

Dear Parents,

Welcome to South Jacksonville Presbyterian Preschool (SJPP)! For over 60 years, SJPP has been serving children from all religious, cultural and ethnic backgrounds. We proudly celebrate this long history of providing the highest quality educational experience for young children.

South Jacksonville Presbyterian Preschool is governed by an Advisory Board consisting of Church/preschool families and representatives of the preschool faculty. The established goals, as set forth by the Board, are designed to provide a loving environment focused on the educational, emotional, physical and spiritual development of your child. With these goals in mind, we continually strive to provide you with a preschool where your child is happy, has feelings of self-worth, is considerate of others, and loves to learn.

We at SJPP are delighted to have your family be a part of our historic institution. Our doors are always open to you anytime your child is present. We encourage and want you to be a part of your child's well-rounded development. Opportunities are available to volunteer in a classroom, sit on our Advisory Board, and be part of our fundraising committee, social committee, outreach committee, and community relations committee. These volunteer opportunities are essential to our preschool and all parents are encouraged to participate. We hope that you will find all pertinent information within this handbook; however, please do not hesitate to call or stop by in the event that you have a question.

We appreciate you giving us the privilege of working with your child.

South Jacksonville Presbyterian Preschool Staff & Preschool Advisory Board

South Jacksonville Presbyterian Preschool

2137 Hendricks Avenue
Jacksonville, Florida 32207-3309
Telephone: (904) 398-3727

Preschool Staff

Director: Karen Saltmarsh

Office Assistant: Beth Martin

Duck Teachers: Tabitha Galbreath & Katie Eliopolus

Ladybug Teachers: Kelly Rumbach & Wendi Orr

Owl Teachers: Christy Coates & Jenn Loeswick

Bumblebee Teachers: Becki de la Rionda & Jan Waggoner

Full Day Teacher: Amanda Doyle

Music Teacher: Kelly Rumbach

Librarian and PE Coach: Jenn Loeswick

Spanish Teacher: Marge Garcia

Chapel Teacher: Jennifer Crouch

Preschool Advisory Board

Pastor: Bruce Hedgepath
bruce.hedgepeth@sjaxpc.org

Director: Karen Saltmarsh
karen.saltmarsh@sjaxpc.org

President: Justin Ellis
justin@bellsouth.net

Treasurer: Catherine Norton
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Teacher Representative: Jenn Loeswick
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Parent Representative: Shanan Loe
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PURPOSE

Our desire and ability to establish a solid foundation on which our students can build their lives is the cornerstone of South Jacksonville Presbyterian Preschool. This cornerstone includes a well-defined purpose to provide a loving and friendly Christian atmosphere where a growing child's spiritual, social, mental, and physical needs can be nurtured and developed.

PHILOSOPHY

We recognize the importance of active learning. A child needs to be involved with the learning process and to discover for himself/herself. We provide experiences in chapel, language arts, science, nutrition/food, creative dramatics/movements, social studies, art, music, math, cognitive thinking, and gross & fine motor skills. Pre-reading and pre-writing skills are worked on daily. Each room is set up in learning centers: blocks, home living, manipulatives, art, library, water/sand table, dramatic play, and a science/discovery table. Skills learned in these centers are vital to a child's development.

SPIRITUAL GROWTH

Our Preschool's curriculum includes a weekly chapel program, which emphasizes some aspect of the Bible or of the Christian faith. Chapel is held on a weekly basis in the prayer Chapel with SJPC's Director of Children's Ministries, Jennifer Crouch. Additionally, we will help your child develop a habit of giving thanks through prayer.

All children and their families are invited to participate in the opportunities at South Jacksonville Presbyterian Church.

Sunday Worship Schedule

Contemporary Worship 9:00 AM

Sunday School for all ages 10:00 AM

Traditional Worship 11:00 AM

Nursery available 8:45 AM—12:00 PM

Other Church programs include:

- A music ministry which includes choirs for ages 4 through adult
- Bible Study
- Fellowship Dinners
- Senior Adult Ministry
- Junior and Senior High Youth Groups
- Vacation Bible School

- Wednesday Night Supper and Bible Study for ages 4+ (Nursery is available for children 3 and under)

