



# Parent Handbook

## 2023-2024

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Certified by FLOCS #51819



Welcome to Creekside Christian Preschool,

The staff here at CCP is extremely excited to welcome your family to our preschool program and share our ministry with you. Our Preschool is committed to educating and enriching the lives of children and families in a loving and Christian learning environment. We believe children should learn and grow in a Christ centered classroom with loving and caring teachers. We focus on the child's individual abilities using a hands-on curriculum and developmentally age-appropriate activities. 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.

Creekside Christian Preschool is accredited by the Florida League of Christian Schools (FLOCS) and exemplifies the superior educational environment set forth by the rigorous standards of this Christian organization. We strive to exceed expectations and work diligently with the state of Florida and FLOCS to provide an excellent learning environment for your family.

This handbook serves as a guideline for many questions parents may have about our program. Please read through the booklet and ask any questions you may have. We look forward to a wonderful school year.

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

Tanya Bagwell

Director

Creekside Christian Preschool

## **Creekside Christian Preschool Fees:**

**September 2023 to May 2024**

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

9:15 am to 1pm

Monday/Wednesday/Friday \$375/month

Tuesday/Thursday \$325/month

- Child must be 2 years old by March 30, 2023

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

9:15am to 1pm

Monday/Wednesday/Friday \$350/month

Tuesday/Thursday \$300/month

Monday through Friday \$625/month

- Child must be 3 years old by September 1, 2023 & toilet trained.

### **VPK**

Monday through Friday 9:15am to 1pm

- Child must be 4 years old by September 1, 2023

### **\$200 Nonrefundable Registration fee per child in the Older 2's and 3's classes**

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 have an unexpected move such as with the military or under special circumstances with prior notice.

### **\$200 VPK donation is requested to cover the extra expenses not covered by the voucher.**

A donation and wish list are available for our VPK program to assist with classroom items. There is also a VPK supply list for children to bring to meet the teacher days.

Tuition is paid from September 2023 to May 2024.

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

- Late Fee for tuition: \$25
- A 2<sup>nd</sup> child discount of 10% a month.
- A 3<sup>rd</sup> child attending at the same time will receive a 50% discount on tuition and no registration fee for that child.

**If a tuition paying family will be absent/leaving for more than 5 days in a row in a month, that family will need to continue to make payments of full tuition to hold their child's spot in the preschool.**

**A family must pay full tuition September - May to ensure their child's spot for the following school year.**

**All payments for tuition are paid online through Brightwheel.**

All fees must be current to register for the Fall 2024 school year.

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.

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

- Complete Creekside Christian Preschool registration form online
- Registration fee or VPK donation
- VPK Attendance form (VPK only)
- Copy of Birth Certificate (for proof of age)
- Immunization Form (blue form)
- In case of Exemption from Immunization, please provide the office with a Religious Exemption Immunization DH 681 Form.
- Physical form (yellow form)
- Signature page of Parent Handbook completed
- Emergency contact, treatment forms, & policy forms
- Distracted Driver Form
- Signed Influenza Form

**Immunization and Physical Form must be on the official, original, local health form and 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. Expiration dates on immunizations usually include a grace period, therefore, children will not be allowed to attend beyond the temporary or permanent date of expiration. These must be kept up to date throughout the school year and are the parent's responsibility.**

### **Non -Discrimination:**

Creekside Christian Preschool values each person as a unique creation of God. Creekside Christian Preschool shall admit students of any race, color, nationality, or ethnic origin.

## **Policies and Procedures:**

### **Withdrawal Policy:**

A written note/email must be submitted to the Director.

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

If you withdraw for the month of May and do not pay tuition your child's spot will not be guaranteed for the following school year.

### **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 taken 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 alternative 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 an 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 fails and a behavior problem becomes persistent and disruptive, it becomes necessary to involve the Directors, 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 at CCP 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.

### **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.
- Non-payment of fees.
- Persistent destructive, disrespectful, or hurtful behavior by a child or parent. This includes but is not limited to inappropriate language, inappropriate touching, biting, bullying and aggressive behavior.
- Safety Issues- 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 and without medication before bringing them to school. We will be closely monitoring children when they arrive and will ask parents to take them home or pick them up if they appear sick. If your child becomes sick during school hours and needs to be picked up, a parent or emergency contact will be called.

