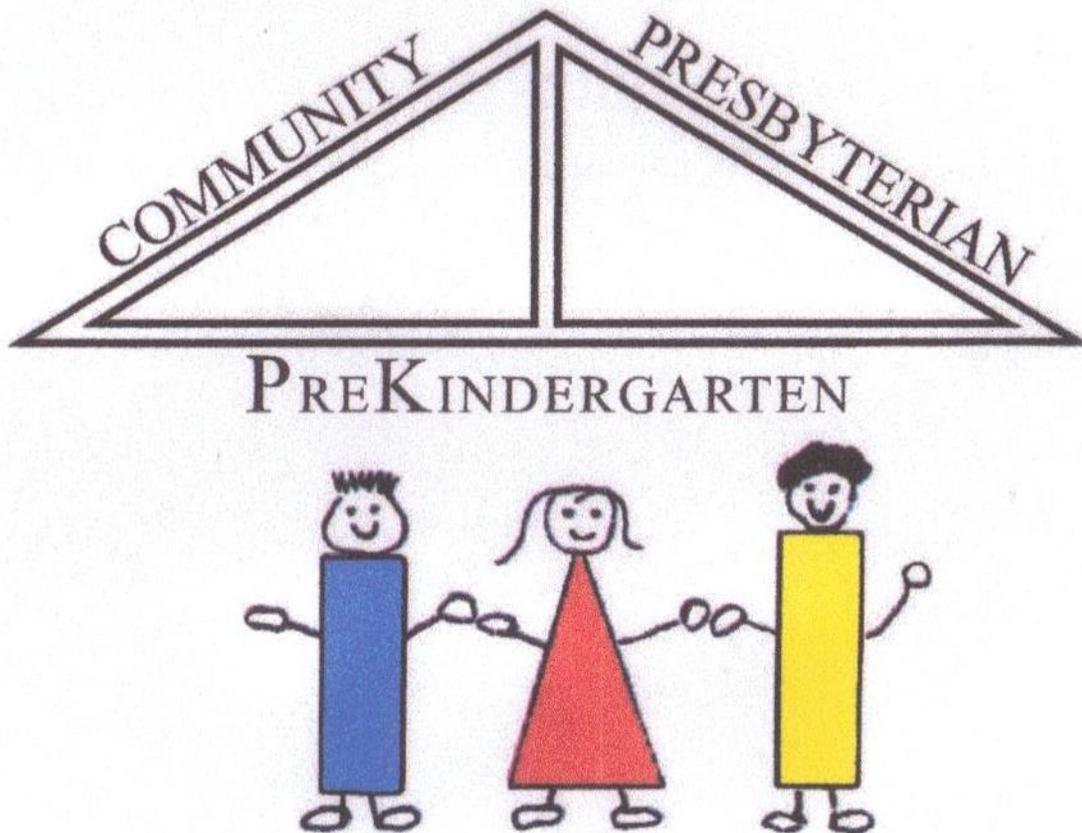


# Parent & Student Handbook



A ministry of Community Presbyterian Church  
Accredited by the Association of Christian Schools  
International



# Community Presbyterian Prekindergarten

Here after referred to as CPPK

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## **Statement of Faith of Community Presbyterian Church and CPPK**

We believe that the heavens and the earth were created by and are ruled by the Living God.

We believe that God demonstrated the depths of his love by sacrificing Jesus Christ, his only son, for the sins of the world. With Christ as our example, we believe that we too are called to love one another.

We believe that the Bible is the word of God and that the Holy Spirit dwells in those who believe through the name of Jesus Christ.

We believe that children are a gift of God and hold a special place in his creation.

We strive to live by Christ's words, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

### **Mission of CPPK**

The mission of Community Presbyterian Prekindergarten is to provide an atmosphere in which every child experiences the love of God (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 NIV) in a loving and secure learning environment in which they can grow spiritually, intellectually, socially, physically, and emotionally. "And Jesus grew in wisdom and stature, and in favor with God and man." Luke 2:52 NIV

CPPK shall maintain the highest quality at all times and lead the children through their beginning educational experiences in an environment of Christian love and devotion to Christ's commandments to "Love God," Mark 12:30, "Love your neighbor," Mark 12:31, and "Do to others as you would have them do to you," Luke 6:31.

### **Philosophy of Teaching and Learning**

- To provide a loving, Christ-centered environment and a social setting in which children can learn to embrace diversity and respect themselves and each other as unique children of God
- To provide developmentally appropriate, multisensory opportunities to facilitate self-confidence, independent thinking, and natural curiosity while learning across all domains at each individual's level through play and meaningful contextual experiences
- To provide a safe, nurturing, and stimulating environment that fosters meaningful relationships with each child and family

## **Vision of CPPK**

CPPK will be a leading preschool in our community, striving for a standard of excellence in its commitment to Christ, by utilizing teachers motivated toward professional growth and learning approaches that are biblically sound, developmentally appropriate, and socially engaging, in an environment that is loving, nurturing, secure, and promotes serving others.

## **Values of CPPK**

As a Ministry of Community Presbyterian Church  
CPPK upholds the defined Values of CPC.

### **Joyful Family Worship and Loving Church Home:**

As a ministry partner CPPK will encourage and support family involvement in the life of the Fellowship by sharing opportunities to participate and connect with the church body.

### **Compassionate Community Service:**

CPPK staff, children, and families will be invited to participate in community service projects alongside the church family. Children will be guided in understanding God's desire that we be kind, loving, and respectful of others through opportunities afforded to them to learn of service projects both local and worldwide.

