gladly accepted!

Please keep personal belongings (toys, jewelry, etc.) at home - as these tend to get lost or broken. Special “friends” necessary for your child’s well-being are permitted. There will be specific show-and-tell times for each child during the year.

TWO-YEAR OLDS: If your child is in diapers, you MUST send baby wipes and diapers each day.

“POTTY” POLICY

Your child must be **fully potty trained** by the time school starts when entering a three-year-old or higher class. No pull-ups or diapers are allowed for children in our 3 year old and 4 year old (VPK) classes. We understand that children have accidents from time to time, which is why we request you to send in extra clothing. Be sure your child **can independently** use the bathroom to take care of his/her needs. Clothing that is easy for children to manage (for example, elastic waistband rather than buttons and belts) is recommended. If your child has a medical condition that would prohibit compliance with this rule you may speak to the administrative staff.

SNACKS

A mid-morning snack and water are served each day. Please send a healthy snack and a water bottle with your child’s **first and last name** clearly marked on it. The sharing of a special snack for the entire class by a student is always welcome, especially when it coincides with a learning experience (letter of theme of the week, holiday, or child’s birthday, etc.) We ask that any special snack be scheduled in advance with the child’s teacher. In addition, please mention any food allergies to the teacher and the preschool administration. All food allergies must be documented on the student enrollment forms.

ILLNESS POLICY

In order to protect all of our students, parents are requested not to bring a child who is ill to school. We ask for your help by following these guidelines when your child is ill. A child should not be brought to the school when any of the conditions listed below are present or have been present in the previous 24 hours.

1. Fever (should be free of fever **WITHOUT MEDICATION** for 24 hours)
2. Inflamed throat or mouth
3. Unusual fatigue or irritability
4. Excessive cough and or sneezing
5. Yellow or green discharge from the nose, eyes or throat
6. Vomiting
7. Diarrhea
8. Any unexplained rash or skin infection

If your child shows signs of illness while at school, he/she will be isolated from the other children and you will be notified and required to pick up your child.

Report to the GPP office, if your child contracts a communicable illness or condition (such as chicken pox, “pinkeye”, mumps, flu, head lice, impetigo, pinworm, ringworm, strep throat, etc.). If a child contracts a communicable illness or condition, a general notice will be posted on our parent bulletin board located by the office.

Per DCF, guidelines for re-admittance following contagious illnesses:

- STREP THROAT – No sooner than 48 hours (2 days) after start of oral medication or 24 hours after injection
- CHICKEN POX – All lesions are dry and crusted
- IMPETIGO (Blisters covered with honey-colored crusts) At least 24 hours after the beginning of medication. Should there be no improvement within 48 hours, child should be reassessed by pediatrician.
- PINK EYE (CONJUNCTIVITIS) – Redness of eye with burning, itching, and discharge; at least 24 hours after the start of medication
- LICE – following medical treatment
- PIN WORMS – No restrictions following start of treatment
- HEPATITIS – Physician’s statement required for re-admittance

Return from Medical Absence: When your child returns to school after a broken limb, surgery or other serious medical condition we require a note from the Doctor stating that the child is allowed to return to school and what restrictions may apply.

***Student Participation in daily outdoor play**

If your child can’t participate in the daily outdoor play, you will need to notify the classroom teacher and Preschool director. By signing the parent handbook you agree that your child to fully participate in all activities.

MEDICINE POLICY

To have medication given at school:

1. Authorization form must be completed and approved by the school office.
2. Medication must be in the **original prescription** container showing the child's name and dosage instructions and expiration date on physician prescription.
3. Physician authorization must also be given for **over-the-counter** medication to be administered.
4. GPP reserves the right to refuse medications or procedures at any time.
5. All health conditions/concerns need to be documented on the GPP enrollment form.

ACCIDENT POLICY

The safety of your child is our top priority. Our staff is trained in CPR and First Aid. Minor injuries will be treated as needed, i.e. scrapes, bruises, minor cuts, etc. Parents will be informed of any accidents or injuries at school. Parents will be given a form with a summary of the accident. A signed copy will be kept on file in the school office. For emergencies that require immediate medical attention, we will do one of the following, depending on the severity of the situation:

1. **First aid will be administered and parent(s) will be called to transport the child to the doctor.**
2. **First aid will be administered, 911 will be called and the parent(s) will be called.**

In all of the instances above, a staff member will stay with your child at all times.

ASSESSMENTS

Assessment is an important part of an early childhood program. It shows the teacher which skills the child has mastered and which skills are still emerging. This helps the teacher to plan a more effective curriculum. Assessment is valuable in identifying children with special needs. Early intervention can help children with developmental delays to catch up with their peers. Through assessment we can evaluate progress toward reaching goals.

Our teachers will use various assessment tools during the year. These will vary from informal notations to more formal checklists. VPK students will be assessed at least 2 times/year. Conferences are held upon request of the parent or teacher throughout the year.

If specific behaviors or learning difficulties suggest that a child may benefit from professional intervention, a recommendation will be made to have the child evaluated by specialists. For the benefit of the child and to continue enrollment at Geneva Presbyterian Preschool, parents are requested to follow through with these evaluations in a timely manner and follow the recommendations of the specialists. Geneva Presbyterian Preschool reserves the right to dismiss any child who we cannot reasonably accommodate.

NEWSLETTER AND CALENDARS

Newsletters and calendars will be sent home to inform parents of current events. Please watch for special events on the school calendar.

