



225 Gospel Drive - Ponte Vedra Florida 32081
(904) 395-3764

Parent Handbook 2022 – 2023 School Year

Dear Parents,

We are so pleased to welcome your child to Waypoint Preschool. The school opened in 2016 and I became the Director in 2017. I have over 10 years of experience in early education and a passion for working with children. I look forward to having you as a part of our Waypoint family!

Waypoint Preschool exists as an outreach ministry of Waypoint Church. Our goal is to foster a life-long love of learning through a Godly worldview in a Christian environment. We are committed to nurturing children to be happy, empathetic individuals who are emotionally, socially and academically prepared to transition into Kindergarten. We embrace the individuality of each child. We nurture these differences through our class curriculum and daily activities that encourage curiosity, exploration and creativity.

We understand that this is an age of rapid cognitive, emotional, psychological and social growth, so we strive to create a learning environment that is rich in child-guided, teacher-facilitated activities. Our goal is for each child to build competence, confidence and social skills as they discover and learn about the world around them. We believe that every day of a child's life should be an opportunity for new learning experiences and discoveries of God's wonders!

The Waypoint Preschool handbook outlines the policies and procedures that govern our preschool so that your child will have a successful and fun learning experience. Waypoint Preschool does not discriminate regardless of race, creed, national origin or disability.

Please connect with us on the Waypoint Preschool Facebook page to follow all of our updates. I look forward to a fun-learning year ahead.

Sincerely,

Brian Durr

Waypoint Preschool Director

904.395.3764

brian@waypointchurchfl.com

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Preschool Hours

The Preschool hours of operation are:

Front Office – Mon - Fri 8:45am – 2:30p.m

Early Care - 8am - 9am

Advanced 2's – Tues/Thurs - 9am – 1 pm

3's M/W/F and Tues/Thurs – 9am – 1:15p.m

3's Extended Day – 1:15pm-2:15pm

3's Enrichment Thurs – 9am – 1:15pm

VPK Mon/Wed/Fri – 9am – 2:30pm

VPK Enrichment Tues – 9am – 2:30pm

VPK Enrichment Tues/Thurs – 9am – 2:30pm

TK (Transitional Kindergarten) Mon - Fri - 9am - 2:30pm

VPK & TK Extended Day - 2:30pm - 3:30pm

Tours of the preschool campus are scheduled for Tuesday mornings from 9:30am – 11:30am

Smoking

Waypoint Preschool is a smoke-free facility. No smoking is allowed on the premises at any time.

Holidays

Waypoint Preschool operates on the same holiday/days off schedule as the St. Johns County School Public District except for the first and last weeks of school. A copy of the school calendar will be provided at the beginning of each school year. Tuition does not change for weeks that include holidays or days off.

Security

All parents/legal guardians, visitors and guests must enter through the front lobby entrance to the preschool at all times. No one is permitted to enter the school campus through the gate between the church and the preschool. The front entrance is the one main access point to maintain the safety and security of all our students and staff members. The front entrance doors to the preschool will be unlocked from 8:45am to 9:15am, 1pm to 1:15pm and 2:15pm to 2:30pm. The front doors will remain locked at all other times.

Child Security Card - private 4-digit code – As an additional security measure, parents are required to complete a Child Safety Card (CSC) with a personal 4-digit code. This card is included in the Enrollment Packet. This personal code is for your child's safety and therefore, should only be shared with individuals on your approved pick-up list. Everyone needs to know their personal 4-digit code – (please remember to tell your spouse, partner or anyone over the age of 18yrs that you choose to authorize to pick up your child.) Any individual you want to pick-up your child must be on your CSC, must show a valid photo identification to Waypoint staff upon arrival and then the person must relay the 4-digit security code to the staff member. **YOU** must provide them with the 4-digit code prior to their arrival – the staff will not release your private information. The front desk personnel will maintain the original card in a secured location for office use only. A copy of the card will be provided to the teacher(s). Your code will remain confidential at all times.

Be sure that any and all authorized persons (including spouse/partner) are written on your approved pick up list and that they have a proper safety harness car seat when picking up your child/children.

Admission information

All students must have a completed Enrollment Packet and all required documents on file in order to attend the preschool. This includes but is not limited to Enrollment Forms, current Florida State Health and Immunization

Records, a signed Waypoint Preschool Parent/Legal Guardian Agreement and any addendum policies (Biting Policy, Potty Policy, VPK Attendance Policy, etc).

