



Parent Handbook

2018-2019

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Director: Kim Hansen
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Welcome to Creekside Christian Preschool,

Thank you for choosing Creekside Christian Preschool for your child. We are excited to welcome your family to our preschool program and share our ministry with you. Creekside Christian Preschool is committed to educating and enriching the lives of children and families in a loving and Christian learning environment. We believe that children should learn and grow in a Christ centered classroom with loving and caring teachers. The focus is on the child's individual abilities using hands on curriculum and developmentally appropriate activities for each age level. We look at the whole child and believe that they are given by God to be a unique and special part of each family and community. When we train up a child in the teaching of Jesus, we transform a community.

This handbook serves as a guideline for many questions parents may have about our program and what we offer. Please read through the booklet and ask any questions you may have. After you have completed reading the booklet, please sign the last page and return to the director to keep on file. We look forward to a wonderful year ahead.

“Start children off on the way they should go, and even when they are old they will not turn from it.” Proverbs 22:6

Kim Hansen

Director

Creekside Christian Preschool

Creekside Christian Preschool Fees

August 2018 to May 2019

Older 2-year old class

9am to 12pm

Monday/Wednesday/Friday \$240/month

Tuesday/Thursday \$185/month

Child must be 2 years old by April 15, 2018

Older and Younger 3-year old class

9am to 12pm

Monday/Wednesday/Friday \$230/month

Tuesday/Thursday \$180/month

Monday thru Friday \$365/month

Child must be 3 years old by September 1, 2018 and toilet trained

VPK

Monday through Friday 9am to 12pm

Child must be 4 years old by September 1, 2018 and toilet trained.

Lunch Bunch

12pm to 2:00pm

\$35 Registration Fee for those who have not paid a registration fee

Sign up is on a monthly basis or daily as available.

5 days a week: \$250/month 4 days a week: \$220/month

3 days a week: \$180/month 2 days a week: \$150/month

\$20 daily drop off

Lunch Bunch is billed monthly the month prior and parents must sign up by the 25th to receive the monthly rate and be guaranteed a spot. Daily rates are due the day of. Lunch Bunch is open to 3 and 4-year old children in the program.

\$150 nonrefundable Registration fee per child except for VPK students

The registration/supply fee holds your child's spot and helps cover supplies for the classroom.

A donation or wish list is available for our VPK program to help out with classroom items.

Fees are due on the 1st of each month and are late on the 6th.

Late Fee for tuition: \$10

There is a second child discount of \$10 a month and \$10 off the second registration fee.

Please be in the pick-up line at your child's scheduled dismissal time. After 10 minutes, a \$10 late fee will be charged and added to your account. The late pick up charge is due the next day of attendance.

Lunch Bunch is available on a month by month basis and is guaranteed the month before by the 25th. Sign-ups are available daily as space is available and payment is due immediately. When signing up the month before, it is added to the month requested and due on the 1st with your tuition payment.

Payments can be made online at our payment center.

Withdrawal Policy

A written note must be submitted to the Director.

It must be given 30 days prior to withdrawal or the monthly payment is still required for the month.

Registration and Enrollment Checklist:

- Complete Creekside Christian Preschool registration form online
- Copy of Birth Certificate for proof of age
- Registration fee
- Immunization form
- Physical form
- Signature page of Parent Handbook completed
- Emergency contact and treatment forms
- In case of Exemption from Immunization, please provide the office with a Religious Exemption from Immunization DH 681 Form.

Fees must be current in order to register for the Fall 2019 semester.

All fees must be paid before June to keep your registered spot for the Fall. Registration fees will be used to pay unpaid tuition and your spot will be forfeited.

Behavior Policy

Classroom management should reflect behavioral expectations that help promote self-esteem and create a positive learning environment. Creekside Christian Preschool is a safe place where children can learn with respect and kindness. It will include discipline that is consistent and shows tenderness towards redirection and encourages positive correction. Rules are established to create stability and fairness and help give children direction. Therefore, discipline must consider each child and their different learning styles and personalities. The following steps will be followed to correct behavior and encourage a positive disciplinary technique.

1. **Reminder**: Either before the activity begins or during the process, children will be reminded what is and is not acceptable.
2. **Reinforce**: We will comment on the child's success and use praise to let them know that their appropriate behavior is valued and appreciated.
3. **Redirect**: We will anticipate a behavior problem or see an inappropriate behavior beginning and make suggestions for alternate activities available.
4. **Restatement**: We will take the child aside and in a quiet voice, at the child's eye level, restate the appropriate limits and discuss the consequences if the behavior continues.
5. **Removal**: This involves removal of the child from the unacceptable situation or activity for a brief time to "think" and reflect on his or her behavior.