### **Lifelong Spiritual Growth:**

Spiritual growth will be encouraged by helping children and families understand core beliefs-  
God loves each one and made them special.  
God loves all people and wants us to treat each other with love and kindness.  
God provides caring parents and other adults to help children grow and learn.  
Jesus was God's son. He lived on earth to help us understand God's love and plan for each one of us.

### Additionally, CPPK values **Educational Excellence:**

Our child- centered, play based curriculum allows children to make choices and understand the importance of making right decisions in a safe and healthy environment where they can explore and learn. Children will have the opportunity to develop the self-discipline they will need to become thoughtful productive adults.

Activities will be based on the development and understanding of the child, will allow for sequential growth, and will be flexible enough to challenge children to grow further.

Through this curriculum approach, children will develop a love of learning, good work ethics, and a love and respect of the world God created and those living in it. Learned at a young age, these lessons will be invaluable to each child in future academic settings.

## Expected Child & Family Outcomes

The aim of CPPK is to prepare children and their families for the coming years of formal schooling and community participation spiritually, physically, socio-emotionally, and cognitively.

### Families will...

Understand the importance of being the primary educator of their child and of participating in the educational process and will partner with the school in providing an enriched educational experience for their child.

### Children will...

#### Spiritual

- Understand that God is a loving God
- Understand that the Bible is a special book
- Use prayer to express their thoughts and needs to God
- Freely share about God, Jesus, and the Bible with others
- Have a desire to attend church
- Know God created the world
- Enjoy the process of moving from curiosity to satisfaction in a project because God delights in their work

#### Socio-emotional

- Value familial relationships and understand the importance of obeying parents and teachers
- Enjoy and initiate friendships with a variety of individuals
- Begin to learn the art of sharing
- Use language to express self, developing positive conflict resolution
- Develop self-confidence in self-initiated activities
- Begin to exhibit self-control
- Be comfortable participating in group activities and discussions

#### Intellectual

- Be able to engage with others in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate and question
- Initiate investigation because of carefully observing their surroundings
- Enjoy creative expression
- Understand math vocabulary, concepts, and directed activities
- Understand the importance and use of language in the environment
- Cultivate prewriting skills in the context of emergent literacy
- Be aware of different letter sounds

#### Physical

- Acquire and refine the fundamental movements of balance, movement, touch, and coordination
- Acquire and develop fine motor skills
- Recognize that their body is created by God, and they will take special responsibility to care for it

## **Developmental/Biblical Values-Based Curriculum**

This center embraces a DVB philosophy. The D represents the Developmental growth and learning stages of children. The B represents the Biblical concepts interwoven throughout the day in the lives of the children. The V represents the Value we place on your child and the Values we interweave through planned activities each day.

A Developmental/Biblical Values-Based Curriculum

### **OFFERS:**

Activities based on the developmental needs of the children in each class.

Teachers who love children and treat them with respect and dignity.

Activities which incorporate the moral/spiritual values of the Judeo/Christian faith, based on the development and understanding of the child.

Reinforcement of traditional family values and lifestyles.

### **TEACHES:**

God loves each one and made them special.

God loves all children and wants us to treat each other with love and kindness.

God provides parents and other caring adults to help children grow and learn.

Jesus was God's son. He lived on earth to help us understand God's love and plan for each one.

### **PROVIDES:**

Children the opportunities to make choices and to understand the importance of making right decisions.

An atmosphere where children can learn the self-disciplines they will need to become thoughtful, productive adults.

A safe, healthy environment where children can explore and learn.

Parents the assurance that their children will receive positive guidance from caring teachers.

### **ENCOURAGES:**

Honesty, integrity, truthfulness, accountability and responsibility.

A love of learning and good work ethics.

Children love and respect themselves, their parents, and others.

Children to develop a special relationship with the Lord based on their individual readiness.

### **DVB is inclusive of all races**

## **Curriculum**

CPPK uses *The Creative Curriculum* by Teaching Strategies. BIBLE by Purposeful Design presents daily opportunities for children to apply Bible truths to their lives. Teachers correlate stories and related Bible thoughts into their lesson plans. We also supplement the *WEE Learn Curriculum* for 2's through Pre-K. The Florida Early Learning and Developmental Standards Birth to Kindergarten are incorporated using purposeful planning to reflect the child's expected age-appropriate progress.

Through the combination of these curriculums and standards the program has a well-rounded framework for teaching that allows for learning in different modalities. Independence and child's choice are woven throughout the curriculum for building a strong desire for learning. These curriculums and standards are also conducive to promoting individual teaching styles while providing a Christian view of the world and the Creator that has provided it for us.

## **CPPK Code of Conduct: The Golden Rule Policy**

*"Do to others as you would have them do to you." Luke 6:31*

### **Goals:**

- To train all students in compassion, respect and care for self and others in alignment with Biblical teachings.
- To provide a safe, caring environment where students feel protected, valued, respected, and loved by faculty, staff, and students.
- To redirect students from inappropriate behavior and help them learn that their choices have an impact on themselves and others.

### **CPPK Discipline Policy**

CPPK empowers children by building a foundation of safety, connections, and problem-solving skills. When discipline issues occur, the teachers are trained to transform those situations into teachable moments. We equip the children with social-emotional and communication skills needed to manage themselves, resolve conflict, and develop healthy behavior. The teachers use positive language and specific examples to show what is expected and guide behaviors. Each classroom is equipped with a "quiet center" for children to go to as they choose or when redirected. Our CPPK discipline philosophy provides an atmosphere of caring, encouraging, and meaningful contributions that allow the child to feel a sense of belonging to our school and church family.

