



First Presbyterian Eustis Preschool

First Presbyterian Church of Eustis

117 S. Center Street

Eustis, Florida 32726

352-602-7455

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Preschool Director

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COMPENDIUM: PLEASE KEEP FOR REFERENCE

EFFECTIVE: AUGUST 2018

HISTORY:

Welcome to First Presbyterian Eustis Preschool. The preschool was established by the Session of The First Presbyterian Church of Eustis (FPCE) in 2017. The Church is dedicated to providing affordable, quality early childhood education to the children in our community.

First Presbyterian Eustis Preschool operates under the guidance and leadership of the Church and its Session.

MISSION:

First Presbyterian Eustis Preschool is committed to providing a loving, safe and nurturing environment where each child will be encouraged to reach their full potential in all areas of development emotionally, socially, physically and intellectually. By encouraging self-motivated learning, creativity and independence our preschool program builds a solid foundation for a strong, future academic success in kindergarten.

Above all else, our desire for the children is for them to know Jesus. Through daily Chapel, Bible Stories, Bible verses, songs and prayers the children gain an understanding of the love of Jesus. Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

VISION:

To provide a safe and loving environment to nurture the development of:

- *The word of God and trust in the love of Jesus
- *Language, Math, Basic Skills, Science and STEAM (Science, Technology, Engineering, Art, Math) skills
- *Cognitive, social, emotional and physical growth
- *Creativity and imagination
- *Individual expression
- *Self-reliance and responsibility for one's actions
- *Compassion and acceptance
- *Encourage self-motivated learning to build an academic foundation for kindergarten

CURRICULUM:

Our curriculum is a combination of using Creative Curriculum and a teacher-created curriculum. We also follow the Florida Standards for four-year-olds. We provide children with a variety of hands-on learning experiences that are developmentally appropriate and encourage each child's individual interest while adhering to our theory that children learn best through play.

BENEFITS:

- *Acknowledgement of the diversity in children
- *Encouragement of each child's individual interests
- *Low teacher-child classroom ratios
- *Daily chapel, weekly Bible story and verse, weekly family chapel
- *Encouragement in the Fruits of the Spirit (love, joy, goodness, faithfulness, gentleness and self-control)

FEES & TUITION:

Fees and Tuition are set by the Session at First Presbyterian Church Eustis. Tuition is to be paid on the first day of the month, including August and December, and will be delinquent after the 10th of the month. Delinquent payments will be subjected to a \$25.00 late fee.

Registration Fee: \$50.00 Payment is due when submitting Registration Forms for enrollment.

Material Fee: \$150.00 Payment is due on or before June 1st or upon enrollment if enrolling after August 1st.

Morning Preschool Program: Monday - Friday, 8:30 - 12:00, \$300.00 per month, due on the 1st of each month (including August and December)

Siblings of enrolled children are eligible for a discount of one-fourth off the monthly tuition.

After Care Until 3:30:

3 set days per week: \$115.00 per month

5 days per week: \$175.00 per month

After Care Until 5:30:

3 set days per week: \$170.00 per month

5 days per week: \$260.00 per month

***Please Note: The 3:30 and/or 5:30 After Care Program is contingent on enrollment and is subject to cancellation.**

DISCIPLINE:

Children who attend First Presbyterian Eustis Preschool are welcomed in love. We teach, model and encourage the children to love one another. Children are expected to be kind, obedient, polite, and to respect each other's work, space, and person. We will not allow manifestations of anger, insolence or violence. We respect each parent's role and views on discipline with their child and feel we have set the following acceptable discipline measures:

- Talking it over amongst the children involved, eliciting an apology if needed
 - Verbal reprimand
 - Time in the "Thinking Chair"
 - We do not use spanking or any other forms of physical punishment
 - Asking the parents to work together with us to help with on-going concerns
 - All discipline methods permitted are age appropriate and constructive
 - **Please Note: Children will not be denied active play, food, toileting, or rest as punishment for misbehavior**
 - **After 3 parent conferences, if the concerns are not resolved, the child may be asked to leave First Presbyterian Eustis Preschool**
- * **PARENTS PLEASE NOTE:** Here at First Presbyterian Eustis Preschool we strive to have a loving environment between the children, parents and staff and we expect our parents to follow all our school rules and policies. Please remember, that not following all our school rules and policies will affect your child and we reserve the right to ask you to seek enrollment at another preschool.

EXPULSION:

Unfortunately, there are reasons we have to ask that a child be removed from our program either on short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

CALENDAR:

First Presbyterian Eustis Preschool is open to parents of enrolled children Monday - Friday from 8:30 a.m. to 5:30 p.m. We follow the same calendar as the Lake County Public School System. However, there may be a few exceptions, so please refer to your annual parent calendar for these exceptions.