PRESCHOOL ADMISSION REQUIREMENTS

1. The following forms are to be on file with the director:
 - A completed registration form accompanied by a \$115.00 registration fee. The registration fee is collected annually and is NONREFUNDABLE.
 - A current Health Exam Form (DH 3040) and a current Health Immunization Form (DH 680) signed by your child's doctor. These forms are to be filed within 10 days of enrollment.
 - Signed parental acknowledgment of our Discipline Policy.
 - A signed general permission form.
 - A (confidential) information sheet about your child.
 - Two completed emergency contact cards.
 - A completed emergency procedure form.
 - Signed form stating you've read and received the flu prevention brochure.
 - A signed statement that you have read and agree to abide by the preschool policies outlined in our preschool handbook.
 - First month's tuition and activity fee payable prior to first day of school.
2. Children entering pre-kindergarten must be 4 years of age prior to September 1st of the school year.
3. Children entering our **three year-old** program must be potty trained and must be 3 years of age prior to September 1st of the school year.
4. Children entering our two year-old program must be 2 years of age prior to September 1st.
5. Children entering our one year-old program must be one year of age and walking.
6. A one-time Activity Fee is due at the beginning of the school year. The fee schedule is as follows: \$100 for Ducks and Ladybugs; \$150.00 for Owls and Bumblebees.

SPECIAL NEEDS/ACCOMODATIONS

A child with special needs is a child who, because of his/her unique medical or developmental challenges has needs in addition to those of his/her peers. Parents should discuss any special needs of their child with the director, prior to enrollment. The staff will work with parents and other professionals, as necessary, and make every reasonable effort to accommodate special needs, given the preschool's existing resources and facilities.

If the preschool teachers/staff identify the potential for special needs on the part of a student:

- The preschool teachers/staff and parents/guardians of the student will work together, in partnership, for the benefit of the child and his/her education.
- It is the responsibility of the student's parents/guardians to follow the prescribed program which has been specified by the preschool, and agreed upon by the preschool teachers/staff and the parents/guardians.
- If a specified plan cannot be agreed upon by preschool teachers/staff and the parents/guardians, the preschool reserves the right to dismiss the child.

Ducks

Our Ducks class is in session Monday, Tuesday, Wednesday, Thursday, and Friday from 9:00 AM until 1:00 PM for one year olds. Our Ducks follow the same calendar as the preschool. A fee of \$10.00 will be charged for children picked up after 1:15 PM. NOTE: On four occasions Ducks will release at 11:00 AM. Please refer to the school calendar for early release days. Your teacher will provide you with a list of items to bring for your child. Please remember to label everything!

TUITION

Since our preschool is a nonprofit organization, fees cover only the expense of operating the program. An invoice will be sent home prior to or on the first of each month. Tuition is due and payable on the first of each month for the month. Tuition is due whether or not your child attends preschool. Tuition remains the same regardless of holidays or school closings. You may pay by check payable to South Jacksonville Presbyterian Preschool or SJPP. A late fee of \$25.00 will be added to your bill if tuition is not received by the 10th day of the month. A late fee of \$50 will be added to your bill for any payment received after the 30th of the month. If tuition payment falls behind by two months, the child will not be admitted into class until tuition is paid in full. There is a \$50 fee charged for any check returned unpaid by the bank.

Merchant services are available for paying your bill using either MasterCard or Visa credit cards. There is a convenience fee of \$10 that will be additional to your total if this service is used to pay your tuition balance or any other payments due.

The monthly tuition fees are as follows:

One Year (1 day)	\$85.00 (\$170, \$255, \$340, \$425)
Two Day Twos	T/TH \$195.00
Three Day Twos & Threes	MWF \$250.00
Five Day Twos, Threes & Fours	\$300.00
Full Day (all -inclusive 8:00-5:00)	\$700.00

A payment box is located in the preschool hallway. Any money turned into the director or dropped into the payment box must be in an envelope labeled with the child's name and the

purpose of the funds. **Please do not leave checks or cash on the director's desk.** Fees are due whether or not your child is in attendance. There will be no reduction in tuition for absences or school closings.

SCHOLARSHIP FUNDS

South Jacksonville Presbyterian Church and the Preschool have set aside scholarship funds, which are available for families who may have difficulty meeting the cost of tuition. Please see the director for more details and an application.

ARRIVAL

Our preschool program begins at 9:00 AM. Teachers will be in their classrooms and will receive children at 8:55 AM. **If your child arrives earlier, you will be charged our early drop-off fee.** Please use the parking lots during drop-off. Children need to cross the street with a parent/adult. The awning is reserved for those parents needing special assistance. Never drop off your child—you must make sure your child is in the care of one of the preschool staff.

If you need to speak with your child's teacher at length, please schedule a time for a conference. As teachers are responsible for their students during arrival and dismissal, drop off and pick up times are not appropriate for lengthy discussions.