### **Redirection and Behavior Plan Process**

The regulation of student life and maintenance of personal and academic standards are in the hands of the school administration and faculty with oversight from the Prekindergarten Executive Committee and, ultimately, the Pastor as Head of Staff. School administration retains at all times the authority to determine who should be admitted and who should be allowed to continue at CPPK.

If parents/guardians and/or teachers have specific concerns with respect to a child's behavior, a parent/guardian-teacher conference will be scheduled to exchange information and ensure home/school cooperation to achieve success. Prayerful consideration, observations by another teacher and/or the director, referral to and cooperation with outside help agencies, and a timeline for implementing strategies are among the possible interventions that might be utilized. Cooperation between parents and CPPK staff is expected when dealing with guiding behavior and redirecting unacceptable actions. Our goal is to have every child achieve positive growth in all areas. With that aim in mind, we must work together to guide each child toward personal success.

At the discretion of the CPPK administration, probation, suspension, or expulsion may be used in cases of repeated violations of the Code of Conduct. In the event of any such action, the CPPK administration will determine the terms and length of each.

**Types of offenses including, but not limited to, the following:**

- a. Fighting
- b. Bullying
- c. Leaving campus without permission
- d. Disrespect/direct disobedience
- e. Abuse or defacing of property
- f. Stealing
- g. Harassment
- h. Abusive language/swearing

**Terms of Suspension**

- a. Any property defaced or destroyed must be replaced at full value, whether personal or school property.
- b. Suspended students may not attend or participate in any school function during the time of suspension.

Expulsion will occur in the event of repeated suspensions and/or at the discretion of the CPPK administration

**Anti-bullying Policy**

Pursuant to Florida Statute 1006.147, it is the policy of CPPK that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Accordingly, CPPK will not tolerate bullying or harassment against any student, employee, visitor, volunteer, or agent who works on school-related activities, subject to the control of school officials. This policy shall be interpreted and applied consistently with all applicable state and federal laws and employee collective bargaining agreements.

**Non-Discrimination Statement**

CPPK admits students of any race, color, national origin, sex, age, disability, sexual orientation, gender identity, religious affiliation, or any other factor protected by law to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

CPPK does not discriminate on the basis of race, color, national origin, sex, age, disability, sexual orientation, gender identity, religious affiliation, or any other factor protected by law in administration of its educational policies, admissions policies, and other school administered programs. Faith is not a factor in the admission process for students but is a daily part of life for students including participation in Biblically based activities as well as chapel services.

## **Student Assessment and Reports to Parents**

During the first 30 days of school every classroom team establishes a baseline for each student using a variety of age-appropriate tools. Some of the instruments utilized are the ASQ-3, The Florida Early Learning and Developmental Standards Birth to Kindergarten and the VPK Assessment Tool; however, this list is not inclusive nor is every tool employed in each classroom or for each student. Lesson planning reflects information collected so that each child experiences daily success, challenges, and opportunities to demonstrate competence of developmental milestones in all domains. Following the establishment of a student's baseline, the teaching staff continue to observe and record individual progress. Evidence of growth and development will be included in student portfolios.

The VPK assessment will be administered three times during the year to children enrolled in the VPK program. The VPK Assessment includes a progress monitoring measure in the areas of Print Knowledge, Phonological Awareness, Mathematics, and Oral Language/Vocabulary that are aligned with the Florida Early Learning Standards: Birth to Kindergarten.

Parent/Guardian-Teacher conferences are available any time throughout the year at the request of parents or CPPK staff. CPPK has established dates in the Fall and Spring of each school year to provide conference opportunities.

CPPK collaborates with public and private agencies to provide additional screening and evaluation whenever parents or teachers have concerns about a child's achievement and progress. After a parent/guardian- teacher conference to exchange information, referral to appropriate help agencies may follow.

## **Communication**

CPPK has an Open Door Policy. Parents and legal guardians are welcome at any time during the school day. To assure security and safety we require all visitors to present a photo ID. The director and the teaching staff are available to address your questions and concerns.

We encourage you to take the time to thoroughly read all materials sent home so we can best serve your family. You will receive a monthly school newsletter and calendar to keep you informed of news, special events and holidays. Be sure that we have an accurate e-mail address for you as we may choose to use that format for updates as well.

Please inform the CPPK office immediately when your contact information changes so that we can easily reach you in the event of an emergency need for your child.

The church monthly newsletter is available upon request. Teachers send home various communications as needed. Please check the folder in your child's school bag daily.

Please do your part to keep us informed. You can contact us by phone, email, or by placing a note in your child's folder. If there are unusual circumstances at home such as illness, a traveling parent, a late or restless night, for example, please let us know. Please note that drop off and pick up are busy times. If you need to talk to one of our staff at length, please call the school office during the school day. If possible, the director or staff member you need will speak with you then. If not, they will return your call in a timely manner or schedule a conference.

*Translations of CPPK communications are available upon request.*

## School Records

CPPK protects the confidentiality of your child's school records. Parents and legal guardians have access to all records in their own child's school file. These individuals may give written authorization to others for access to school records. School staff has access to the files of children in their care at school. Our licensing inspector from the Florida Department of Children and Families is legally permitted to review the Registration, School Entry Health, and Immunization Record form of each enrolled student. VPK monitors and auditors may review the VPK Eligibility and the Emergency Authorization Form, as well as signed copies of the CPPK Parent Information Sheet and the Attendance and Tardy Policy. Other access to school files is protected under HIPPA. CPPK takes cares to protect the privacy of each child and family.

CPPK scans and secures all student records in a cloud service. Student records include registration form, family Health and development form, required medical forms, questionnaires/assessments conducted and parent/teacher conference forms. All student records are kept for 7 years and then securely destroyed. In the event CPPK closes; all student records will be submitted to Community Presbyterian Church.

