



# Parent Handbook

## 2020/2021

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State License #C07SJ0125



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 2020 to May 2021

### **Older 2-year old class**

9am to 12pm

Monday/Wednesday/Friday \$255/month

Tuesday/Thursday \$200/month

Child must be 2 years old by March 15, 2020

### **3-year old class**

9am to 12pm

Monday/Wednesday/Friday \$250/month

Tuesday/Thursday \$195/month

Monday through Friday \$400/month

Child must be 3 years old by September 1, 2020 and toilet trained

### **Older 3's Class**

8:45am to 12:30pm

Monday/Wednesday/Friday \$250/month

Monday through Friday \$400/month

Child must have an early Fall birthdate, be potty trained and come a minimum of 3 days

### **VPK**

Monday through Friday 8:45am to 12:30pm

Child must be 4 years old by September 1, 2020 and toilet trained.

**\$150 Nonrefundable Registration fee per child in the Older 2's and 3's classes**

**A VPK \$125 donation is requested to cover the extra expenses not covered by the voucher.**

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

The registration fee is only refunded for families that are required to move such as with the military and under special circumstances with prior notice.

A donation and wish list are available for our VPK program to assist with classroom items. We also have a VPK supply list for children to bring the first day of school.

**Fees are due on the 1<sup>st</sup> of each month and are late on the 6<sup>th</sup>.**

**Tuition is paid from September 2020 to May 2021.**

Late Fee for tuition: \$10

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

A third child at the same time will receive a 50% discount on tuition and no registration fee for that child.

**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**

12pm to 2:00pm

\$35 Registration Fee

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

5 days a week: \$275/month    4 days a week: \$250/month

3 days a week: \$200/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 25<sup>th</sup> 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 who are potty trained.

Lunch Bunch is available on a month by month basis and is guaranteed the month before by the 25<sup>th</sup>. Sign-ups are available daily as space is available and payment is due immediately. When signing up the month before, payment is added to the month requested and due on the 1<sup>st</sup> with your tuition payment. If you are not current on your lunch bunch fees, you will not be able to attend until fees are paid.

A **one-time** Holiday credit is given in December for both Christmas and Thanksgiving days missed in lunch bunch.

Payments can be made online at our payment center.

### **Withdrawal Policy**

A written note must be submitted to the Director.

A Withdrawal must be given 30 days prior to or the monthly payment is still required.

### **Registration and Enrollment Checklist:**

- Complete Creekside Christian Preschool registration form online
- Copy of Birth Certificate for proof of age
- Registration fee or VPK donation
- Immunization form (blue form)
- Physical form (yellow 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.
- Signed influenza form
- Statement acknowledging receipt of the brochure "Know your Child Care Center"

**Immunization and Physical Form must be in the child's file within 30 days of enrollment. By law, your child will not be able to attend until we have valid and non-expired forms for them on file. These forms must be kept up to date throughout the school year and are the parent's responsibility.**

All fees must be current in order to register for the Fall 2021 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.

### Termination

We make every effort to create a positive and loving environment for every child. This means that in some cases we may need to terminate a child for the following reasons:

- Failure to comply with school policies and non-payment of fees
- Persistent destructive, disrespectful or hurtful behavior by a child or parent. This includes but is not limited to inappropriate language, bullying and aggressive behavior.
- A child's inability to adjust to the program such as extended crying or repeated attempts to run from the classroom.

### Sick Child Policy

Sick children belong at home in a comfortable setting. Please make sure your child is in good health before bringing them to school. We will be closely monitoring children when they arrive and will ask parents to take them home or pick up if they appear sick.

**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 in a child's file in the office at all times.

When your child contracts a contagious illness, please contact the office **immediately**. A doctor's note may be required before child is allowed to return.

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.

**We Do Not Administer Medication.**

### **Dress Code**

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! Closed toed shoes are required.**

**Crocs & Flip-Flops or shoes w/o heel straps are NOT allowed.**

**Label** all clothing (especially outerwear) and personal items.

In case of accidents, a change of clothes should always be available. Each child should have a labeled Ziploc bag with an extra set of clothes to keep in their 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.