DEPARTURE FOR THE MAIN PRESCHOOL BUILDING

Pick up is from 12:50-1:00 pm. A fee of \$10 will be charged for any child picked up after 1:15 pm. If you need assistance, please let the director know. We reserve the right to decline dismissal/pick up of a child to a parent or caregiver who appears intoxicated or impaired.

TRAFFIC FLOW

Due to the design of our parking lot, we have traffic challenges. The following procedures must be followed to ensure your child's safety. Please park in the paved parking lot. Please refrain from parking at the curb. When leaving preschool, please exit through the parking lot onto Mango Place. Thank you for your adherence to these procedures.

NON-PARENT PICK UP

A child will not be released to another individual without signed, written parental consent. If this authorized individual is not known by the preschool staff, we require identification and verification. A copy of identification will be placed in child's file. If another individual is picking up your child, they must have a car seat for your child.

EXTENDED DAY/EARLY MORNING DROP-OFF

We offer early morning and extended day for all ages Monday through Friday beginning at 8:00 AM for early morning and until 2:30pm for extended day. You may request a particular day or every day. You must reserve a space for your child in advance. Space is limited. The cost is \$4.00 per day for early morning and \$10 per day for extended day.

You will be billed for the days reserved. Payment is included with monthly tuition and is due the first of the month. Prepayment is nonrefundable and not transferable. If space is available, drop-ins are welcome. This fee will be billed on your next month's tuition.

WITHDRAWAL

Parents who wish to withdraw their child(ren) from the preschool must provide a two-week written notice to the director.

CLOTHING

Please dress your child in comfortable, washable clothing according to the season. He/she will be active and may get dirty. Play clothes are recommended.

All children enrolled in our Preschool need a complete change of clothes including shoes and socks (labeled) in case of an accident or spill. Please remember to change the outfit with the change of seasons. If we have to dress them in one of our outfits, please launder the clothing and return it. Also, be sure to label all sweaters, coats, hats, etc.

One year-olds and two year-olds need to have on hand at ALL times: diapers, wipes, a complete change of clothes (including socks and shoes) and several pairs of underwear, if training. Please make sure everything is labeled with your child's name.

SHOES

Athletic shoes worn with socks are preferred for all students. **No flip flops, Crocs, clogs or any other type of backless shoes are allowed.** Shoes with wheels are not allowed. Because we are trying to ensure safety for your child, please know your child will be sent home if these shoes are worn to school.

BACKPACKS

Backpacks are not permitted. Each child will be given a canvas bag at the beginning of the year to use for all their take home activities and correspondence.

FOOD

Parents are encouraged to send a dry snack for their child to be placed in the classroom snack basket located just outside your child's classroom. We will provide water to drink with your child's snack.

Please send a well-balanced lunch for your child. Do not send in foods which require preparation or cooking by the teachers. Please limit sweets and desserts as much as possible. Please include a beverage for your child. If a beverage is not provided, the preschool will provide water for your child.

It is very important that the preschool is aware of any allergies your child may have, whether to food or something else. Be sure to also inform your child's teacher of any allergies.

TELEVISION

Our three and four year-old classes have a smart TV which is used for educational purposes only. On special occasions, a movie may be shown in Harvin Hall, or an educational video used during Multi Culture or a special party or celebration. Parents will be notified prior to this occurrence.

TOYS

Please do not send toys from home unless requested by the teacher. They can easily get lost or broken. Guns, swords, or other toy weapons are not allowed at the preschool. A stuffed animal/blanket may be brought for comfort.

SICKNESS

Please keep your child home if there is any sign of illness such as: fever, vomiting, diarrhea, runny nose, or a significant green discharge from the nose, etc. A child must be free of fever or other signs of illness for 24 hours before he/she may return to school. Please call the preschool if your child becomes ill and will not be attending school.

If your child becomes ill or has two loose stools while at school, you will be called to pick him/her up. Please do so immediately. The preschool will not dispense any medication, unless a situation of absolute medical necessity arises and written instructions are on file.

Matters of absolute medical necessity will be determined on a case by case basis and with a recommendation from the child's physician.

Should your child be infested with head lice, initial and follow-up treatments are required. If re-infestation occurs, a statement from your doctor is required before the child can return to school.

Please ensure we have the best interests of each child in mind. Thank you for understanding and honoring our sickness policy

SAFETY/EMERGENCY INFORMATION

The safety of your child is our top priority. There is always a staff person on site trained in CPR and First Aid. Minor injuries will be treated as needed—scrapes, bruises, minor cuts, etc. An accident report will be filled out and will require a parent's signature. For accidents

needing further treatment, we will follow our emergency procedure form which each parent fills out and is on file in the director's office. It is very important that we have correct phone numbers on file. Please notify us of any changes.

