

DATA CHECKLIST

In order for our records to be kept up to date and to ensure that they are complete, the following checklist is provided for your use. Please provide these items with your application.

1. _____ Application for admission
2. _____ Permission form/Waiver of liability
3. _____ Signed discipline agreement
4. _____ Birth Certificate
5. _____ HRS Immunization Form
6. _____ Student Health Examination from Doctor
7. _____ Registration Fee: \$75.00--This is a one time, non-refundable fee.
8. _____ Material Fee: \$75.00--This is a yearly (School-year) non-refundable fee. This covers the cost of workbooks, reading books, and teaching supplies used each year.

Thank you!

School Program: K3 & K4

Hours during the regular school year: Monday thru Friday, from 7:00 a.m. until 5:30 p.m.

Program Options:

| | | |
|-----------------------------------|------------------------------------|-------------------|
| Five (5) Full Day Monday - Friday | 7:00 am to as late as 5:30 p.m. - | \$120.00 per week |
| Five (5) Half-Day Monday - Friday | 7:00 am to as late as 12:30 p.m. - | \$80.00 per week |
| Three (3) Full Day – Mon/Wed/Fri | 7:00 a.m. to 5:30 p.m. - | \$75.00 per week |
| Three (3) Half-Day - Mon/Wed/Fri | 7:00 a.m. to 12:30 p.m. - | \$50.00 per week |

ENROLLMENT PROCESS

To initially enroll a student in First Presbyterian School, parents/guardians must submit:

- a completed, signed application
- original Florida Department of Health “blue form” (proof of immunization)
- original Florida Department of Health “Gold or Tan form” (proof of health exam in Florida)
- a completed, signed & notarized Permission form
- a non-refundable application fee of \$75.00
- a non-refundable material fee of \$75.00. This covers workbooks and academic materials that your child will use during one school year and is charged every year that your child is in our program.
- a signed Discipline policy form
- a copy of the student’s birth certificate

A completed immunization form (Florida Department of Health blue card), health form (tan or gold form), and a copy of the child’s birth certificate are required before a child can attend class. State law prohibits the enrollment of students without proper immunizations. First Presbyterian School requires that children enrolling for the first time have a physical exam in the state of Florida within six months prior to the start of school. Health/immunization forms are available from your physician or from the Health Department.

STATEMENT AND PURPOSE:

The First Presbyterian Church Early Education program has as its purpose to provide children with academic, social interaction, and spiritual instruction and learning experiences which are essential for progress and growth in beginning years of elementary school.

VISION STATEMENT:

The vision of First Presbyterian Church Early Education is to create for preschool children an exciting, developmental opportunity for growth: academically, socially, emotionally, and physically. The school envisions an education program for children which will ensure concerned parents of a safe and happy school which follows sound educational practices.

PHILOSOPHY:

The educational philosophy of First Presbyterian Church Early Education is to provide a program grounded in educational fundamentals. These fundamentals will provide students with a solid foundation, which will adequately support all future learning. This solid foundation involves the love of learning, academic inquisitiveness, the excitement of discovering new concepts and satisfaction in developing new skills.

Further, the educational program and the methods of instruction are dependent on the Bible. All viewpoints, background materials, and principals used in interpretation of facts are based upon the truth as revealed in the Bible. Following are the concepts upon which the school’s Christian education philosophy is based:

1. God is the creator and sustainer of all things and the source of all truth.
2. God has revealed Himself in a general way in His universe and in a specific way in the Holy Scripture.
3. The Christian is not to be conformed to the world but must recognize his responsibility and role as a reformer.

4. The home, the church, and the school should compliment each other, promoting each student's spiritual, academic, social, emotional, and physical growth.
5. The student's home, church, and school experience should be a preparation for life of fellowship with God, service to man, and love and honor to country.
6. The teacher stands in place of the parent when the child is at school.
7. God has given different abilities to each student: Teachers are charged with challenging each student within his/her abilities and teaching at the student's academic level.