If a child becomes sick at school, the Director or 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 within 30 minutes. The child will remain in an isolated area from other children with supervision until the contact person arrives. Emergency contact information for parents and others should always be kept updated in a child's file.

If a child is sent home from school with a temperature or vomiting the child may not come back to school the following day.

**If your child has missed 3 or more school days, a Dr. note is needed to return to school.**

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

- Fever of 100 degree or higher within the last 24 hours
- Vomiting or Diarrhea
- New Loss of Taste/Smell
- Suspected or confirmed throat or sinus infections
- Undiagnosed skin rash
- Respiratory- breathing difficulties, wheezing or strong persistent cough causing the child to become flushed or red in the face, whooping cough.
- Red/watery eyes/eye discharge
- Colored nasal discharge- heavy or green nasal discharge. **(If your child suffers from allergies, please have a physician's note on file)**
- Has had any contact with someone with a confirmed diagnosis or is under investigation, or positive for Covid-19.

**Children shall not return to school until the symptoms of a communicable illness are no longer present and without medication or a written statement from a physician attesting that the child has been appropriately treated has been provided. Re-admittance to the following shall be:**

-Strep Throat: No sooner than 48 hours (2 days) after starting oral medication or 24 hours after injection.

-Impetigo: - (blisters covered with honey-colored crusts) At least 24 hours after the start of medication. If there is no improvement within 48 hours the child should be reassessed by the physician.

-Chicken Pox: - All lesions are dry and crusted

-Conjunctivitis “pink eye”: at least 24 hours after the start of medication and/or drainage present

-Lice or scabies: Following medical treatment. Nits must be removed.

-Pin Worms: Following medication treatment.

-Hepatitis: Physician’s statement required for re-admittance.

-Other symptoms that the preschool deems necessary.

A doctor’s note may be required before the child is allowed to return.

If you know or suspect your child has a contagious illness, it is expected to keep them home, take them to the Dr., and come back with a Dr. note.

Please report any diagnosis of Covid-19 or other contagious disease to the Director.

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.

**We Do Not Administer Medication.**

**If you have traveled at all, please contact the Director for instructions before returning to school.**

### **Medical Emergencies and Treatment:**

Creekside Christian Preschool teachers are CPR and First Aid certified. In the case of a medical emergency or serious injury, 911 will be called and parents will be notified as soon as possible. We will then follow the directions of EMS. EMS will decide which hospital the patient will go to.



- Parent will authorize Creekside Christian Preschool to seek medical treatment for the child.
- Parent will give authorization for the health facility or physician to provide medical treatment as necessary.
- Parent will be responsible for payment for medical services rendered.

## **Dress Code Policy:**

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.
- Please keep jewelry at home.

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!!**

Please do not allow your child to bring toys from home. These toys may get lost, broken, or create tension for your child when others want to share. We are not responsible for lost, misplaced, or broken items. Teachers will let families know when their class has show and share.

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 items they need to bring. Please check your child’s backpack & folder **daily**.

## **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 pull ups as they are time consuming and difficult during the diaper changing process.
- Children in the two-year-old class who are not potty trained should bring diapers or pull ups each day (or to leave in the classroom) and donate a package of wipes for the class.
- **Diaper Rash cream will not be applied by teachers.**

**Children must be potty trained in the 3 and 4-year-old classrooms. Children must come in underwear and not pull-ups. 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.**

In the event of a toileting accident, vomiting, and other emergencies that require bathing of a child the Director will call the parent for permission.

## **Snack/Lunch Policy:**

- Creekside Christian Preschool is a **Nut Free** Preschool!
- Food containers should be packed properly (ice packs to keep cool, silverware, napkin, etc.)
- Food items are not allowed to be refrigerated or heated by staff.
- Each teacher will decide on a lunch/snack time that suits their class. This will be posted on the daily schedule.
- Please make sure your child's name is clearly marked on his/her food container/lunch box.
- Students are encouraged to eat nutritious foods.

Due to the increasing prevalence of food allergies, **parents will send a non-refrigerated daily snack/lunch 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.**

If your child has a food allergy and/or food restrictions, please make sure their teachers and Directors are aware and have marked in the classroom and in their file.