Contact Information

Parents/legal guardians MUST provide a current contact number, email address and mailing address to the preschool immediately upon enrollment. **All parents/legal guardians must be reachable by phone for emergency purposes at all times.** Your email address will be utilized to share communication between Waypoint staff and all parents. Please remember to inform the front office administration immediately of any changes.

Health Records

Florida State Law mandates that a current Physical and Immunization form or Exemption form (where applicable), are to be on file with the preschool within 30 days of the initial enrollment period – (first day of school). Any student that enrolls after the school year starts must provide the form **immediately** upon enrollment – **there is no grace period.**

It further states that upon expiration, an updated form must be submitted immediately to the preschool otherwise, the student is **NOT** permitted to attend school. All parents are responsible to provide current forms to the office. Waypoint Preschool staff is not responsible for lapse in forms. **Special note:** the parent/legal guardian must pay full tuition for the student during this absence.

- Immunization Form (Form 680 or 681, expires annually)
- School Health Entry form - Physical Examination (Form 3040 or 3105A, expires every two years)

Both medical forms are available from your pediatrician, family doctor or local health department.

Medication

Please inform the Director of any medication your child may be taking. A Medical Authorization Form (found on the reverse side of the Allergy Alert Form), must be completed and on file. It requires the signature of the parent/legal guardian and the pediatrician. Unless otherwise changed, the form will require updating annually for the child's duration at the preschool.

- Any medication to be administered at Waypoint Preschool must be in the original prescription bottle with the child's full legal name, child's picture and dosage/ instruction for administration. Please place all items in a clear zip lock bag properly labeled.
- The parent/legal guardian will be required to train the Director and Waypoint front office administration/staff on how to properly administer the medicine for their child.
- The child's primary physician must sign/seal the Medical Authorization form.
- Medication given to the Director will be stored in a secured location.
- A physician's note is required to alter the dosage.

Over the counter medication/laxatives

Please inform the teacher if you have given your child any over the counter medication/laxative that may cause drowsiness or an excessive need for the toilet. Please be aware that giving children medication or a laxative can negatively impact a child making it difficult for them to be present in class or function at their best.

Allergies/ Food/Texture Sensitivities or Medical Alert

Waypoint Preschool is not a nut free campus. Allergies will be handled on a room-to-room basis. Any child with an allergy must have an Allergy Alert form on file at the preschool. If there are any changes to medical condition(s) and/or allergies throughout the school year, a doctor's note must be provided. We recommend parents/legal

guardians of children with food allergies connect with their child's teacher at the start of the school year to leave an emergency snack that their child can consume while in the classroom.

Parents are required to notify the school/teacher of any food/texture sensitivities or medical conditions that may exist at the start of the school year or as they may develop.

Accidents or Emergency Care

All necessary measures will be taken to ensure the safety of all the children at all times. In case of an illness or accident while the child is at Waypoint Preschool and the child's parents/legal guardian cannot be reached, if the staff determines the child needs prompt medical attention, an ambulance/or the child's physician will be called.

In the event of an emergency, you grant Waypoint Preschool staff permission to administer care as it sees fit for the child's best interest in accordance with information you provided on the Enrollment Form. All medical expenses are the responsibility of the parent, including but not limited to ambulatory services, if necessary.

If there is an emergency requiring parents/legal guardians to pick up their children, Waypoint Preschool will send out a mass communication with the necessary information (email/Facebook posting).

Illness

An ill child should not be brought to the Waypoint Preschool campus. Should your child exhibit any of the symptoms listed below, they should not be in school:

- Fever over 100 degrees
- Vomiting
- Green or yellow runny nose
- Discharge in or around the eyes or ears
- Diarrhea
- Excessive coughing
- Questionable rash
- Any communicable disease (ex- but not limited to - chicken pox, head lice, body lice and/or nits, hand foot and mouth, strep throat, COVID-19 etc.)
- Special Note - Any child not in attendance for regular class instruction due to illness should not be brought to school for extra activities and/or events. (Ex: Trunk or Treat, holiday parties in the classroom etc).

COVID-19

Waypoint Preschool references the guidelines set forth by the State (CDC that are specific to preschools) and St. Johns County as it pertains to this pandemic.