GOALS:

1. Provide quality academic education in a safe, happy, Christian environment.
2. Provide children with an academic education based on the Biblical world and life view, maturity building activities, and emotional supports which meet the children's individual needs.
3. Provide a strong spiritual and patriotic base for students by teaching love of God and country.
4. Create and continue to enrich a sense of Christian and familial community among the families, the staff, and the Church membership.
5. Assist in building a strong working, caring relationship between parent and teacher.
6. Place academic concentration on education basics required according to age appropriate level.
7. Provide students with experiences in art and music for enrichment of their lives.

GOVERNANCE

1. The School shall be directed in all ways by the Session of the First Presbyterian Church and School administrators appointed by the Session.
2. The Director, staff, and parents shall work cooperatively to discover avenues for improving the school, solving on-site problems, planning for school growth, creating exciting adventures for the students, and organizing school/family/church common interest activities.

MEALS AND SNACKS

Parents are to provide a healthy lunch (food and beverage) for their children each day. An extra snack will be required for students staying past 12:30 p.m. Please label your child's lunch box.

CLOTHING

Dress should be appropriate for the season. All clothing, backpacks, lunch boxes, etc. should be labeled with your child's name. Please send a change of clothes in a zip-lock bag to keep at the school for emergency use if needed.

ILLNESS

First Presbyterian does not have facilities to care for sick children. Students who become ill at school are isolated and made as comfortable as possible while the parents are being notified and arrangements are made for pick-up. It is important that the school always knows where parents can be contacted. Children must be free of any contagious disease, fever without the use of medication to reduce fever, diarrhea, or vomiting for at least 24 hours before returning to school.

MEDICATION

Medication of no variety may be administered to the student without a written and signed permission document from both a doctor and a parent. Specific instructions for administering the medication must be included in the document. All medication to be administered **MUST** be in a **CURRENT** prescription bottle. Copies of medication permission form documents will be placed in the student's file.

BEHAVIOR

One of the objectives of this school is teaching social interaction and acceptable behavior commensurate with the child's age. Teachers will try to improve and correct any disruptive or aggressive behavior and may seek parental assistance to work toward acceptable conduct.

DISCIPLINE

Discipline is an essential expression of care and concern for enhancing the development of children. Christian discipline plays an important part in the development of the child and in the student/staff relationship. Christian discipline is properly defined as "loving control" and is used for correction rather than punishment. Limits are set and rules established for the benefit of each student as a member of the group. We firmly believe that enjoyable learning and constructive activities reduce discipline problems.

When the need for discipline arises, each offense will be dealt with according to the Scriptural methods of reproof, denial, or removal from the group ("time out"). If necessary, the child will be referred to the administrator and a conference may be held with the parents to determine further discipline or the possibility of withdrawal from school.

ATTENDANCE

We are a preschool, not a daycare. You may bring your child as early as 7:30 a.m. and we ask that all children are here prior to 8:30 a.m. which begins our daily academic teaching.

POTTY TRAINED

We only accept children who are three, four or five years old, and who have been completely potty trained to use the restroom on their own. We understand that there will be occasional 'accidents' and we ask that you provide a change of clothes to keep in your child's cubby for emergency use only. There is no changing facility in this classroom. If a child is not having success by the fifth week of school, the Director will evaluate the situation and conference with the family. In lieu of immediate withdrawal, we will offer a suspension period of two weeks so the child can concentrate on toilet training at home. A tuition break will not be granted during this time. Upon return to the preschool, we will evaluate the child's progress and meet with parents to discuss any further necessary action.

PRESCHOOL EMERGENCY/WEATHER POLICY

The preschool follows the lead of the Bay County Schools. Do as they do in the event of severe weather. If they close their schools for severe weather then the preschool will close. Part time preschool will reopen when Bay County Schools reopen. Listen to local radio stations and/or television news for a list of school closings.

In the event of school closings due to inclement weather, tuition amounts will not be adjusted or the school year extended until after one week of closing

THERE WILL BE ADDITIONAL SUPPLIES YOUR CHILD WILL NEED EACH YEAR
i.e. Nap Mat, pencil box, crayons, etc... Your child's teacher will furnish you with a list at the beginning of the school year.