Please Note: Our 3:30 and 5:30 After Care Program is contingent on enrollment and is subject to cancellation.

Please note: First Presbyterian Eustis Preschool reserves the right to stay open or close due to severe weather regardless of the decision made by the Lake County Public School System AND we reserve the right not to make up days for school closures.

ENROLLMENT:

Parents who want to enroll their child in First Presbyterian Eustis Preschool are urged to register their child as early as possible, to avoid being placed on a wait list. First Presbyterian Eustis Preschool does not discriminate on the basis of race, color, national or ethnic origin. Children must be fully potty-trained and must be 3 years of age on or before September 1st. If there are available openings, and your child misses the September 1st cut-off, they can begin in January if they turn 3 on or before January 1st and are fully potty trained.

All new entrants are taken on probation for the first few weeks. Please talk with us regarding any problems, questions or concerns that you may have with us. Do not hesitate to offer suggestions. The enrollment policy has been set as follows: Parish children come first; siblings of former students come second and then "first come, first serve."

WITHDRAWAL:

If you should decide to withdraw your child from the Preschool prior to the end of the school year, you will need to provide written notice 30 days in advance or assume responsibility for one month's tuition beyond un-notified withdrawal. We will refund you monies due to you regarding pre-paid tuition as well as returning your child's health records.

SNACK/LUNCH:

The children will be served a healthy morning snack and drink each day. The children staying in our "After Care Program" will be served a healthy afternoon snack and drink each day. If your child stays in our "After Care Program" they are to bring a lunch each day; the lunch should be packed in a lunch box with the child's name visible on the back. Each lunch box should contain a healthy lunch, drink, napkin, spoon or fork, if needed, and a cold pack to keep foods and drink cold. ***Please Note: We are unable to heat or prepare foods that you send.**

We promote healthy eating to the children. If you need ideas for a lunch packed with healthy choices you can go to www.MyPlate.com.

DROP OFF:

Each parent must sign their child in each morning at the "Check In/Check Out Station." Each parent is to have their child wash their hands in the restroom, before walking them to their assigned classroom.

PARENTS PLEASE NOTE:

- **Please have your child wash their hands in the restroom before entering their classroom**
- Please be sure a teacher has taken responsibility of your child before leaving the preschool.
- Please be aware and respectful that our morning preschool program begins promptly at 8:30. *Drop off times are: 8:30 - 8:45.
- The front and back gates and the preschool door will be locked after 8:45. If you are dropping off after this time, you will need to enter through the Church office and walk your child to their classroom. *This door stays locked so, you will need to knock or ring the doorbell, so office staff can open the door for you.
- Unless authorized by the Director, no children will be admitted to preschool after 10:00 a.m.
- Cell phone usage is NOT permitted during drop off
- Parent conferences should be scheduled through the Director via phone or email rather than impromptu conversations during arrival/pick up.

PICK UP:

Each parent must sign their child out at the end of their day at the "Check In/Check Out Station." If you are picking your child up at our 12:00, 3:30 or 5:30 p.m. pick up they are to be picked up in the "Main Common Room." Prompt pick up is expected at our 12:00, 3:30 and 5:30 pick up times. Late pick up will be subject to a late fee.

PARENTS PLEASE NOTE:

- Please be sure a teacher knows you have taken responsibility of your child before leaving the preschool.
- The front and back gates will be unlocked at 11:30, 3:00 and 5:00. If you are arriving prior to these times you can enter through the Church office and walk through to the preschool.
- Cell phone usage is NOT permitted during pick up.
- Please be aware of your child's scheduled pick up time. If you pick up 15 minutes past your scheduled time, you will be charged a fee of \$5.00 for every 15 minutes you are late. Late fee will be collected at that time/day.
- Parent Conferences should be scheduled through the Director, rather than impromptu conversations during pick up.
- **PARENTS: YOUR CHILD/CHILDREN WILL NOT BE RELEASED TO ANYONE THAT IS NOT ON THEIR AUTHORIZED PICK UP LIST. IF SOMEONE OTHER THAN AN AUTHORIZED PERSON IS PICKING YOUR CHILD/CHILDREN UP YOU MUST SEND IN A NOTE THAT IS DATED AND SIGNED GIVING US THE NEEDED INFORMATION ABOUT THE PERSON AND STATING YOUR PERMISSION FOR THAT PERSON TO REMOVE YOUR CHILD/CHILDREN FROM THE PRESCHOOL.**
- **FOR ANYONE ON YOUR CHILD'S AUTHORIZED LIST, PHOTO ID WILL BE REQUIRED WHEN THEY PICK UP YOUR CHILD/CHILDREN UP.**

TRANSPORTATION:

First Presbyterian Eustis Preschool does not provide transportation to or from preschool. Your child's transportation from preschool must be clearly defined. Your child is not allowed to leave preschool with anyone that is unknown to us without written and dated instruction from you.