We are required to keep an up-to-date copy of your child's School Entry Health Form (HRS-H3040) and Immunization Record (Department of Health Form 680) on file. These can be obtained through any local clinic or your pediatrician. We require these for your child to begin school. Your child will not be admitted until these records are on file. Reminders are sent home 30 days prior to when temporary immunizations and/or physicals must be updated. Children with out-of-date forms will not be permitted to attend until the documents are current. **Please note that CPPK does accept Form DH681, Religious Exemption from Immunization, from families that choose not to immunize.**

The Emergency Authorization Form helps us contact you or your authorized representative in emergencies and permits us to seek urgent care for your child if needed. Children will not be allowed to start school without this form on file. Always notify us if there is a change in your address, telephone number, work information or any other emergency information. This form serves as your written permission to release your child to anyone other than parents and legal guardians.

Parents of VPK and School Readiness students must list all authorized signatures for VPK sign in and sign out on the Emergency Authorization Form. VPK auditors do not recognize the signature of anyone not listed on the form.

Please advise those on your emergency form that if they come to pick up your child and we are not familiar with them, we will ask for picture identification before releasing your child to them. This is for the safety of your child, not to inconvenience anyone.

## Attendance and Absence

Together school and families build a foundation of attitudes, habits, and skills that influence each child's future achievement. Timely attendance (arriving on time and staying for the entire class) during the scheduled instructional days of school is of utmost importance to the establishment of good habits, attitudes, and skills that contribute to success in the current school year as well as in those that follow. Please make every effort to have your child present on scheduled school days and on time.

Children who had surgery (in patient or outpatient), were hospitalized or required a doctor visit due to injury must have a doctor's release note to return to school. Children who have been absent due to illness but did not require a doctor's visit may return to school once child is symptom free for 24 hours and following our health policy.

### Late Arrival Policy

While we understand that it is occasionally unavoidable to be late, please make your best effort to have your child at school on time. Early activities provide time for socialization and "settling in" to class. This transition from home to school is an integral component of every school day. If your child is late, s/he misses opportunities for daily organization, catching up with friends, and one on one time with the teachers. S/he may feel "out of step" all day because s/he had to hit the door going at full speed. Habitual tardiness implies that school attendance is not important and contributes to attitudes toward school and punctuality that are less than desired.

### Early Withdrawal

The end of the class day is as important as the beginning. Wind down activities that summarize and reinforce concepts and skills from the day take place. Looking ahead to tomorrow's events builds enthusiasm and helps prepare a child for what comes next. We know that from time to time an appointment or emergency necessitates that your child must leave early; however, please make every effort to schedule your child's appointments outside of school times.

*Children who leave school early must be signed out in the school office prior to release from the classroom. When you must have your child early, you must come to the school office. Do not go directly to the classroom.*

### Staff to Children per Age Group Ratios

CPPK	ACSI	School Readiness	DCF
21-36 months 2:11 Students/class	1:6	1:11	1:11
Three-year-olds 2:12 students/class	1:6	1:15	1:15
Four-Year-olds 2:17 students/class	1:9	1:20	1:20

## Health Policy

Please keep your child home when he/she is sick. If a student becomes sick at school, he/she will be isolated from other children and a CPPK staff member will contact, you or one of your authorized emergency contacts to pick them up as soon as possible. "Sick" means a child ran a fever of 100 or more; vomited; had diarrhea, a rash, head lice (including nits), green or yellow nasal discharge, persistent cough, or any other symptoms of contagious disease within the past 24 hours. Children should return to school only after they are free of symptoms for 24 hours without the help of Tylenol, Motrin, or other nonprescription medication. Children diagnosed with specific illnesses must follow our health exposure timeframe on return.

## Health Outbreak Policy

Health outbreaks are based on the current community transmission level. Please see our Health Outbreak Operation and Procedures Policy.

- **Level Green:** Transmission level less than 15,
- **Level Orange:** Transmission level 15 or greater
- **Level Red:** CPPK is closed

Transmission rate determined weekly for Duval County utilizing the CDC COVID Data Tracker <https://covid.cdc.gov/covid-data-tracker/#county-view>

## Alcohol, Drug, and Weapon Policy

CPPK prohibits the possession and use of alcohol, illegal drugs, and weapons on our church/school campus. Smoking or other tobacco use is not permitted inside, on the playground, or in the parking lot. A designated smoking area is at the northwest back corner of the sanctuary where the youth building, sanctuary, and administration intersect under the covered sidewalk. This is the only place on the church/school campus where smoking is permitted.

## Medication

If your child requires medication at school, it must be in the original container with label, and you must fill out the appropriate medication form which is required by the Florida Department of Children and Families. Please do not put medication of any kind in your child's lunch box or school bag. Please note that even routine, over-the-counter items such as hand sanitizer, sunscreen, chap stick, and hand lotion are classified as medication in the preschool setting. They are not permitted in the direct possession of students. Hand the medication to a CPPK staff member so that we can keep it in our designated secure place and administer it according to your signed instructions. Even medication that is "changing hands" from caregiver to caregiver and does not require administration at school must be given to a staff member and stored in a secure place, not in a child's belongings.

## **Infectious Disease Timeframes**

**HEAD LICE:** For 2 weeks after your child has been potentially exposed to lice, check your child's hair and scalp for lice and/or nits (tiny, pearly white, egg shaped that stick to the hair). The best place to check is at the neckline and around the ears. Other symptoms include scratching head and complaints of an "itchy head". May return when they are nit free.