**APPLICATION FOR ADMISSION
FIRST PRESBYTERIAN DAY SCHOOL**

Date of application: _____ Student will enter (circle): K3 K4
My Child will attend days MTWThF or MWF (*please circle one*) Full Day _____ Half Day _____

STUDENT INFORMATION

Last Name: _____ First: _____ Middle: _____
Date of Birth: _____ Gender(circle): Male Female Age: _____
Student Address: _____
City: _____ State _____ Zip _____ Phone: _____
City and State of Birth: _____

FAMILY INFORMATION

EMAIL ADDRESS: _____

Father's Full Name: _____

Address _____

Home Phone: _____ Cell Phone: _____

Employer: _____ Work Phone: _____

Mother's Full name: _____

Address _____

Home Phone: _____ Cell Phone: _____

Employer: _____ Work Phone: _____

Person responsible for billing: _____ SSN: _____ - _____ - _____

Email address: _____

Child resides with: _____ Both parents; _____ Father; _____ Mother; _____ Other (please explain)

EMERGENCY INFORMATION

Student's Physician: _____ Phone: _____

In an emergency Call:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

List any allergies your child has: _____

DISCIPLINE POLICY

When a child is having a difficult time following directions or treating others or equipment without respect, appropriate guidance is used. First “redirection” will be tried. If that does not work then we have “time out” for a period appropriate with the child’s age. If a child has constant problems behaving inappropriately, we will work with the parents to find ways to help the child. After attempts to correct the behavior and the child has not adjusted, removal from First Presbyterian Daycare Center is expected.

Your signature below indicates that you have read the above statement and agree the discipline policy set forth by First Presbyterian Early Education Center.

Student’s Name: _____

Parent’s Signature: _____

_____ Date

Helpful Information About Your Child:

Student's Name: _____

1. I agree to provide my child with a healthy daily lunch (food and beverage) and an afternoon snack.
2. I understand that if my child does not respond to authority of the teacher or is disruptive in the classroom I will be notified of such behavior. I further understand that if such behavior continues after such notification that my child may be dismissed from the school. **I have read and understand the discipline policy form included in this packet.**
3. I understand that my registration fee and material fee are non-refundable.
4. I give the First Presbyterian Day School Director or Teacher permission to give my child any prescribed medication on the occasion only that I bring a signed Doctor's note with the medication in a current prescription bottle to the Director or Teacher with directions. I will not hold First Presbyterian Day School, First Presbyterian Church, Director, or Teacher responsible for the results of medicine given.
5. Should my child become ill during the time he/she is in the care of First Presbyterian Day School Center, or suffer an accident of any character, the Day School Center shall undertake to contact me immediately and the staff of First Presbyterian Day School Center shall be authorized to secure such medical attention and care for the child as may be necessary. The parents shall assume full responsibility for payment.

Doctor's name: _____ Hospital preferred: _____

- Section 65C-22.006(2), F.A.C., requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24), **or**
Section 65C-20.11(2)(c)(1), F.A.C., requires that parent(s) receive a copy of the family day care home brochure, "Selecting A Family Day Care Home Provider" (CF/PI 175-28).
- Section 65C-22.006(3)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility, **or**
Section 65C-20.010(6)(c), F.A.C., requires that a written a copy of the family day care provider's discipline policy be available for review by the parent(s).

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate.

Father/Guardian Name (printed)

Mother/Guardian Name (printed)

Father/Guardian Signature date

Mother/Guardian Signature date

PERMISSION FORM

STUDENT'S NAME _____

I give only the following people permission to pick up my child from First Presbyterian Day School Center:

Name: _____

Address and Phone: _____

Relationship to Child: _____

Name: _____

Address and Phone: _____

Relationship to Child: _____

Name: _____

Address and Phone: _____

Relationship to Child: _____

Name: _____

Address and Phone: _____

Relationship to Child: _____

Parent's Signature: _____

Date: _____

Statement of Understanding Tuition and Fees

By signing the statement below, you are stating that you fully understand the tuition and fee policy of First Presbyterian Early Education Center.

TUITION AND FEES

First Presbyterian operates five (5) days a week, Monday through Friday, 7:30 a.m. to 5:30 p.m. Tuition is based on a weekly basis and is due payable in advance. Payments will be considered delinquent if not received prior to 5:30 p.m. Wednesday of the current week.

Registration Fee: \$75.00--This is a one time, non-refundable fee.

