

***Orange Park Presbyterian Church Preschool
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Introduction:

Welcome to Orange Park Presbyterian Church Preschool. We are delighted that you have chosen us as providers of your child's early education, care and guidance. We look forward to a year of love, learning and laughter!

History:

Orange Park Presbyterian Church Preschool began midyear of the 1989-90 school year with two teachers and approximately five children, between three and four years old. The following year OPPC Preschool added the Sunshine Room serving two year olds. Presently, OPPC Preschool has ten classes facilitating approximately 115 children one through five years of age.

Philosophy:

Orange Park Presbyterian Church Preschool believes each child is a unique individual created and dearly loved by God. Our program offers a developmentally appropriate creative curriculum, where emphasis is placed on the process and joy of learning instead of the finished product. Our curriculum is designed to develop each child intellectually, emotionally, physically, socially, and spiritually. We provide daily opportunities for each child to learn new skills, reinforce previously learned skills, enrichment of ideas, and the development of responsibility for themselves and others.

Mission:

Our goal is to provide a decidedly Christian environment where each child has the opportunity to experience and learn of God's grace and love.

The following information is offered to help make this a rewarding year for you and your child. If you have any questions and/or concerns please contact us in the Preschool Office at 278-0669.

Julie Hasle – Preschool Director
Janine Pierro – Assistant Director

Revised 2/4/11

Days and Hours of Operation:

Days –

1-day classes are available to Butterfly class (Toddlers). Selection is based on available space.

2-day classes meet Thursday and Friday

3-day classes meet Monday, Tuesday and Wednesday

5-day classes meet Monday through Friday

Preschool Hours– 9:00am to 1:00 pm for Butterfly, Sunshine, Bumblebee and Rainbow classes.

VPK School Hours – 9:00am to 12:23pm

Wrap Plus Program Hours -12:24pm to 1:00pm for VPK students

Enrollment Information:

Prior to your child's first day of Preschool he or she will need the following forms on file in the Preschool office.

1. A completed Enrollment form
2. A current physical exam form (Form 3040)
3. Current immunization record (Form 680)

Health forms can be obtained through your child's Health Care Provider.

Staff Information:

All teachers meet or exceed The Department of Children and Families requirements for child care providers, which includes a 40-hour training course and 10 hours annual in-service thereafter. All staff must have a local and federal background screening, and must be a High School Graduate.

All staff members are certified in Pediatric CPR and Basic First Aid.

We currently have several staff members with their ECPC (Early Childhood Professional Certificate), a BS in Education or a BA in various areas of study.

Curriculum:

OPPC Preschool is a developmentally appropriate creative learning center. Our curriculum includes pre-academic and academic skills, socialization skills, environmental awareness, multi – cultural awareness, fine and gross motor skill activities, art, and play. Our Curriculum Guide is available in the Preschool office for your viewing at any time.

Voluntary Pre Kindergarten Program (VPK):

Florida's Free Voluntary Pre Kindergarten Program (VPK) is available to 4 years olds born between 9/2/06 and 9/01/07. Parents of children enrolling in the VPK program must be Florida residents. VPK requires a mandatory attendance of 5 days per school week.

VPK School Hours: 9am – 12:23pm Monday through Friday.

The VPK school calendar is based on a total of 540 instructional hours divided into 3.375 hours per day for 160 school days.

VPK Plus Program: 12:24pm – 1:00pm Monday through Friday.

OPPC Preschool curriculum and resource scheduled is based on a four hour day for 170 days per school year. Our VPK Plus Program supplements the State of Florida's program with an additional 138 instructional hours and resource classes in Spanish, Jump & Learn and music which are not covered by the State funds.

VPK Late Pick-Up Fee: For VPK children not enrolled in the Wrap Around program the late fee begins at 12:24 at the rate of \$2.50 per minute. Late fees are due when child is picked up.

VPK Attendance Policy

OPPC Preschool is happy to provide the VPK program for our 4 year old students. VPK reimbursement payments from the state are based on the total number of hours your child attends school each month. In order to continue to offer the VPK program it is important your child attend school regularly.