## Personal Belongings

**Toys from home are to be left at home!!**

Teachers will let families know when their class has show and tell.

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

## Snack

Creekside Christian Preschool is a **Nut Free** Preschool!

**No Home baked snacks or prepared drinks are allowed.**

Due to the increasing prevalence of food allergies, **parents will send a non-refrigerated daily snack for their child:** (ex... Fruit, nut free granola bars, cereal bars, veggies, goldfish, teddy grahams, applesauce, etc...) **Veggies and Fruit must be cut into small pieces.** Please send a snack in a BAGGIE marked with your child's name for easy disposal.

**Choking hazard food not allowed: (DCF rules)**

- **Popcorn**
- **Hot dogs**
- **Chips, pretzel nuggets**
- **Cheese sticks/cubes**
- **Whole grapes**
- **Any food that is similar shape and size of the trachea/windpipe**
- **NO NUTS!**

**Please pack a children's water bottle filled with water, labeled with child's first and last name for your child to bring to school daily.** The bottle will be returned at the end of each day.

Sometimes we may have a special snack to go with a lesson or theme for the week and will send home a permission slip for parents to sign.

You are welcome to send in a special **store bought “treats” with ingredients label** for the class for your child’s birthday, however, please prearrange this with the teacher the week prior.

### **Lunch for Lunch Bunch**

Lunch should be labeled and separate from snack.

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

### **Toilet Training**

We are happy to assist in your efforts to potty train your 2-year-old but here are some specific guidelines.

- A child must be beginning the process at home and be wearing a pull up that is easy to assist with the potty.
- We will not start the process at school.
- If your child is not actively working on potty training, please do not use a pull up as they are time consuming and difficult during the diaper changing process.
- **Children must be potty trained in the 3 and 4-year-old classrooms. If your child is not potty trained by the first day of school or has multiple accidents during a week, they will not be able to attend until they are completely potty trained. You can hold your spot by paying tuition each month until they are potty trained.**

Children in the two-year-old class who are not potty trained should bring at least two diapers or pull ups each day (or a sleeve of diapers to leave in the classroom) and donate a package of wipes for the class.

Diaper Rash cream will not be applied by teachers.

**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 will also be 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 this will be determined by the Director as needed. Refunds will not be made for days missed but days may be added to our school year calendar to make up if several days are lost.

### **Communication**

Creekside Christian Preschool and staff believe it is important to maintain open communication between the staff and parents. It is important for parents to be involved with their child's preschool experience.

Our Preschool provides:

- A website
- Arranged Parent-teacher conferences
- Daily class communication folders
- Email messages to parents
- Monthly newsletters

Any serious or more detailed concerns will be addressed in person or through email. Please make sure that your contact email is up to date in the office since this is our primary means of communication.

### **Volunteers/Visitors**

Volunteers are an important part of our program! If you would like to be a volunteer, please speak with our Director. Volunteers will undergo a background check and must sign in and out of the office. Visitors must report to preschool office to sign visitor log. Volunteers and Visitors will not be left unsupervised with children at any time and must sign 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 written note or email to the preschool if someone other than the regular person is picking up your child.**

The person picking up must show their ID to the Director. The Director must have their name on the transportation pick up form and a note of 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:** (When resumed in the school year)

1. Follow Drive through towards school in front of building from entrance in a single line.
2. Please have colored sign in the window to ensure staff members know which class your 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.

**If you choose to walk your child up instead of car line you must wait until the car line is finished. Staff cannot stop car line to bring sign in/out sheets to you.**

**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.**

**Please follow COVID policies for the beginning of the school year drop off and pick up.**

## **Attendance**

**If your child will be absent, please send an email or call the front office by 9:30am. 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 [preschool@creeksidechristian.com](mailto:preschool@creeksidechristian.com)**

### **Attendance Policy for VPK**

Creekside Christian Preschool will operate a VPK program for the required 540 hours during the 2020-2021 St Johns County school year.

Our VPK day is from 8:45 am to 12:30 pm 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 8:55 am daily and must participate until 12:30 pm. Drop off will begin at 8:35 am and teachers will go in by 8:55 am. 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 5<sup>th</sup> of each month 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.

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Parent Name(printed)

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Parent Signature

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Date