PARKING:

For the safety of all children and families we ask that you please park in the parking lot located behind the FPCE Fellowship Hall, between Mary and Center Street.

- Park in marked spaces only, not alongside any curb, or the dirt/grassy area facing the yellow house as this is a private residence entrance
- Unless you have a Handicap sticker/window tag **DO NOT** park in the designated Handicap Parking Area
- Hold your child/children's hand when walking in the lot
- Refrain from cell phone usage in the parking lot and while you are walking children to and from the classrooms
- Never leave children unattended in a parked car

HEALTH FORMS:

State law requires each child to have current Physical Examination and Immunization form that is current, dated, listing up-to-date immunizations. The health forms must be signed by a licensed physician on file by the start of preschool. Updated forms must be submitted to your child's teacher within five days of their expiration.

MEDICINE:

With the exceptions of EPI Pens or medicine that your child needs for a diagnosed medical condition (other than typical childhood illnesses), we will not dispense of any medicines OTC or prescribed. In the event, we must store an EPI Pen here OR dispense any medically needed medicine a parent MUST provide the needed medicine in the original container with the original RX label attached to container. Parent or Guardian will also need to fill out a Medicine Release and Medicine Form giving us permission, list dosage, and times medicine is to be dispensed.

ILLNESS:

Please notify the preschool if your child is diagnosed with any communicable disease. Please do not send your child to preschool until they are healthy enough to participate in all preschool activities, including playing outdoors.

If your child becomes sick at preschool they will be placed in an isolated area away from other children. The parent of the sick child will be called and expected to be picked up within an hour.

PLEASE DO NOT SEND A CHILD TO PRESCHOOL WHO:

- has a fever or has had one within 24 hours
- has vomited or had diarrhea within 24 hours
- has a thick, colored nasal discharge
- has head lice
- is generally not him/herself or is within the contagious period of a communicable disease (such as strep throat, stomach flu, conjunctivitis/pink eye)
- Has a rash not diagnosed by a doctor

PLEASE KEEP A CHILD HOME UNTIL:

- **FEVER:** free of fever for 24 hours without using fever reducing medicine
- **VOMITING:** has not vomited in 24 hours
- **DIARRHEA:** diarrhea free for 24 hours without using anti-diarrhea medicine
- **LICE:** has had treatment and has no nits present
- **BACTERIAL INFECTIONS:** conjunctivitis/pink eye, strep throat, etc and has been on antibiotic for 24 hours, or if un-medicated, until infection has fully cleared.

PARENTS PLEASE NOTE: Director reserves the right to extend the stay home policy to a full 48 hours when high numbers of children are out due to the stomach flu.

ABSENCES:

On the day/days your child is absent from preschool you must call, text, or email the Director no later than 9:00 a.m. stating the reason your child is absent. This is a mandated DCF Policy.

AFTER CARE:

If your child stays in our After-Care Program full time, part-time, or as needed you will need to provide the following: nap mat (must be 2 inches thick), king sized pillow case (labeled with your child's name), and a small blanket (labeled with your child's name). If your child needs a special lovey to nap with, they may bring one from home, but it will be the parents responsibility to make sure it goes home each day to have for bedtime.

Your child's pillow case and blanket will go home every Friday to be laundered and must be returned every Monday morning

CLOTHING AND ACCESSORIES:

We want the children to have the freedom to explore and be creative, so we expect them to wear comfortable clothes and shoes. Sneakers are preferred. Sandals and flip flops are not allowed. Please send a pack back (labeled with your child's name) daily with a change of clothes in case of spills or potty accidents. Children are not allowed to bring toys, candy, gum or any sharp objects to school. **Weaponry is outlawed!** Please do not allow your child to bring toy guns, knives, etc., to preschool.

BIRTHDAYS:

We want each child to feel special on his/her birthday, so we encourage parents to provide a special treat for their child to share with their class. Parents can either come in to celebrate at a designated time or they can send the special treat the day of their child's birthday. Special treats can consist of cupcakes, brownies, cookies or doughnuts.