Children and staff should stay home if they have any **one** of the following:

- 1) Fever 2) Shortness of Breath 3) Difficulty Breathing 4) Loss of taste or smell

or any **two** of the following:

- 1) Sore Throat 2) Muscle Aches 3) Chills 4) New or worsening cough
- Known exposure to anyone who has been diagnosed with COVID-19 within the past 14 days

The parent/legal guardian will be notified immediately if the Waypoint staff observes any of these above mentioned symptoms. If a child has had any of the abovementioned, they must be free of symptoms and any illness for **at least 24 hours** before returning to school. Parents/legal guardians will need to provide the front office administration with a doctor's note verifying the child's condition contagious or otherwise no longer exists or that a COVID test result is negative before returning to school. **These policies will be strictly enforced. If a note is not provided, the child will be sent home.**

All of our toys and surfaces are disinfected regularly so please, partner with us in keeping Waypoint Preschool healthy.

COVID-19 Case Management: *Notification to the preschool Director is mandatory in all cases.*

If a child or immediate family member of that child tests positive for COVID-19, the child will need to remain home in self-quarantine for 10 days. If a school employee tests positive for COVID-19, the employee will need to remain home in self-quarantine for the required timeline determined based on St. Johns County Health Department guidelines.

- There is currently no method to screen daily for asymptomatic infected people, so parents and teachers must be on the lookout for any signs that a child is “not themselves” and allow that child time at home to return to normal.

Return to School Policy:

- Children excluded for these symptoms should not return until they have either tested negative for COVID-19 or a medical evaluation determined that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat). In this latter case, the child can return once they have been fever free for a minimum of 24 hours without medication and written permission from their pediatrician has been provided.
- Children that require testing for COVID-19 will require a negative PCR (mouth or throat swab) test - those results need to be provided to the preschool or, if not tested, must complete the isolation criteria for COVID-19 to return to childcare.
- Children and staff who test positive for COVID-19 and persons with symptoms of COVID-19 (see above) who do not get tested should isolate until:
 - Ten (10) days have passed since symptoms started AND
 - Three (3) days (72 hours) have passed since last fever without taking medicine to reduce fever – AND
 - Overall improvement in symptoms.
- Those who test positive by a PCR (mouth or throat swab) test but do not have symptoms, will not be permitted to attend preschool until ten (10) days after the specimen was collected.
- The criteria above should be used to determine eligibility to return.

Sanitation and containment efforts:

- To limit potential exposure only 1 class at a time will be in the sanctuary during PE and Music, and during chapel service there will be class zones established.
- Daily essential items sent from home, (lunchbox, water bottle, jackets and backpacks), should be cleaned by parents/legal guardians daily.
- Only 1 parent/legal guardian will be permitted access to their child’s classroom under special circumstances as requested by their teacher. The parent/legal guardian is strongly encouraged to wear a facemask while on campus.
 - Birthday celebrations can still occur in the classroom however, only 1 parent/legal guardian will be permitted: siblings are not permitted.
 - All holiday celebrations and special events will be determined as the school year progresses.
- Additional deep cleaning services will be provided to increase the amount of sanitation that occurs regularly in each classroom and bathroom facility. During the course of the school day, the classrooms will be sanitized when the children exit allowing sufficient time for the room to air out and dry before the children return.
- Healthy habits such as covering a cough, washing hands, using hand sanitizer, and disinfecting frequently used surfaces will be practiced every day.
- Children at Waypoint Preschool are not required to wear masks. Any parent who wants their child to wear a mask must notify the teacher in writing.
- The Waypoint staff are not required to wear a mask.

Parents can help support our guidelines by practicing healthy habits, informing us of any illness, and keeping sick children at home.

Potential shut-down scenario, refunds:

- Should it be deemed necessary to shut down normal daily preschool operation, by order of the Governor, we will proceed as follows:
 - Online or virtual learning platform for our 2's, 3's, VPK and TK classes with supplemental learning packets.
- Refunds will not be issued unless the above services can no longer be provided. It is always a parent's/legal guardian's option to withdraw their child from school. A parent/legal guardian choosing to withdraw their child must comply with the withdrawal policy in the Waypoint Parent Handbook which states: If you wish to withdraw your child from Waypoint Preschool, a written, four-week advanced notice must be given to the Director. Parents/ legal guardians are responsible for payment through the end of the four-week notice. If four weeks' notice is not given, the parent/legal guardian must pay one extra month as the school works to fill the child's place. In addition, there will be a loss of priority placement for the upcoming school year. The child can be placed on the waiting list for the next year but only if requested by the parent.