Removal is not a "punishment". It is a time for the child to calm down and regain control.

6. **Rejoin**: This will take place when the child feels ready and able to rejoin the group. A dialogue will occur between the teacher and the child to discuss why it occurred and alternative choices for the next time.
7. **Roundtable**: When all else failed and a behavior problem becomes persistent and disruptive, it becomes necessary to involve the director, parent and teacher in a roundtable conference. A plan will be developed to implement in the classroom and work together as a team to determine the best strategies and consequences.

If a solution is not able to be reached at roundtable, then we reserve the right to remove the child from the program.

-These guidelines for Behavior will be used with a Christ centered approach and as an important part of the learning process which has the goal of enabling the child to eventually develop self-discipline.

-Any questions or concerns, should be addressed to the teacher first and then with the director as needed.

Sick Child Policy

Sick children belong at home in a comfortable setting. Please do not send sick children to school.

Children should not come to school if they exhibit any of the following:

- Fever within the last 24 hours
- Diarrhea
- Vomiting
- Suspected or confirmed throat or sinus infections
- Undiagnosed rash
- Heavy congestion or persistent cough
- Colored nasal discharge (If your child suffers from allergies, please have a physician's note)

If a child becomes sick at school, the director or lead teacher will call the parents first. In the event the parent(s) cannot be reached, the emergency contacts will be called. We request pick up in 30 minutes and the child will remain in a separate area from other children with supervision until the contact person can come pick up the child. Emergency contact information for parents and others should be kept updated on file in the office at all times.

When your child contracts a contagious illness, please contact the office **immediately**.

The following are guidelines to return to school after a contagious illness:

- Strep Throat: No sooner than 48 hours (2 days) after starting oral medication or 24 hours after injection.
- Chicken Pox- All lesions are dry and crusted
- Pink Eye or Conjunctivitis: at least 24 hours after the start of medication
- Lice: following medical treatment
- Pin Worms: following medication treatment

If a parent fails to follow the appropriate guidelines for the sick child policy, they risk being withdrawn from the program or not allowed to register for the following year. A family will be given a warning after twice not complying with the protocol and the third time written in their file of noncompliance.

Dress Code and Personal Belongings

Please dress your child in comfortable clothes and shoes. Remember that we are a preschool and love to have “messy fun”! Also, dress your child in clothing that allows independence when using the restroom.

The best shoe choice is sneakers and socks! Crocs & Flip-Flops or shoes w/o heel straps are **NOT** allowed. **Label** all clothing (especially outerwear) and personal items

In case of accidents, please keep a set of clothing and underwear to change your child into at school. Each child should have a labeled Ziploc bag with an extra set of clothes to keep in the classroom. If a child uses the extra set, the dirty clothes will be sent home in the Ziploc and a new pair should be brought in the next day. The children in the two year old class who are not potty trained should bring at least two diapers or pull ups each day and donate a package of wipes for the class.

- **Toys are to be left at home!!**
- **Teachers will let families know when they have show and tell and when items can be brought in. Please label these items in a Ziploc bag so they are returned to the appropriate child.**

Please send your child each day with a **full size** back pack for their folder and other items. The smaller size back packs do not accommodate all the items they need to bring. Thank you.

SNACK AND JUICE

Please pack a *labeled children's water bottle* with their first and last name for your child to bring to school daily for drinking water. The bottle will be returned at the end of the day. Due to the increasing prevalence of food allergies, **parents will send a non-refrigerated daily snack for their child**: cut fruit or vegetables, trail mix, cereal, pretzels, goldfish, cheese, crackers, raisins, etc. It is our desire that the snack be peanut free to protect those children with food allergies. **Please send a snack in a BAGGIE marked with your child's name for easy disposal.** No grapes unless cut, hot dogs, popcorn or other small items that are a choking hazard should be sent in for snack or lunch bunch. Sometimes, we may have a special snack to go with a lesson or theme for the week and will let parents know in advance. You are welcome to send in a special snack for your child's class. However, please prearrange this with the teacher. **It is very important to let us know if a child has any food allergies.**

Lunch Bunch

Lunch should be labeled and separate from snack.

Please pack healthy and **peanut free** food that does not need refrigeration or heating.

We follow St Johns County School District Calendar and will list any exceptions in newsletters to families. Our calendar is posted separately with specific dates and details.

Inclement Weather Policy

If the St Johns county school district has a delayed opening or is cancelled due to inclement weather, our program is cancelled. Information about weather related delays or school closings can be seen on the television news channels. There will not be any make up days for these cancelled classes unless the district adds days and will be determined by the Director as needed.