DUE TO FOOD ALLERGIES, we must ask that you **NOT** send in any treats that may contain peanuts or peanut butter. In an effort for children not to miss having special celebration treats, we ask that **IF** your child has an allergy to nuts, peanut butter, any other foods or is GF, to please send in special treats that are labeled with your child's name. The treats can be frozen and brought out for special celebrations.

If your child has a summer birthday, we will recognize it and celebrate their birthday during our End of the Year Party.

SPECIAL CELEBRATIONS:

We will have many holiday and special themed parties and events throughout our preschool year. Parents are encouraged to attend and help provide special treats for our planned parties and events. Each class will have a designated "Mommy Helper" or "Daddy Helper" who will help coordinate our party and event needs. We ask that you please cooperate with the designated helper who has this important responsibility.

WEB RELEASE/PHOTOS:

Every parent will be required to fill out a Web/Social Media Release giving permission OR not giving permission for their child's picture to be posted on the Preschool or Church's social media pages.

We encourage you to take pictures of your child at our events, but we must respect each parent's decision regarding the use of their child's picture on social media. Therefore, we ask that you please refrain from posting photos of preschool children other than your own child on line or any social media pages.

VISITATION:

First Presbyterian Eustis Preschool will strive to promote a smooth transition for your child's school experience. Therefore, we discourage visitation during the first six weeks of school. After this adjustment period, we ask that you consult with your child's teacher and/or the daily schedule to avoid disruptions during our small and large group learning activities. We value and encourage parent communication and involvement and recognize the importance of a cooperative environment between your home and our preschool.

DEVELOPMENTAL ASSESSMENT:

Each child will have three Developmental Assessments completed annually. The assessments are done in August, January and May. The children are briefly assessed on their skills in the areas of: oral language, early literacy, math, reasoning, gross motor, fine motor, and social development. The assessments are brief and conducted in a calm and fun environment.

Annual Parent-Teacher conferences are conducted after the mid-year (January) assessments have been completed.

CONFERENCES:

Annual Parent-Teacher conferences are conducted mid-year after the January Developmental Assessments have been completed. However, parents are encouraged to contact the Director with any concerns or questions prior to a scheduled conference.

If a conference with a teacher or the Director is desired, please call the preschool asking to speak with the Director regarding scheduling a conference.

PARENT REGISTRATION AGREEMENT:

1. I will pay the full tuition as indicated per the current schedule. Tuition is not subject to adjust due to illness or absence.
2. I agree that, if I should decide to withdraw my child from the Preschool prior to the end of the preschool year, I will provide a written notice 30 days in advance or assume responsibility for one month's tuition beyond un-notified withdrawal.
3. I will notify the preschool of any changes in address, phone numbers, emergency information, authorized persons picking up, or changes in family situations.
4. I must sign my child in and out each day on the sheet provided on the Parent Check In/Out Counter.
5. If an unauthorized person is to pick up my child, I will notify the preschool office. Person must present photo identification and know family ID number when arriving to pick up child.
6. I agree to call, text or email the Preschool Director with an explanation, as to why my child will be absent from preschool by 9:00 a.m.
7. Parents who pick their child up after our 12:00, 3:30 or 5:30 pick up/closing time will be charged a late pick-up fee. The fee is \$5.00 for the first fifteen (15) minutes and \$10.00 for each additional fifteen-minute (15) time period. If you know that you cannot make it on time, please make every effort to notify the staff. At fifteen (15) minutes past closing time, the staff will attempt to make contact using the names and numbers listed on the child's emergency contact form.
8. My child should be kept home if: they have a fever of 100.0 degrees or higher, diarrhea or vomiting in the previous twenty-four (24) hours or too sick to participate in our full program, including outside play due to a constant cough, wheezing, sneezing, and/or nasal discharge, or symptomatic of a communicable disease.
9. Section 65C-22.006(2), F.A.C., requires a current physical examination (Form 3040) and immunization records (Form 680 or 681) within 30 days of enrollment. I am responsible for keeping my child's health records, on file with the preschool, up to date.

10. The Director of the preschool has the right to request the withdrawal of a child at any time if it is deemed to be in the best interest of the preschool. In this event compensation will be made for prepaid tuition.

11. I agree to attend parent meetings and conferences. The preschool can best assist a child's development when communicating effectively with the child's teacher/Director.

FIRST PRESBYTERIAN CHURCH OF EUSTIS:

If you do not enjoy a Church home in this area, please accept our sincere invitation to join us for one of our three Sunday Services.

First Light: Simple, Traditional 8:30 am

The Crossing: Casual, Café-Style 10:00 am

Traditional: Classic, Traditional 11:00 am

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

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