The Department of Early Learning (EOL) Attendance Policy requires all children to attend 80% of each month's designated VPK instructional hours. The preschool will not receive reimbursement from the VPK program for a student missing more than 20% of a month's instructional hours. The EOL no longer grants "excused absences" for any reason.

Children attending any part of the Preschool day prior to, or following a doctor, dentist, or speech appointment will be counted as present for the day and will not have those hours subtracted from their monthly attendance hours.

Sick policies as set forth in the Preschool Parent Handbook will be strictly enforced. While we must be mindful of the VPK attendance policies it is very important that sick children stay home. Children enrolled after the first day of school will have their attendance percentages calculated on the remaining instructional hours.

Parents of children with 16 absences from school will be required to have an Attendance Consultation with the Preschool Director to discuss their child's absences. Following the Attendance Consultation children missing an additional 15 days of school will be withdrawn from the VPK program.

Children who do not meet the attendance requirements will lose VPK funding. Children dropped from the VPK program due to attendance issues have the choice to remain enrolled in OPPC Preschool but will be required to pay the \$100 Registration Fee, \$115 Supply Fee and monthly tuition of \$325.00 for the remainder of the preschool year.

Foul Weather Days:

In the event of severe weather (tornadoes, hurricane etc.) the Preschool will follow the Clay County Public School System regarding closures. No make – up days or discounts will be given.

Open House:

Open House will be held the Friday prior to the start of Preschool. This is a great time for parents and their child/children to visit his or her classroom. Children are often excited, and a little apprehensive about their new class. Open House is a great way to gently ease them into a new situation, and give them the opportunity to explore with the safety of mom and/or dad nearby.

Welcome Coffee:

Each fall, OPPC Preschool hosts a Welcome Coffee for all Preschool parents. The purpose of this meeting is to provide parents with an opportunity to hear from the P.O.L.O. (Parents of Little Ones) group about the many volunteer opportunities at OPPC Preschool. You will hear about yearly activities, fundraising information, and have a chance to meet and chat with other parents in the Preschool.

Class Placement and Ratios:

Butterflies – Offered to children born between **1/2/10 and 9/1/10**

Staff ratio: 1 lead teacher and 1 assistant teacher for a maximum of 8 children per day. Days available are Tuesday, Wednesday, and/or Thursday. Butterfly children may come 1, 2, or 3 days per week. The combination of days each child attends is the parent's decision according to availability.

Sunshines - Children born between **4/2/09 and 1/1/10**

Staff ratio: 1 lead teacher and 1 assistant teacher for a maximum of 12 children per day.
Days available: 3 days (MTW) or 2 days (ThF).

Bumblebees – Children born between **7/2/08 and 4/1/09**

Staff ratio: 1 lead teacher and 1 assistant teacher for a maximum of 12 children per day.
Days available: 3 days (MTW) or 2 days (ThF).

Rainbows – Children born between **9/2/07 and 7/1/08**

Staff ratio: 1 lead teacher and 1 assistant teacher for a maximum of 12 children per day.
Days available: 3 days (MTW) or 2 days (ThF).

VPK Classes – (Dolphin, Seagull, and Seahorse) - Children born between **9/2/06 and 9/1/07**

Staff ratio: Each class has 1 lead teacher and 1 assistant teacher with a maximum of 14 children per day.
Days available: 5 days (M-F).

***OPPC Preschool reserves the right to combine or cancel any class not meeting the minimum enrollment numbers. All fees will be refunded for a canceled class ***

Resource Programs:

Chapel is held each week on Tuesday and Thursday mornings at 9:30am for children in the Bumblebee, Rainbow and VPK classes.

Family Chapel is held the first Tuesday and Thursday of each month at 9:20am in the Sanctuary for children and their family members in the Bumblebee, Rainbow and VPK classes.

Music Class is held each week on Tuesday and Thursday for students in the Sunshine, Bumblebee, Rainbow and VPK classes.

Jump-N-Learn is held each week on Wednesday and Friday for students in the Sunshine, Bumblebee, Rainbow and VPK classes.

Spanish class is held each week on Monday for all VPK classes.