Communication

Communication folders will be sent home each day with a note from the teacher and space for families to communicate to the teacher. Any serious or more detailed concerns, will be addressed in person and emails will be sent to set up a time to meet. Conferences to discuss a child's progress will be done each semester and will be arranged with families ahead of time. Please make sure that your contact email is up to date in the office since this is our primary means of communication.

Volunteers

Volunteers are an important part of our program! If you would like to be a volunteer, please go to the office and we will help you find things to assist with in either the classroom or in the office. Volunteers must sign in and out and fill out an acknowledgment form.

Curriculum

We follow WEE Learn and Links to Learning as a guideline for our curriculum and Christian education. Teachers post weekly lesson plans for parents to view and create a hands-on approach with developmentally appropriate activities and themed units.

Drop off and Pick up Procedures

Only individuals that are listed on a child's transportation form may pick them up from school.

Please send in a note if someone other than the regular person is picking up your child.

If someone is not the usual person picking up, they must show their ID to the Director in the office and come in to pick up the child. The Director must have their name on the transportation

pick up form and a note is requested the day of to confirm. The Director will contact the primary parent or guardian, with any questions or concerns before releasing the child to anyone.

Please refrain from use of any cell phones during drop off and dismissal times. It is important for the staff and children to be able to have your full attention when connecting in the mornings and afternoons. We appreciate having the opportunity to say “Hello” and for your child to share their excitement with you at the end of the day.

Drop Off and Pick up Line:

1. Follow Drive through towards school in front of building from entrance in a single line.
2. Please have colored sign in the window for Teachers and Assistants to be able to know what class the child is in.
3. Pull up to the covered area and wait for a staff member to help your child exit or enter the vehicle. Parents must place their own child in their car seat at the end of the day. Staff will not buckle children into a car seat.
4. You will be asked to verify drop off and pick up times and will proceed forward after others have been let out or safely placed in the car in front of you.

Parents are welcome to park and walk their child into class and pick up in the afternoon.

If you choose to walk your child to class, please sign your child in with the staff member or computer outside.

If you are more than 10 minutes late, you will be charged a late pick up fee of \$10 and an additional \$5 for each minute afterwards.

Attendance

If your child will be absent, please send an email or call the front office by 9:30am. We must know if your child will not be here and will contact you if they have not come to school and do not have a note.

Please do not send a text to teachers unless you have already let the office know. We need to mark our attendance records and the teachers are busy focusing on the children in the class. You may also send in a note or email ahead of time to let us know about scheduled absences.

Please email all attendance and absence questions and information to

kim@creeksidechristian.com

Attendance Policy for VPK

Creekside Christian Preschool will operate a VPK program for the required 540 hours during the 2018-2019 St Johns County school year.

Our VPK day is from 9:00 am to 12pm Monday through Friday

Attendance during instructional days are essential to success in Kindergarten and are required to remain in our VPK program.

It is the responsibility of parents to be informed and comply with our VPK attendance and tardiness policy.

Children need to arrive in the VPK classroom no later than 9:10 am daily and must participate until 12:00pm. Drop off will begin at 8:50am and teachers will go in by 9:05. Late arrivals are disruptive to the classroom and learning.

Parents must call or email the school if your child is going to be late or absent by 9:30am. **If a child is absent for five consecutive instructional days, he/she will be dismissed from the VPK program.**

Absences and tardiness may be excused under “extraordinary circumstances” when appropriate documentation is provided. These may include:

Hospitalization of the child with a doctor’s note

Illness of the child, that requires them to remain at home with a doctor’s note

Death of a member of the child’s immediate family

Please see the Director to discuss any of the above circumstances or others specifically.

***Parents must complete and sign an attendance verification form EACH month. These forms will be available on the last instructional day of each month and must be signed that day. You will be notified of the upcoming signing day and if you are unable to come in that day, you may make other arrangements ahead of time.**

Children who do not meet attendance requirements will lose VPK funding. The child may be allowed to remain in the classroom but will be required to pay full tuition.

Creekside Christian Preschool reserves the right to dismiss a child from the VPK program for excessive tardiness or absences.

I have read the Parent Handbook and understand the policy and guidelines within. I agree to pay the required registration fee and tuition by the 5th of each month (except the month of August) and understand a late fee will apply if not paid on time.

I agree to label all items that my child brings to school and keep personal toys at home unless part of show and tell.

I understand and agree to the terms of attendance and absences especially those stated for VPK.

Please feel free to communicate any needs and concerns with both the Teacher and Director and make sure all contact information is current and correct.

We look forward to a working with your family and providing the best Christ centered learning environment possible.

Parent Name(printed)

Parent Signature

Date