An allergy list will be hung in every classroom.

**Choking hazard food not allowed: (Dept. of Children and Families rule)**

- **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 ONLY!**

**Make sure the water bottle is labeled with a child's first and last name every day!**

There are times when we have special events in the classroom that the teachers may ask for parent help to donate food items. Please watch for those requests and we will observe any food restrictions or allergies listed on the food permission forms.

- You are welcome to send in 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. **No Home baked snacks or prepared drinks are allowed.**

**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 and by a Director on the Brightweel app.

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.

In case of permanent closures, parents can pick up their child's personal belongings from the main church office located at 92 Life Spring Way, St Johns, FL 32259.

## **Volunteers/Visitors**

Volunteers are an important part of our program! If you would like to be a volunteer, please speak with our Directors. Volunteers will undergo a background check. Visitors must report to the preschool office to sign a visitor log and wear a visitor badge. Volunteers and Visitors will not be left unsupervised with children at any time and must sign an acknowledgment form.

## **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 primary means of communication during the school year will come from the Brightwheel app.** To communicate with your teacher, we also would like all families to use the Brightwheel app. If messages are sent after-hours, teachers will do their best to respond in a timely manner during work hours.

Our Preschool provides:

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

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.

The teachers are in their classrooms prior to the beginning of school for planning and preparation for the school day. If you need to speak with a teacher, please make an appointment with them.

A daily schedule will be posted by the entrance of each classroom for parents to see.

**CCP is a smoke free campus.**

## **Curriculum**

Children are taught by using a Bible-based curriculum developed by staff and using elements of WEE Learn and Links to Learning. Teachers post weekly lesson plans for parents to view and create a hands-on approach with developmentally appropriate activities and themed units. VPK classes cover all VPK Standards and more. Our three and five day a week students attend chapel on Wednesdays and Bible-based learning is incorporated into daily activities for every class.

## **Faculty**

Each preschool teacher has signed a statement of belief and meets or exceeds the state's preschool teacher qualifications. All staff have completed First Aid and CPR training and attend in-service training throughout the year. Our staff have all been background screened by the state and uphold abuse and neglect reporting requirements.

## **Drop off and pick up Procedures.**

**Please send an email or a message in Brightwheel if any changes need to be made for your child's drop off or pick up.**

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

The person picking up must show their ID to the Director or teacher. The Director must have their name on the transportation pick up form and the message 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.

## **Drop off (Walk-up):**

1. Parents must walk their child up and check them in using the Brightwheel App. There are many QR Codes to scan around the preschool.
2. Parents may walk their child up 5 minutes before their scheduled time for class when the teacher is out, and the door is open.
3. Child is considered late 10 min after scheduled class begins and will need to be brought to the office for drop off. The director will bring the child to their class.
4. The doors are locked for security purposes and the office phone number is posted on the preschool gate if you have any questions at that time.

It is very important for your child to be on time each day. If a child frequently arrives late, the Director will reach out to you to create a plan of action.

### **Pick up: (Walk up)**

1. Parents will walk up to the child's class when gates/doors are opened. Scan the QR Code using the Brightwheel app to check their child out.

**If you are more than 10 minutes late, you will be charged a \$10 late pick up fee (per child). This fee will be added to your Brightwheel Account that day.**

**If you need to pick up your child early, it must be done by 12:40pm. Please send a message through Brightwheel or call the preschool office that morning.**

**At dismissal parents/guardians assume full responsibility for their child. Children are no longer in the care of Creekside Christian Preschool even if you decide to remain on preschool or church property.**

### **Attendance:**

**If your child will be absent, please send a Brightwheel message, send an email or call the preschool office by 9:30am. Please do not send a text to teachers unless you have already let the office know first. We need to mark our attendance records and the teachers are busy focusing on the children in the class. You may also send a message 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 2023-2024 St Johns County school year.

Creekside Christian Preschool's VPK day is from 9:15am to 1 pm Monday through Friday.

**Attendance during instructional days is essential to success in kindergarten and is 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 9:20 am daily and must participate until 1 pm. Drop off will begin at 9:10 am and doors will be locked at 9:20am. Late arrivals are disruptive to the classroom and learning and must be checked in the preschool office.

Parents must call, email, or send a Brightwheel message to 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 on 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.**