**** Special note - The COVID-19 policy and procedures are subject to change as deemed necessary to meet compliance with CDC and St. Johns County Health Department regulations, guidelines and mandates.***

Arrival and Dismissal Procedures

Arrivals - General preschool hours are 9am to 2:30pm Monday through Friday. The sanctuary doors and front office doors will not open until 9am. All who arrive early will be asked to wait outside with the exception of children of volunteers or Waypoint Preschool staff. The morning drop-off window is from 9am - 9:15am to allow enough time for children to be settled into the classroom before class instruction begins. Anyone that arrives after 9:15am must walk their child into school by means of the front office. You will sign your child/children in upon arrival. Please respect these times so that the staff/teachers will be ready to properly greet the children upon arrival.

- ***Special Note - Early Care and Advanced 2's students will be dropped-off and picked-up at the front office. All other students will go through the sanctuary. All students in Afterschool Programs and Activities will be picked-up at the front office.***

Car Tag - The Waypoint Preschool car tag will be provided at the beginning of the school year. It should be in your possession at all times (upon arrival and pick-up – do not leave it with your child while your child is in school). It must be properly displayed in the front of the vehicle –hanging from the rearview mirror for easy visibility.

A child will not be released to anyone under the age of 18 years old, or anyone other than the parent/legal guardian or approved person(s) listed on the Child Safety Card. If there will be a change of pick –up, the parent/legal guardian must send an email communication or phone call to the Director, Front Office Administration and teacher at-least 1 hr prior to the release time. Please be sure you either speak to or receive an email confirmation back from a staff member prior to the pick up time. All individuals listed on the Child Security Card will need to provide a valid photo ID and your personal 4-digit security code upon arrival. (refer back to the Security section in the handbook).

Car/Golf Cart Line

- The morning drop off line will begin at 9am-daily, at the sanctuary.
- Everyone will be asked to pull all the way up to the 1st colored cone.
- It is very important that everyone is patient and they wait to let their child out until a staff member/approved parent volunteer comes to the car door/golf cart.
- Whenever possible, please make sure to pull forward when the vehicle in front of you leaves.

- To keep the line fluid, *please remain in the vehicle while in the line at all times* and let the staff member/approved parent volunteer help your child/children.
- The child will be escorted to their individual classroom.
- The child will be reminded to wash their hands with soap and water upon entering the classroom.
- For safety and convenience purposes children should be dismissed from the passenger side whenever feasible.
- Whenever possible, please make sure to pull forward when the vehicle in front of you leaves.
- Please be patient and **DO NOT PASS** the vehicle ahead of you in the line.
- Drive carefully and **PLEASE DO NOT SPEED.**
- **Please do not use your cell phone while in the car line.**
- During rainy or stormy weather, plan for extra time.
- Please account for enough time in the morning as many of the children are dropped off at the same time.

Bikers

- Please be sure to properly label your child's bike and helmet with their first and last name.
- **All bike riders are required to wear a helmet when on the preschool campus**
- All bike riders will go directly to the sanctuary doors – there will be a designated area to park the bike.
- Securely hang the helmet on the bike.
- You should keep the car tag in your possession - do not leave it on the bike while your child is in school.
- The child will then be escorted to their individual classroom.
- The child will be reminded to wash their hands with soap and water upon entering the classroom.

Walkers

- All children being walked to school must be walked down to the sanctuary - there will be a designated area to wait for assistance.
- You should keep the car tag in your possession - do not leave it with your child while your child is in school.
- The child will then be escorted to their individual classroom.
- The child will be reminded to wash their hands with soap and water upon entering the classroom.