**STREP THROAT:** Fever, sore throat, and occasionally stomach pain. Sometimes this bacterium can also cause scarlet fever: Fever and sore throat, plus a fine red rash on the body. Rash commonly occurs on neck, chest, armpits, and/or groin area. Rash may feel like sandpaper. Symptoms may appear 1 to 5 days after exposure to the bacteria. May return after taking antibiotics for 48 hours.

**INFLUENZA (FLU):** Fever or feeling feverish/chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, fatigue (tiredness), some people may have vomiting and diarrhea, though this is more common in children than adults. Symptoms start 1 to 4 days after the virus enters the body. Most healthy adults may be able to infect other people beginning 1 day before symptoms develop and up to 5 to 7 days after becoming sick. Children may pass the virus for longer than 7 days. May return 5 days after diagnosis if taking prescription medication or 7 days after diagnosis if no prescription medication and must be symptom free for 24 hours.

**HAND, FOOT, AND MOUTH DISEASE:** Sore throat, fever, headache, runny nose, and/or cough, followed by blister-like lesions in the mouth, hands, and/or feet. Blisters in the mouth may be painful and make it difficult to eat and drink. Symptoms may appear 3 to 6 days after exposure to the virus. May return 7 days after symptoms appear and must be symptom free for 24 hours.

**FIFTH DISEASE:** Fever, headache, and/or sore throat. A rash on the face that looks like the child has been slapped on the cheeks typically appears 1 to 3 weeks after initial symptoms. A lacelike rash may follow on the rest of the body. Symptoms may appear 4 to 20 days after exposure to the virus. Child is contagious until rash appears. May return 24 hours after rash appears.

**IMPETIGO:** Red sores that quickly rupture, ooze for a few days, then crust over. The sores usually occur around the nose and mouth, but can quickly spread to other areas of the body. Treatment with antibiotics is recommended. May return 24 hours after treatment and when there are no open sores.

**PINK EYE:** Red or pink, itchy, painful, swollen, and/or watery eye(s). Yellow or green discharge may also be present. May be crusted shut in the morning and may affect one or both eyes. Symptoms may appear 1 to 12 days. May return after taking antibiotics for 24 hours or a note from physician that child is not contagious.

**CHICKEN POX:** A highly contagious disease caused by the varicella-zoster virus (VZV). It can cause an itchy, blister-like rash. The rash first appears on the chest, back, and face, and then spreads over the entire body, causing between 250 and 500 itchy blisters. May return 7 days after first outbreak and after all sores are scabbed over and not draining.

**HEPATITIS, IMPETIGO, MONONUCLEOSIS, SCABBIES, and WHOOPING COUGH:** All require treatment and a note from physician that child is no contagious.

**CORONAVIRUS DISEASE (COVID-19):** is an infectious disease caused by the SARS-CoV-2 virus. Most people infected with the virus will experience mild to moderate respiratory illness and recover without requiring special treatment. The virus can spread from an infected person's mouth or nose in small liquid particles when they cough, sneeze, speak, sing or breathe. May return 5 days after positive test and 24 hours symptom free.

## **Snack**

Children are required to bring their own snack from home each day. Please send in something your child will eat from 2 of the following food groups: Protein, Fruit, Vegetable, Grain, Dairy. Children will be served water to drink with their snack. Providing options from multiple food groups helps children to learn healthy eating habits. Please take note of any posted food allergies in the classroom and plan accordingly.

## **Allergies**

Parents/guardians must list allergies on the Family, Development & Health Information Form so that the staff is aware of foods and other triggers any child must avoid. CPPK staff makes every effort to protect children from their allergy triggers. A Master Allergy List is posted in the office, staff workroom and in each classroom.

If a student has a prescribed epi-pen, their parent/guardian is encouraged to provide one to leave at school. The parent/guardian must complete an approved medication form. The pen and completed form are placed in a zip bag labeled with the student's name, and kept out of children's reach, but in the specific area in which a student is located at all times. CPPK staff has in-service every fall in proper use of the epi-pen.

## **Accident, and Incident Reports**

Despite our best efforts at safety, children are sometimes hurt at school. We might attempt to notify you by phone, but we will not call every time we put on a bandage. However, an Accident Report will be completed to ensure your awareness of the incident. This form does require the signature of a parent or guardian. If we cannot reach you or one of your authorized emergency contacts designated on your child's emergency form and feel your child needs immediate medical attention, a CPPK staff member will accompany your child to care according to the Emergency Information and Medical Information Form on file. You will receive a copy of the Accident Report and the original is filed in your child's permanent folder for inspection by the Florida Department of Children and Families.

The CPPK staff is required to maintain current certification in First Aid and pediatric CPR.

Occasionally an incident of some sort occurs between students. A CPPK staff member will complete an Incident Report for each child involved to provide an explanation of the situation to the parents

## **Technology**

CPPK chooses not to have classroom computers or a computer laboratory for student use. Research indicates that the use of electronic media and technology should be limited to one to two hours daily during the preschool years. There are no monitors in classrooms as DVDs and other electronic media are not routinely a part of the CPPK curriculum. On the rare occasions that teachers use such to enhance a particular curricular component the technology is available in common areas.

## Dress

CPPK's required school uniform is a logo shirt. Two-year-old students should wear pants or bottoms with an elastic waist that is easy to get up and down to assist in successful diapering/toileting.

For safety reasons, please select shorts and pants that are free of drawstrings. Girls must wear shorts or bloomers underneath jumpers or skirts. In cold weather, a long sleeve shirt may be worn under a short sleeve logo shirt if you prefer not to buy long sleeve logo apparel. All children in PK3 and VPK classes must wear underwear, pull-ups are not permitted.