HURRICANE/INCLEMENT WEATHER POLICY AND EMERGENCY CLOSING PROCEDURES

Geneva Presbyterian Preschool follows the schedule of St. Johns County Schools in regards to school closings for emergencies. If St. Johns County Schools are closed for inclement weather or emergencies, Geneva Presbyterian Preschool will close as well. Parents should call the school's phone number for updates on when school will reopen. Reopening will be dependent on the condition of the facility and whether the school has electricity. As much as possible Geneva Presbyterian Preschool will follow the school district guidelines for hurricane make up days for the convenience of our families.

DISCIPLINE POLICY

Geneva Presbyterian Preschool policy on discipline is to help children learn appropriate behavior in group setting. It is our policy to use positive disciplinary techniques with your child. Early in the year, each teacher will establish age-appropriate rules and expectations that reinforce a safe and caring classroom.

The three levels of discipline Geneva Presbyterian Preschool will use to encourage children in this area are:

1. **Praise** appropriate behavior. We will place more emphasis on what a child **may** do rather than what a child **may not** do.
2. **Redirect** inappropriate behavior by channeling the child's interest toward other toys or activities.
3. **Remove** the child from an unacceptable situation to "think" about what he or she and the teacher have discussed and to have time to reflect on his or her behavior.

Should the unacceptable behavior persist, the teacher will remove the child from the classroom to speak with the child about why the behavior is unacceptable and why it is creating a problem for the class. The child will return to the classroom if he/she is able to stop the offensive behavior and abide by the teacher's instruction. If the child is defiant and not willing to change behavior, then we move to the next step. Persistent discipline issues will require a meeting with the Director, parent and teacher. A plan will be developed which can be implemented in the classroom and at home.

Unacceptable behaviors:

1. Disruptive behavior
2. Physically aggressive behavior toward another child/adult
3. Behavior which could be harmful to the child himself
4. Defiant disrespect for authority by refusing to obey the attending adult

MEDIA POLICY

From time to time, the Staff at **Geneva Presbyterian Preschool** will want to photograph or video your child(ren) during activities in the classroom or outside. Our **NOTICE OF WAIVER** gives your permission for such photographs/videos to be taken and used in an appropriate, creative or educational manner. These same photos/videos may also be used to post on the Preschool's website, Facebook page, or sent to your phone/email.

Photos/videos taken during the course of school activities will remain the property of **Geneva Presbyterian Preschool** until such time as they are released and sent home to the parents, either digitally or on paper. These same photos/videos will not be released or used for any purpose other than those expressly stated above.

CURRICULUM

Geneva Presbyterian Preschool teachers use published curricula to develop lesson plans for their classes. Lesson plans are posted in the classrooms on the parent information boards. The Curricula used may include Foundations for Success for the 2 year old and Learn Every Day: The Preschool Curriculum 3 & 4 year olds. Teachers have freedom to tailor the curriculum to the needs and interests of the class.

Geneva Presbyterian Preschool will also be teaching children about Christ and how He would have us live. We draw inspiration from the ultimate source: the Bible! Christian values are taught daily using Bible stories through activities at Circle time, in the music we sing, in the prayers we say, and WEEKLY devotions.

The goals of Geneva Presbyterian Preschool for our students are that they will be able demonstrate competency in the following domains at the end of their enrollment.

Spiritual

- understand that God loves them
- understand that Jesus is God's son
- use prayer to express their thoughts and needs to God
- share with others about God, Jesus, and the Bible
- know that God created the world
- display Godly character traits (politeness, faith, thankfulness, kindness, obedience, love, generosity, perseverance, respect, and courage)

Social/Emotional

- value familial relationships and understand the importance of obeying parents and teachers
- learn to separate from parents without emotional upset
- begin to learn the art of sharing
- begin to show empathy and kindness
- develop self-confidence
- begin to exhibit self-control
- use language to express needs, feelings, and frustrations
- demonstrate responsibility for behavior and for personal belongings

Cognitive

General

- be able to engage with others in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question
- initiate investigation as a result of carefully observing their surroundings
- enjoy creative expression

Numeracy

- understand math vocabulary, concepts, and directed activities

Language and Literacy

- understand the importance and use of language in the environment
- have cultivated pre-writing skills in the context of emergent literacy
- be aware of different letter sounds
 - Can recognize almost all letters when named (e.g., when shown a group of letters, can accurately identify the letter that is named)
 - Can name some letter sounds (e.g., when shown a letter, can accurately say the sound the letter makes)

Physical

- acquire and refine the fundamental movements of balance and movement
- acquire and develop fine motor skills
- recognize that their body is created by God, and they will take special responsibility to care for it

These are general goals for our program. We have more specific goals and benchmarks that are age specific and based on developmental standards.

Geneva Presbyterian Preschool

Tuition is due the first of each month.

MWF 3's Program tuition: \$225.00/month

T/TH 3's Program tuition: \$185.00/month

T/Th 2's Program tuition: \$185.00/month

VPK Only Program tuition: None*

***Must be eligible and registered with Early Learning Coalition**

Late tuition fee \$ 25.00 Returned checks \$ 35.00

Late pick up initial charge \$ 10.00 (additional charges may apply)

This Parent Handbook is presented to you in an effort to address school issues in advance. The guidelines will provide consistency in all areas. We want this to be a pleasant and enjoyable experience for all!

I have read the Parent Handbook provided by Geneva Presbyterian Preschool and agree to the philosophy and biblical values incorporated into this school.

I understand that the tuition is based on a 10-month pay schedule (August through May). There are no adjustments due to partial months, holidays or school closings.

I will label all personal items with my child's name (coats, backpacks, lunchboxes, checks).

Please sign and return to Geneva Presbyterian Preschool.

Name

Date

Child's Name

Teacher