Dismissal

All children in the 3's, VPK and TK classes will be dismissed from the sanctuary from their regular instructional classes. The Advanced 2's, Extended Day and After School Program students will be dismissed from the front office. The afternoon dismissal will have staggered times based on the end of the child's instructional day. **Reminder - Be sure that any and all authorized persons (including spouse/partner) are written on your approved pick-up list and Child Security Card and that they have a proper safety harness car seat when picking up your child/children.**

Car/Golf Cart Line

- Whenever possible, please make sure to pull forward when the vehicle in front of you leaves.
- To keep the line fluid, *please remain in the vehicle while in the line at all times* and let the staff member/approved parent volunteer help your child/children into the vehicle.
- To maintain safety children will enter from the passenger side.
- Please be patient and **DO NOT PASS** the vehicle ahead of you in the line.
- Drive carefully and **PLEASE DO NOT SPEED.**
- **Please Do not use your cell phone while in line.**

After your child is /children are safely sitting in their seat, slowly pull forward to a parking space then properly buckle and secure him/her/them. It is the responsibility of the adult picking up the child/children to make sure that the child/children is/are seated in the vehicle before they pull forward and properly secured before leaving the parking lot.

- Due to DCF regulations, we are unable to assist with seat belts.
- All children must be securely buckled in a car seat which is to be located in the back of the vehicle.

Bikers and Walkers Dismissal

Children being released will be held until such time as there is positive identification of the adult picking-up the child /children.

Pick-up Windows are as follows

Classes ending at 1pm: Pick up between 12:45pm and 1:00pm
 Classes ending at 1:15pm: Pick up between 1:00pm and 1:15pm
 Classes ending at 2:15pm: Pick up between 2:00pm and 2:15pm
 Classes ending at 2:30pm: Pick up between 2:15pm and 2:30pm
 Classes ending at 3:30pm: Pick up between 3:15pm and 3:30pm

Waypoint Preschool Extended Day Programs

3's - 2:15pm - 3:15pm - pick-up 3:05pm - 3:15pm
 VPK - 2:30pm - 3:30pm - pick-up 3:20pm - 3:30pm
 TK - 2:30pm - 3:30pm - pick-up 3:20pm - 3:30pm

Drop-off and Pick-up Notification Form - A Drop-off and Pick-up Notification Form must be completed and on file at the start of the school year. This information will allow the Waypoint staff to know the "regular" person dropping-off and picking-up your child. Any changes must be provided in writing to the front office administration.

Early /Change of Pick-up

If someone other than the primary parent/legal guardian is picking up your child/children – you must tell them your personal 4 digit code. They must present a valid photo ID and know the 4-digit code. Anyone not on the Child Security Card approved pick-up list or if the person does not have the code, they will be sent to the front office for verification purposes.

Should you need to pick up your child early or have a change of pick up, please do 1 of the following no later than 1 hour prior to your pickup window :

- Provide a handwritten note in your child's communication folder.
- Call the Waypoint Preschool Office - (904) 395-3764
- E-mail the office administration and Director brian@waypointchurchfl.com and tammy@waypointchurchfl.com (M,T,Th and F) or kristen@waypointchurchfl.com (W)

Please be sure you have spoken to a staff member or received an email acknowledging the change prior to arriving.

*** If proper advanced notification is not provided, the child/children will be released according to the standard dismissal procedures for car/golf cart line.**

Late Pick-Up

Children must be picked up on time every day. A late fee of \$1 per minute will be due upon pick up for tardiness. Repeated tardiness (more than twice per month) will incur a late fee of \$2 per minute. Please be on time.

If you anticipate being late, please call the front office (904) 395 – 3764 so we can inform your child's teacher. The late fee is still applicable.

Absences

Please contact us by phone (904) 395 – 3764 or by email if your child will be absent. This will prevent concern and enable teachers to plan the day accordingly. Fees are not prorated for non-attendance.

V.P.K. Attendance Policy – See addendum to the Parent Handbook - The state requires a parent/legal guardian acknowledgement and signature of each VPK student. In addition, VPK parents/legal guardians will be required to sign the Attendance Verification Form at the front office at the end of each month.

Withdrawal

If you wish to withdraw your child from Waypoint Preschool, a written, four-week advance notice must be given to the Director. You are responsible for payment through the end of your four-week notice. If four weeks' notice is not given, you will be required to pay one extra month's tuition as administration works to fill your child's place.

Dis-enrollment

We reserve the right to dis-enroll a child for the following reasons (but not limited to):

- Failure to comply with school policies as outlined in the Enrollment Packet and Parent Handbook including any and all addendums.
- Persistent destructive, disrespectful or hurtful behavior by a child or parent/legal guardian. This includes, but is not limited to, using inappropriate language, biting, hitting or causing physical harm by either bullying and/or aggressive behavior.
- Non-payment of fees: tuition, late fees, Extended Day, etc.
- Failure to attend for 5 days without communication to the Director.
- Failure to complete, sign and return school mandated or required forms.
- A child's inability to adjust to the program, for example: excessive crying or repeated attempts to run from the classroom, lack of participation, excessive potty accidents etc.
- Expired School Health Entry Form (aka-Physical) and/or Immunization form.