PARENT EDUCATION

A goal of SJPP is to offer our parents information concerning early childhood education. The preschool has reference books, brochures and videotapes available for checkout. Please also check our Parent Information Center (located at the back of the hallway) for pamphlets, articles, and/or classes, available in the area.

PROGRESS REPORTS

You are welcome to schedule at any time throughout the year a time to talk with our teachers about your child's progress. A written evaluation of skills and development will be sent home in the fall and spring for all ages. A conference will be scheduled between parents and teachers in April or May.

CLASS PLACEMENT

South Jacksonville Presbyterian Preschool is committed to growth and development of all students, and recognizes that children grow and learn at different speeds and levels. Teachers conduct evaluations of students at least twice annually, to monitor each child's progress towards the preschool's goals for student growth and development. Teachers and the preschool director will make recommendations on a student's readiness to advance to the next class level. In some cases, the teachers and director may recommend that a student repeat a class level, when they believe it is in the best interest of the student. The preschool reserves the right to ultimately determine which class level is most appropriate for a child, and place the child accordingly.

DISCIPLINE POLICY

An optimal learning environment, characterized by respect for others, is essential for the success of each child. Children must demonstrate the ability to function successfully within groups, on a consistent basis. To this end, our preschool staff is trained to use **positive guidance** in the classrooms.

Our discipline policy is guided by the following principles:

- We will encourage behavior that respects the rights of the individual child, the group, and the adult.
- We will have consistent, clear rules that are explained to children and parents.
- We will try to anticipate behavior problems before they occur by providing a positive, nurturing environment in the classroom.

- We will seek to find the cause of undesirable behavior.
- We will redirect a child to a more appropriate activity.
- We will use time-out to help a child regain his/her self-control.
- We will maintain an open channel of communication between our staff and parents regarding your child's behavior.

The preschool director will discuss disciplinary issues with parents when necessary, and work to resolve such issues through conferences, interviews, and active communication.

DISMISSAL

Dismissal from the preschool is rare; however, SJPP reserves the right to immediately dismiss any child who presents a potential risk to the health or safety of other children or staff. Dismissal may also be the necessary option when students prove they cannot effectively function within group settings, and/or are disruptive to the learning environment.

FIELD TRIPS

Children 3 years of age and older will go on field trips relating to our units of study. You will be notified in advance of all scheduled trips.

Parents are expected to help furnish transportation and supervision. PLEASE DO NOT BRING OTHER CHILDREN ON OUR FIELD TRIPS. We need parents to be free to give all of their attention to supervising the children from the class. If you would like to help furnish transportation, please provide a copy of your driver's license (front and back) with an insurance card. You will be asked to complete a driver's log during each trip.

Every child will ride in either a child safety seat or booster seat. Children 3 years-old or under 40 pounds must be in a child safety seat.

SUMMER PROGRAM

Each summer the preschool has Summer Camp. We divide the Camp into sessions—a child may register for one or all sessions. There is no registration fee; however, you must pay for the session in full in order to secure your child's space. Summer Camp meets Tuesday, Wednesday, and Thursday, from 9:00 AM—1:00 PM for children ages 1 to 6 years-old. Each child brings a sack lunch along with a drink. The summer is full of fun games, theme days, and water play. Registration usually begins in March. Camps are filled on a first come, first served basis.

South Jacksonville Presbyterian Preschool does not discriminate on the basis of race, color, and/or national or ethnic origin in the admission of students or in the administration of its educational policies and scholarship program.

A Parent's Prayer

Oh, Heavenly Father, make me a better parent.

Teach me to understand my children, to listen patiently to what they have to say, and to answer all their questions kindly. Keep me from interrupting them or contradicting them.

Make me as courteous to them as I would have them be to me. Forbid that I should ever laugh at their mistakes, or resort to shame or ridicule when they displease me. May I never punish them for my own selfish satisfaction or to show my power.

Let me not tempt my child to lie or steal, and guide me hour by hour that I may demonstrate by all I say and do that honesty produces happiness. Reduce, I pray, the meanness in me and when I am out of sorts, help me, Oh Lord, to hold my tongue. May I ever be mindful that my children are children and I should not expect of them the judgment of adults.

Let me not rob them of the opportunity to wait on themselves and to make decisions. Bless me with the bigness to grant them all their reasonable requests, and the courage to deny them privileges I know will do them harm.

Make me fair and just and kind and fit me, Oh Lord, to be loved and respected and imitated by my children.