Preschool Fees & Payment Policies:

Registration Fee -

A non-refundable registration fee is due at the time of registration for children registering for the Butterfly, Sunshine, Bumblebee and Rainbow classes.

VPK students do not pay a Registration Fee.

Supply Fees -

The Supply Fee is an annual fee based on the number of days your child attends Preschool. The supply fee is due at the time of registration.

VPK Plus Supply Fee: -

The VPK Plus Supply Fee is an annual fee which helps to cover the cost of supplies used during Music, Spanish, Jump & Learn and the additional 138 instructional hours not covered by the VPK program.

Tuition -

Tuition is based on the total yearly cost of each program (1, 2, 3 or 5 days). Tuition may be paid annually, semi annually or in 10 equal monthly payments (August – May). **Annual tuition payment** is due August 15th. **Semi annual payments** are due the 15th of August and January 15th. There are no refunds or credits for absences or holidays.

Tuition is due on or before the 15th of each month (August– May). Please make checks payable to **OPPC Preschool**. Tuition checks should include your child's name and the month the fees apply to in the lower left "memo" section of your check. Both the Church and the Preschool receive payments by electronic banking. In order to prevent a mix up in the church office, please make sure your check is made out to **OPPC Preschool**.

A Tuition box is located in the Preschool office, each hallway and in the Seagull and Dolphin classrooms. Boxes are checked daily.

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Drop In Fee: (Butterfly class only)

Children enrolled in the Butterfly class may add a "drop in" day if a space is available on the requested day. The daily Drop In Fee is \$25.00 per child, per day. Our daily enrollment cannot exceed 8 children.

Sibling Discount -

A 10% sibling discount is offered on the lesser amount of tuition for each additional child enrolled in the program. Families with children enrolled in the VPK program are not eligible for a sibling discount.

Late Payment Fee-

A late fee of \$15.00 will be charged for tuition paid after the 20th of the month. If there is an occasional financial problem, please notify the Preschool Director before the 20th of the month so an alternate payment date can be made. When paying by electronic banking, payments must be in the Preschool office on or before the 20th of each month or a late payment fee will be charged. Any child whose tuition is not paid by the 20th of the month is subject to dismissal from the school until all tuition payments are current.

Return Check Fee -

There will be a \$25.00 charge for all returned checks. After the second returned check, all future payments must be in cash.

Late Pick-up Fee –

Preschool ends at 1:00 pm each afternoon. A **\$2.50 late fee** for each **5 minutes** will be charged for each child beginning at 1:10 pm.

For VPK children not enrolled in the VPK Plus Program the Late Pick –up Fee begins at 12:24 at the rate of \$2.50 per minute. Late fees are due when child is picked up.

Dismissal/Withdrawal:**Dismissal -**

A child can be dismissed from OPPC Preschool if he or she -

1. Is repeatedly unruly or disruptive
2. Is unable to participate in activities with other children
3. Uses profane or obscene language or gestures toward teachers, staff or classmates
4. Directs acts against classmates, teachers, staff or property whose consequences endanger the health, and/or safety of others in the program
5. Or for any other reason that the director deems necessary to maintain the quality of the classroom environment for all students and staff

Withdrawal -

If it becomes necessary to withdraw your child from OPPC Preschool, please notify the Preschool Director as soon as possible. If withdrawal is necessary at any time during the month, previously paid tuition is non-refundable

Discipline Policy:

Discipline is a learning process. As adults, we need to help children learn to live comfortably with themselves and others. They learn to do this by developing and practicing self-control and by taking responsibility for their actions. We do not administer corporal punishment. Discipline is more easily controlled with praise and kindness. Repetition is the key to guiding young children.

Our basic rules at OPPC Preschool are:

1. Touch others gently
2. Treat others kindly
3. Follow teachers instructions
4. Be safe

Children will be positively reminded of the classroom rules as often as needed. After several reminders if the child continues to disregard directions or classroom rules, the teacher will take the following steps:

1. Redirection
2. Positive reinforcement
3. Time out – (1 minute per year of age, not to exceed five minutes). At the end of the “time out” period the child will be lovingly led back into the class activities.
4. Child will be taken to the Director (or Assistant Director in her absence).