Any child who is not able to acclimate to the program within the first month of school, will be dis-enrolled from the program.

Monthly Tuition/Fees – applicable for all Advanced 2's, 3's, TK, Early Care, Extended Day and Enrichment Programs. (V.P.K. is a free program – State Funded paid via Voucher)

Registration Fee - An Annual, Non-Refundable, Registration Fee of \$290 for each child is due upon enrollment, excluding regular VPK classes. There is only 1 Registration Fee even if your child is enrolled in more than 1 preschool program in the course of the school year.

Discounts - A 5% tuition discount will be given for families with more than one child attending preschool - not applicable for siblings of a VPK Student. The discount will be applied to the child with the lowest monthly rate. In addition, a 5% discount is offered to any family that pays the full school year tuition in advance.

Supply Fee - An Annual - one time - Supply Fee of \$65 is required – per class. This fee is applicable to all enrolled classes excluding regular Free VPK class instruction.

All checks are made payable to **Waypoint Preschool**.

Program Information:

Early Care	2's 2 days wk	3's 2 Days wk	3's 3 Days wk	3's Enrich 1 day wk	Ext. Day	Free VPK M/W/F 3 days wk	VPK Enrich 1 day or 2 day wk	TK M-F 5 days wk
2 days-wk \$80/m	T/Th	T/Th	M/W/F	Thurs	2 days wk \$80/m	9am- 2:30pm	1 day -Tues 9am - 2:30pm \$200/m	9am - 2:30pm
3 days -wk \$100/m					3 days wk \$100/m			
4 days - wk \$120/m	9am – 1pm	9am – 1:15pm	9am – 1:15pm	9am - 1:15pm \$170/m	4 days wk \$120/m	State Funded	2 day T/Th 9am -2:30pm \$400/m	5 days wk \$810/m
5 days - wk \$130/m					5 days wk \$130/m			
	\$335/m	\$350/m	\$455/m			Voucher Paid		

Advanced 2's

This program operates on T/Th only from 9am – 1pm. It is for children who are 2 by March 1st and who are potty trained for a school setting.

3's Program

This program is offered on M/W/F or T/Th from 9am-1pm. Children must be 3 by September 1st of the current school year and potty trained.

3's Enrichment

The Enrichment program focuses on activities that will enhance the learning curriculum. This class is from 9am - 1:15pm on Thursdays - *only* and offers a hands-on learning approach focused on S.T.E.A.M. (Science, Technology, Engineering, Art and Math). The children will participate in various Science Experiments and get messy as they become little scientists.

Early Care and Extended Day Options

Waypoint offers Early Care and Extended Day opportunities for all students. Classes are filled on a first-come, first-served basis. This will be an additional hour of time where children will have a creative learn and play session. Sessions are based on the students class schedule of 2 day, 3 day, 4 day or 5 day.

Free VPK Program – (State Funded)

The Free Voluntary Pre-Kindergarten (VPK) is offered on M/W/F and is for children who are 4 years old by September 1st of the current school year. The parent/legal guardian must provide a Certificate of Eligibility issued by the State of Florida to receive free VPK (V.P.K. Voucher Certificate). The program is based on 540 instructional hours. There is a suggested Supply Fee of \$65. Children will not be able to repeat this program given the high demand and need to accommodate our current 3's.

VPK Enrichment

This program is for children who are currently enrolled in a regular class program and will be held from 9am to 2:30pm. We have two hands-on program options:

- Tuesday and Thursday: (Science, Spanish, American Sign Language, Artist/Author of the Month and Cooking.
- Tuesday only: STEAM (Science, Technology, Engineering, Art and Math)

* **Exception** – An outside student can enroll in the Enrichment program if space permits. An enrollment packet must be completed and there must be full compliance with all school policies and procedures.

Transitional Kindergarten – (TK)

This program is for children who are 5 years old that may not be developmentally ready for instructional kindergarten learning. The instructional days are M-F from 9am – 2:30p.m. and will include STEAM (Science, Technology, Engineering, Art and Math) based activities in addition to the planned academic TK curriculum.