Closed toe, rubber soled shoes with straps, Velcro or laces and socks are the required footwear. Shoes must not emit sound or light. Slip-ons, clogs, Crocs, thongs, cleats, boots with heels greater than one inch, sandals, slides and platform shoes are prohibited because they are unsafe for running, climbing, and other active play. Shoes without socks easily rub blisters on tender feet, especially when some cypress chips sneak inside your shoes! Inappropriate foot attire will result in your child not being permitted to play on any climbing equipment to avoid a potential accident.

Shoes, outerwear and lunch boxes must not depict violent, rude or disrespectful characters or actions; nor advertise items inappropriate for young children. Please keep these guidelines in mind when purchasing these items for school use. If you are unsure, please ask for clarification before permitting your child to wear or bring the item in question.

Items with belts, buckles, difficult snaps, and zippers make timely and independent bathroom use a challenge. Please make sure that your child can manage his clothing in the bathroom on his own.

Watches, necklaces, bracelets and rings are prohibited. These items can easily catch on playground equipment and cause injury. They can also be broken or lost, causing concern. Please save these items for home and special occasions. If your child comes to school wearing these articles, we will remove them and return them to you. Post earrings and hoops less than one inch are permitted.

Children may not wear perfume or after shave to school due to student and staff allergies.

Outerwear does not have to be logo gear, but must not depict violent, rude or disrespectful characters or actions; nor advertise items inappropriate for young children. Please put your child's name on jackets, sweaters, sweatshirts and raincoats. Our changeable weather often causes morning outerwear to be unnecessary by play time. Your child will not always recognize or remember what he wore to school that morning.

Hair styles and hair ornaments must be functional and not distracting to students or staff. Fingernails must be neat and trimmed so that teachers can insure clean fingernails after messy play.

Children wearing apparel that does not meet the dress and safety code will have to change into appropriate clothing. Please help us avoid upsetting your child by adhering to the standards listed above. Habitual violations of the dress code require a parent conference with the director.

We do keep extra clothes on hand for accidents. If your child needs to borrow any of these, please launder and return them to school as soon as possible. Clothing placed in your child's school bag for emergency use must meet the dress code.

## **School Bags**

All children must have a logo school bag with name tag. This is the only way to bring and send items to school and home. School bags are available in the CPPK office.

A change of clothes in a Ziploc bag for emergencies and a sweater or sweatshirt labeled with your child's name may remain in the school bag. Clothing placed in your child's school bag for emergency use must meet the dress code.

Please check your child's bag daily, especially the folder inside. Empty it of important information and special items. Talk about what you find in the bag. That treasure and conversation is special to your child. It says you care about their day; that you value what they made and did at school.

## **Bathroom/Toilet Training**

Children enrolled in the two-year-old classes are not required to be toilet trained. These children may wear diapers, pull ups, or training pants, depending on their stage of development. The two-year-old classroom is equipped with a changing table as well as a preschool sized toilet to assist in toilet training for those students who are ready.

Three and four-year-old students should come to school in underpants, not pull ups or diapers and are expected to be fairly independent in the bathroom. These skills include your child being able to pull his/her own pants up and down as well as wiping and flushing unaided.

It is not uncommon for young children to have bathroom accidents at school. If your child has one a staff member will assist him/her to clean him/herself and put on fresh clothes. A second staff member will be in eye contact of the staff member directly assisting any student. CPPK provides extra clothes (except shoes) for students who do not have a change of clothes in their school bag. A student is never ridiculed or scolded for having a bathroom accident.

A Bathroom Report is completed and signed by the supervising adults, then placed in your child's folder so that you are aware that we helped them clean up and change clothes. It is not customary for us to call you to report a bathroom accident unless we feel the accident is due to illness (diarrhea).

While occasional accidents are understandable, if your child has repeated accidents, we will contact you to schedule a conference to address the issue.

## **Show and Tell/Personal Items**

Teachers will advise you in writing if and when it is your child's Show and Tell Day. For older preschoolers there is often a theme for the item. Please check with the school if you are uncertain about the schedule or theme. Show and Tell items may never be weapons or other materials that depict or portray violence, disrespect, or rudeness; nor advertise items or behavior inappropriate for young children. All personal items need to remain at home except for Extended Day resting "snugglies" and Show and Tell items.

## **Parties and Celebrations**

Birthdays will be recognized by the teachers and children during the school day. Please do not send outside treats or party favors. To avoid hurt feelings and misunderstandings invitations must include each student in the class. Distribution of invitations is at the discretion of each teacher.

Teachers will post a sign-up sheet for special events that require a special menu or treat. Please bring only the items requested and for which you have taken responsibility.

Our planning also considers children with allergies. An unexpected treat, while well-intentioned, might cause a health problem and is not permitted. It will be returned to you.

## **Family Resource Area**

The Family Resource Area, located in the foyer near the playground, has materials for your information and use. Check the bulletin boards and displays for updates and information of interest. A Prayer Box and Chatter Box are provided for your requests and input.

A library of books to read at home is also available there, each book may be checked out for one week at a time. This area will be open to families from 8:15-8:35 and 11:45- 12:15. Parents are asked to keep children in this area only, when utilized, so there is no disruption to the daily schedule of the school.

The maximum capacity for the space is 8. If the Resource Area is full, please stop by at another time.

## **Volunteers**

You are always welcome at school as an observer and/or a participant in a special activity. During the early weeks of school, we discourage visits as they disrupt the bonding of children to each other and their teachers, but there are many opportunities throughout the year for you to help-in the classroom, in a general way at school, or off the campus entirely.