The Director’s options include:

1. Talking with the child concerning their actions
2. Time-out in the office
3. A call to the child’s parents
4. Scheduling a parent-teacher conference
5. Sending the child home for the remainder of the day
6. Dismissal of student

Clothing:

Please send your child dressed in play clothes that are comfortable and appropriate for the weather. Children learn by doing, and as we all know “doing” in the world of a Preschooler can be quite messy, for that reason we use washable paints and markers.

Rubber soled shoes are the safest shoes for the children to wear while at school. Crocks, flip-flops, boots and leather soled shoes are not appropriate for school as they can be a safety hazard to children when they are running and/or climbing.

Children should wear clothes that allow easy access when using the restroom (especially for those who are toilet training). Belts, suspenders, back zippers, tights, hard snaps, and small buttons are frustrating for young children.

In case of an accident, a complete set of seasonally appropriate clothes (shirt, pants, socks, and underwear) should be left at the Preschool. Please send clothes in a large zip- lock bag labeled with your child’s name. Please remember to occasionally check that your child’s emergency clothes are still the proper size and seasonally appropriate.

Each child will need a full size backpack to transport personal items to and from home and the preschool. The backpack needs to be large enough to hold a lunch box, jacket, artwork, important papers, etc.

Please label all personal items (sweaters, jackets, lunchbox, sippy cups and diaper bag) with your child's name.

Diapering and Toilet Training:

Diapering facilities are available in the Butterfly, Sunshine, and Bumblebee classes. Wipes are provided by the Preschool. Parents are responsible for providing a minimum of two diapers or pull – ups per child per day. All changing surfaces are disinfected with a bleach and water solution after every diaper change. Gloves are used when changing diapers.

Children in the Rainbow, Dolphin, Seahorse, and Seagull classes are required to be fully toilet-trained before starting Preschool. **Toilet – trained children know when they need to use the restroom and do so independently** with minimal help in snapping, zipping etc.

Children wearing pull- ups are not considered to be toilet- trained and will not be admitted to the three or four year old programs until they are completely toilet trained. This policy will be strictly enforced, as there are no diapering facilities in any of the three or four year old classrooms.

Children who are enrolled in the three and four year old classrooms who are not completely toilet trained before the Preschool year begins have two options. The first option is to pay your child's monthly tuition until they are toilet trained and ready to start Preschool (these payments will hold your child's place in the program). Your second option is to withdraw your child and place them on the class waiting list.

Snacks and Lunch:

Parents are responsible for packing both a mid-morning snack and lunch for their child.

We encourage you to send nutritious "growing food" that the children can handle and serve themselves. Please cut hotdogs, grapes etc. into quarters to reduce the risk of choking. Refrigeration is not available; we find that the small freezer packs work well in lunch boxes. Please do not send candy or sodas for lunch or snack.

From year to year we have had children with severe food allergies which required specific foods to be eliminated from the classroom. Parents will be notified prior to the beginning of school if any dietary restrictions apply to their child's class.

Morning Drop Off and Afternoon Pick up:

Mornings -

Classes begin promptly at 9:00 am. Children should not arrive in their classroom before 8:55 am as this is the time for teachers to complete classroom preparations and meet for Morning Prayer.

We encourage you to have your child here on time to minimize classroom disruptions. Upon arriving please help the teachers by following these few guidelines.

All children are to be walked to their classroom in the morning. Please hold your child's hand in the parking areas. Parent parking is available in the back parking lot located on Reed Street, along Fellowship Hall on McIntosh Ave, and in the parking lot adjacent to Highway 17. Upon arrival in the classroom please keep conversations with teachers as short as possible to allow teachers to focus their attention on the children in the classroom.

Children arriving after 9:10am are required to check in through the Preschool office.

Afternoons -

Children leaving Preschool before 12:55pm must be signed out in the Preschool office. Your child's teacher will bring them to the Preschool office packed and ready for early dismissal.