Material Fee: \$75.00--This is a **yearly (School-year)** non-refundable fee. This covers the cost of workbooks, reading books, and teaching supplies used each year.

Program Options and Weekly Tuition Cost

Five (5) Full Day Monday - Friday 7:00 am to as late as 5:30 p.m. - \$120.00 per week

Five (5) Half-Day Monday - Friday 7:00 am to as late as 12:30 p.m. - \$80.00 per week

Three (3) Full Day – Mon/Wed/Fri 7:00 a.m. to 5:30 p.m. - \$75.00 per week

Three (3) Half-Day - Mon/Wed/Fri 7:00 a.m. to 12:30 p.m.- \$50.00 per week

****Tuition payments are due by closing time on Wednesday of the current week my child is attending, a \$10.00 late fee per week can be charged if payment is late.**

****A \$25.00 fee will be charged for returned/NSF checks. Only cash payments will be accepted after a second returned check.**

The school day ends at 5:30 p.m. Any student not picked up by the closing hour is charged a Late Pick-Up Fee as follows: A \$5.00 fee will be charged for every ten minutes past 5:30 p.m. until the student is picked up. Example: Students picked up between 5:31 p.m. and 5:40 p.m. are charged an additional \$5.00 for each occurrence. Students picked up between 5:41 p.m. and 5:50 p.m. are charged an additional \$10.00 for each occurrence.

First Presbyterian School's expenses are borne by its participating families. If some are allowed to overlook payment, their responsibility falls unfairly on others. Therefore, it is necessary for the school to adhere to a strict payment policy. **Our fee schedule is based on our total program; therefore we do not offer reductions for illness, vacations, or holidays.**

Holidays and School Closings: We follow the Bay County School Board Calendar for Holidays. A yearly calendar with all school closing dates will be given to each family with a registered child. If Bay County Schools are closed due to inclement weather, we will also be closed.

Print Name

Signature

Date

First Presbyterian Early Education Center

Acknowledgement of Receipt
of the
'Know Your Child Care Facility' Brochure

Dear Preschool Parents,

Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24).

Your signature below indicates that you have received the above item and that the information on this enrollment form is accurate.

Name

Date

Parent's Role

- A parent's role in quality child care is vital:
- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
 - Know the facility's policies and procedures.
 - Communicate directly with caregivers.
 - Visit and observe the facility.
 - Participate in special activities, meetings, and conferences.
 - Talk to your child about their daily experiences in child care.
 - Arrange alternate care for their child when they are sick.
 - Familiarize yourself with the child care standards used to license the child care facility.



More information and free resources:

MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).
License Number: 23778
License Issued on 10/1/2015
License Expires on 09/30/2016
For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare

First Presbyterian Early Education Center is licensed through Association of Christian Schools International



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/P1 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.



Know Your Child Care Facility

MyFLFamilies.com/ChildCare

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

| Age of Child | Child: Teacher Ratio |
|-------------------|----------------------|
| Infant | 4:1 |
| 1 year old | 6:1 |
| 2 year old | 11:1 |
| 3 year old | 15:1 |
| 4 year old | 20:1 |
| 5 year old and up | 25:1 |

Health Related Requirements

- Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- Maintain accurate records that include:
 - Children's health examination/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equip with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.

Quality Environments

- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.
- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.



FOR ALL STUDENTS

First Presbyterian Early Education Center

PHOTO RELEASE FORM

Dear Preschool Parents,

Time to time photographs of our preschool program and children will be made to record events such as Christmas party, Graduation Program, Flag Day, etc., for educational, religious and publicity (website, brochures) purposes. These photographs will be representative of the enriching experiences offered to your child during the school year.

Please check your choice below:

_____ **I DO** give permission for my child to be photographed for use in educational, religious, nonprofit publications/presentations for First Presbyterian Early Education Center and First Presbyterian Church of Panama City. This permission is applicable for current as well as future projects for this school year (_____).

Fill in year

OR

_____ **I DO NOT** give permission for my child to be photographed for use in educational, nonprofit publications/presentations for First Presbyterian Early Education Center and First Presbyterian Church of Panama City. This permission is for current as well as future projects for this school year (_____).

Fill in year

Parent's Signature _____

Date _____