Although CPPK has an Open Door Policy, most often it is best to arrange your visit at school with the teacher or director. Please do not bring siblings when you come to observe or assist. Make the time you spend at his/her school special for your child. In addition, it is difficult to focus on the children and task at hand while giving adequate supervision to younger children. Our classrooms and playground are set up for specific age groups and activities. Materials and equipment accessible to the children may not be safe and/or suitable for other youngsters.

## **Community Presbyterian Prekindergarten Committee**

Community Presbyterian Prekindergarten is governed by the CPPK committee. The CPPK committee oversees the continuing operation of CPPK and generally oversees the school's business affairs. The responsibilities include but are not limited to; making policy; acting on matters of personnel; establishing tuition and fees and promoting Christian education in the community and praying for the ministry of the school. The CPPK Committee is comprised of the Senior Pastor of Community Presbyterian Church, Christian Education Director, CPPK Director and 9 church members at large.

## Calendar

Detailed monthly calendars are included with the school newsletter September through May. Parent orientation and classroom visits are the week prior to the beginning of classes. VPK and three's teachers make short home visits by appointment the week before school begins.

We observe **most** of the same holidays and planning days as the Duval County schools during our school year. There are some differences, so check the CPPK calendar.

CPPK is closed for weather in accordance with Duval County Schools and National Weather Service advisory. If Duval County School is cancelled due to a weather emergency, CPPK is also cancelled. Weather make up days will be scheduled as needed to make up classes missed. You will be notified of make-up days as soon as they are determined. CPPK make up days might not coincide with Duval County Schools make up days.

## School Schedule

**Preschool:** Begins at 8:30 AM Dismisses at 11:45 AM

### Extended Day

Morning: Begins at 8:00 AM and Last drop off is 8:20 AM

Afternoon: Begins at 11:45 Dismisses at 1:15, 2:15 or/and ends promptly at 3:45 PM

## Parking

Please park in the marked spaces in the parking lot. **DO NOT PARK** along the curb next to the preschool building, the round-about near the CPC office, or the gazebo drive through. These areas are for **Emergency vehicles only**. Please abide by all AB City No parking signs along Sherry Drive and Sturdivant Avenue. We ask that you keep in mind, parking is limited and try to car pool to events held at CPPK and CPC.

## Drop-off and Pick-up

**While dropping off or picking up, NEVER leave any children unattended in your vehicle or your car engine running!**

Students must be escorted to their classroom by an adult. VPK parents/guardians please remember to sign in your first and last name using legible writing and noting the time.

For pick up, please wait outside walk to the designated door for your child's classroom. A staff member will deliver your child to you. Children are released to adults only. VPK parents/guardians please remember to sign out your first and last name using legible writing and noting the time.

Children who have not been picked up by 11:50 AM will join the appropriate Extended Day class and Extended Day charges will apply for the overtime.

For safety's sake, please be careful as you walk across the parking lot. Hold your child by the hand and be alert to cars as they arrive and leave. Please do not let children play unattended in the parking lot area while you visit with other parents.

## **Alternate Drop Off and Pick Up**

**Drop off** for all students is through the front door. Please stay in your car. From Sturdivant enter the paved lot from the east entrance. Turn north, then west to make a car line that moves east to west through the lot to the front door. Please stay in your car. Staff will be available to walk your child to class. After a staff member receives your child, continue to move west, then turn south and exit the paved lot through the west end of the lot, turning onto Sturdivant. Please stay in your car.

**Pick Up** for all students is through the front door. Please follow same instructions as alternate drop off

## **Severe Weather Warning Drop Off and Pick Up**

In cases of severe weather alerts and warnings (tornados, hurricanes, intense wind)

Listen/watch local weather media.

If Duval County Public Schools are closed, CPPK is closed.

Drop Off: **No drop off until warning is suspended.**

Pick Up: If a **severe weather warning**\_(not an alert or watch) is issued during the school day, students will be moved to a secure location on campus. For the safety of all, please **do not come to school until the warning is lifted**. Pick up is suspended and will not resume until the warning is lifted. We will not come to the door.

## **Other Emergency Plans**

Fire Station 55 and the Atlantic Beach Police have building diagrams. They are aware of the location of CPPK classrooms and other areas used by students. All CPPK classrooms have locking doors to the outside and hallways as well as window blinds. All solid doors have a peep hole that permits 180° vision to the hallway. CPPK staff members and parents will follow the directions of municipal disaster personnel concerning lock down, relocation, evacuation, and reunification. CPPK staff have emergency plans and drills to prepare for the various kinds of emergencies that might occur. Parents will be notified via established classroom phone trees if necessary. A written statement will be sent home with students if warranted. CPPK practices fire drills each month, severe weather once a year and lockdown drills twice a year.

## **Mandated Reporting of Suspicion or Concern of Child Abuse, Neglect, or Exploitation**

As professional educators, the CPPK staff is required by Florida law to report any suspicion or concern of child abuse, neglect, or exploitation to the Florida Abuse Hotline. Staff is required to annually review the information packet for professionally mandated reporters entitled Reporting: Abuse, Neglect, and Exploitation of Children and the accompanying reporting procedures

## Billing

All tuition and fees are billed through Smartcare. Each family will be registered with Smartcare at enrollment and emailed a sign-in request to the email they have on file. You may pay for fees and tuition by credit card, check or cash. Credit card payments are accessed a convenience fee automatically added in Smartcare. Checks are payable to CPPK. There is a box on the counter in the school reception area for your convenience in making payments. If you mail your payment to 150 Sherry Drive, Atlantic Beach, FL 32233 please clearly indicate on the envelope and your check that payment is for the school. Tuition will increase 2% or rounded to the nearest dollar annually every August 1.