All children are to be picked up from their classrooms. Children will be released **ONLY** to those persons designated on your child's enrollment form. **NO EXCEPTIONS!** You may add or delete names to your child's file in the Preschool Office at anytime. To add or delete a name to your child's file you must come to the preschool office and personally make the change on their enrollment form, we cannot make these changes over the phone. Parents must advise the teacher in advance, in writing, if another person is picking up your child.

PICTURE IDENTIFICATION WILL BE REQUIRED.

Carpools-

Carpools are advantageous to many parents and can be done safely if the following guidelines are observed:

- The names of all parents in your child's carpool must be listed in their student file in the Preschool office.
- A carpool schedule needs to be given to each child's teacher.
- Upon arrival each morning each child in your carpool is to be taken to their individual classroom door where you should notify the teacher who you are bringing to class. Dropping children off at their hallway door is not acceptable.
- All children in your carpool are to be picked up prior to 1:10 pm. The parent driving afternoon carpool will be charged a late pickup fee for each child still in his/her classroom past 1:10 pm.

Whenever you are in the parking lot, please keep all of the children in your carpool close to you and in your line of sight.

Illness and Accident Information:

The Preschool is not the place for children who are ill. If your child is experiencing vomiting, diarrhea, or is displaying symptoms of a contagious disease, such as a fever, pink eye, impetigo, chicken pox, or green runny nose, they are to be kept home. Children may return to Preschool 24 hours after all symptoms are gone. Children with chicken pox may return to school when all pox are scabbed over.

If your child becomes sick while at school, you will be notified immediately so that you can pick up your child as soon as possible to minimize exposure to the other children. In the event a parent can not be reached, one of your emergency contacts will be called. Your child will be made as comfortable as possible while they are waiting to be picked up.

Preschool staff will not give medication with the exception of medication for severe allergic reaction, as prescribed by a physician. In the event a sick child is diagnosed as having a **contagious** disease, (chicken pox, pink eye, head lice, etc.) parents should notify the Preschool Director as soon as possible so the appropriate actions can be taken.

PLEASE DO NOT LEAVE MEDICATION IN YOUR CHILDS DIAPER BAG OR BACKPACK! Any medication left in diaper bags or backpacks will be taken to the preschool office, and must be picked up by an adult at the end of the day.

Please let us know if your child is taking any medication. Many medications have side effects, and this knowledge will enable us to better understand possible changes in your child's behavior.

A First Aid kit is available, and will be used for minor accidents. Accident reports will be filled out by the teacher at the time of the accident and signed by the parent when the child is picked up to ensure that parents are made aware of the accident and the action taken.

In case of an emergency beyond the scope of minor first aid, parents will be contacted immediately, and 911 will be called to transport your child to the nearest emergency facility.

Please be sure emergency information - cell phone numbers, home address, work phone numbers, are kept current in your child's file in the Preschool Office.

Birthdays:

Children enjoy celebrating their birthday with their classmates. With this in mind, parents are encouraged to send a special yet simple treat to share with their classmates. Please make prior arrangements with your child's teacher. If you are planning a Birthday party outside of school hours, invitations may be handed out in class if the entire class is invited. To avoid hurt feelings please mail invitations if only a few classmates are invited to the party.

Field Trips:

Children in the VPK classes go on several walking field trips throughout the year. Parents will be asked to chaperone the children on these trips.

A permission slip must be signed and returned to the classroom teacher before a child may go on a field trip.

Field trips are planned educational experiences for the Preschoolers. For this reason, younger siblings cannot participate in field trips, which will allow parents to give their full attention and assistance to the children attending the field trip.

Conferences:

A Parent/teacher conference may be scheduled at any time during the Preschool year by either the parents or teachers to discuss any area of concern.

A Parent/Teacher conference day is scheduled each year prior to fall registration. Conferences are a time to discuss your child's many areas of developmental and academic growth. By working together parents and teachers can help each child achieve a successful Preschool year.

Classes are not held on conference days. Children are not permitted in the classroom during parent/ teacher conferences. This should be a time when both teacher and parent may openly discuss the child's progress and any concerns they may have. It is the parent's responsibility to arrange for childcare during conference time. Children may play on the playground with adult supervision