## Fees and Tuition

Waiting List: \$25		Tuition: Due August 1 – April 1	
Registration Fee: \$125 annually		\$235.00/month T/R	2's & 3's
Supply Fees: Due May 1		\$310.00/month M/W/F	2's & 3's
\$100.00/year T/R	2's & 3's	\$435.00/month M - F	2's, 3's & Non-VPK
\$140.00/year M/W/F	2's & 3's		
\$160.00/year M - F	2's, 3's & 4's ED		

## Optional Extended Day Fees

<b>Daily:</b>			
\$5.00	8-8:30	Morning	(All Ages)
\$15.00	11:45-1:15	Clubs	(All Ages)
\$20.00	11:45-2:15		(3's & 4's only)
\$25.00	11:45-3:45	Resting	(3's & 4's only)

Extended day is billed each month as it is used and due the first of the following month.

10% discount on tuition and extended day fees of 2<sup>nd</sup> child attending  
Late fee of \$10 charged after the 10<sup>th</sup>.

## Past Due Balances

All balances are due the first of each month. If a balance remains on account after the 10<sup>th</sup> a \$10 late fee will be charged. Anyone with a past due balance after 30 days will have a conference with the director to discuss the situations and establish a payment schedule. Anyone with a past due balance on their account at 60 days will have another late fee assessed and will no longer be able to attend until their balance is paid in full. CPPK will hold the spot/s until 90 days, at which, if balance is not paid in full the child/ren will be released from the program. Those with a balance after 90 days will be responsible to pay it in full and CPPK has the right to turn all balances over to collections.

## **Penalty Fees**

A Penalty Fee of \$10 will be added to payments received after the 10th of the month. (Late Tuition payment plus late Extended Day payment equals \$20 in late fees.)

A Penalty Fee of \$15 will be charged for returned checks.

A Penalty Fee of \$10 per form will be assessed for required forms turned in late.

The Preschool Kindergarten Committee reserves the right to revoke enrollment and/or Extended Day privileges if tuition and/or Extended Day fees become in arrears.

## **Late Pick Up Policy & Fees**

Late pick up after 11:45AM (more than 5 minutes) results in Extended Day charges. The amount of the charge depends on the time you arrive at school. The minimum charge is equivalent to the fee of the first segment of Extended Day and charged as child is still with us for each additional extended day segment. Reduction or removal of Extended Day privileges/afternoon class pick up time will result for parents who are habitually (more than three times) late picking up their child after 3:45PM.

- A policy reminder is sent after the first late pick up.
- A conference with the director is required if you are late twice in a school year.
- Another conference and consequential action will result after the third late pick up in a school year.
- A late pick up fee payable the next school day is charged for late pick up at 3:45PM according to the following schedule:
  - \$10 for the first five (5) minutes late.
  - \$10 for each subsequent five (5) minutes late until 15 min. late.
  - \$20 for each additional five (5) minute increment.

## Extended Day

### Morning 8:00am

Please escort your child through the preschool office door and into the early morning classroom. VPK parents must sign their child into the daily attendance book. Children must eat breakfast before coming to morning Extended Day. Children must be dropped off by 8:20.

### Afternoon

- |           |             |                                       |
|-----------|-------------|---------------------------------------|
| • Lunch   | 11:45-12:30 | Lunch with friends in their classroom |
| •         | 12:30-1:15  | Clubs and Outdoor time dismissal      |
| •         | 1:15-2:15   | Centers, Story and Outdoor time       |
| • Resting | 1:45-3:00   | Rest on mats                          |
|           | 3:00-3:45   | Snack and Outdoor time                |

All extended day children will be released at classroom external doors.

Children staying for lunch must bring their own meal in a lunch box or bag that does not depict violent, rude or disrespectful characters or actions, nor advertise items inappropriate for young children.

Lunches must meet these guidelines:

- Milk, fruit juice or water (no high sugar punch or sodas) in an unbreakable container
- Fruit, protein, veggie, and carbohydrate
- Sweet treat, if included, in proportion to the rest of the meal

Carry in meals that meet the nutritional guidelines stated above are permitted with special permission from the director.

Children who rest may bring a small cuddle toy and/or blanket that fit in their school bag. We appreciate you not picking up preschoolers during rest time if possible. Extended Day ends promptly at 3:45PM. If you find yourself unavoidably delayed, please call us so that we can reassure your child that you are safe and on the way. Late charges will still apply. If you are not here and we have not heard from you, we will begin to call those on your emergency form at 4:00PM.

Anyone arriving repeatedly after 3:45PM (three times in a school year) must have a conference with the Director. Repeated late pick up may result in required earlier pick up or loss of Extended Day privileges.

## **Parent/Guardian Rights and Responsibilities**

Parents and guardians have the right to:

- Be treated respectfully by CPPK school staff, children and families.
- Confidential treatment of personal information.
- Receive CPPK policies and procedures in writing.
- Be informed regularly of their child's progress.
- Conference with the teaching staff and/or the director.
- Access their child's school records.
- Initiate a grievance procedure if not satisfied with initial resolution of a concern or problem.

Parents and guardians are responsible for:

- Reading and adhering to CPPK policies and procedures.
- Treating CPPK school staff, children and families with respect.
- Making every effort to have their child at school consistently and on time.
- Informing the office when more than fifteen (15) minutes late or picking up early.

## **Parent Grievances**

Depending on the nature of the issue, parent concerns and complaints are to be directed initially to the teacher, then to the director. If resolution is not accomplished, the Director will take the matter to the Preschool Kindergarten Committee. The parent may provide personal or written statement of the problem to the Committee. If the parent is not satisfied with the finding of the Committee, written notice may be made to CPC Session via the Christian Education Committee.