Payment

Tuition fees are automatically deducted from your bank account on or about the 1st of every month. Please fill out the appropriate ACH form that is included in the Enrollment Packet for bank drafting details and return it to the front office for processing along with a voided check. Monthly tuition payment is paid over a 10-month period from August thru May of each school year.

Discipline Policy

1. The management technique to be used in any particular situation depends on the individual child. The staff is encouraged to:
 - a. Anticipate problems and provide intervention
 - b. Give gentle reminders and explanation of the rules
 - c. Redirect and offer choices
 - d. Be consistent and model appropriate behavior
 - e. Give hugs and caring
 - f. Provide quiet time (time out)
 - g. Discuss with parents
 - h. Escort the child to the Director/ the front office for discussion and quiet time
2. Discipline may not involve the following:
 - a. Withholding of meals, snacks or water
 - b. Denying rest or taking away of scheduled outside play
 - c. To use or threaten to use physical punishment
 - d. Ridicule or degrading
3. When necessary, the parent/legal guardian will be called in to discuss the problem with the teacher and the Director. A plan of action will be developed at that time.
4. If this is not successful, the child will be dis-enrolled from the program. Actions leading up to this would include (but are not limited to) repeated incidences of biting, hitting, disrespect, inappropriate language or any other action causing an unsafe environment for children and staff whether in the classroom, chapel or playground.

5. We will keep written reports of any serious discipline issue. A report will be in the child's file and a copy will be given to the child's parents/legal guardians upon request. The report will include the date, time, nature of the problem, Director's signature and ways that were worked to solve the issue.

Supplies / What to Bring - (the State mandate requires all of the students' personal items to be labeled with the child's full name)

- One full change of clothing including socks, under garments and sneakers, whenever possible, in a zip lock bag labeled with the first and last name of your child. These items will be left at school. Remember to change clothing depending on season/weather.
- Jacket or sweater – labeled
- Healthy lunch – lunch box - labeled
- Healthy snack – snack bag is provided by the teacher
- Water bottle – labeled

Please refrain from bringing personal items (stuffed animals, baby blankets etc) unless requested by the teacher or Director.

- ***Special Note - It is recommended that you apply sunscreen before the child arrives whenever necessary.***

Appropriate dress

Children should wear comfortable, washable clothing good for inside and outside play. Clothing should be easy on/off clothing until he/she is able to undress/dress independently. It is preferred that children have shorts or leggings worn under skirts or dresses for privacy.

As children may engage in messy projects, please avoid irreplaceable clothing. Shoes should be closed-toed with socks. Tennis shoes are preferred. ***NO Crocs or flip-flops.*** It is suggested to leave all extra accessories like rings, necklaces, sunglasses, watches etc. at home excluding items such as hairpins/hair ties or those specifically related to school themed activities and events.

Food and Snacks

Please refer to the Food Safety and Choking Prevention Tips information sheet included in the Enrollment Packet. Be sure to send in a healthy snack and lunch each day your child attends school.

- Snacks and lunch will be stored at room temperature. Please use an ice pack as you may need.
- Our staff is held responsible by the FL Department of Children and Families to ensure our students are eating healthy, nutritious food. We encourage you to send in a balanced, healthy snack and lunch.
- A non spill water bottle/sippy cup should be sent daily properly labeled with your child's full name.
- The teacher will provide a snack bag with your child's name at the beginning of the school year.

Toilet Training

- Children ***MUST*** be potty trained to attend Waypoint Preschool. If your child is not potty trained by the first day of school, they will not be able to attend until they are completely potty trained. You can "hold" your spot by paying tuition each month until they are potty trained. See the attached addendum dated October 2019 regarding the toilet policy.

Student/Teacher Ratio

We have adopted these ratios in order to provide your child with the best care and one-on-one attention. Our ratios are:

- Two's – one teacher for every 6 children.
- Three's – one teacher for every 8 children.
- VPK – one teacher for every 10 children.
- TK – one teacher for every 12 children
- Enrichment – one teacher for every 8 children.
- Ratios are subject to change at the discretion of the Board and/or Director.

Curriculum

The Waypoint Preschool curriculum has three components. It is based on High/Scope, a cognitively oriented curriculum based on key experiences using the child's senses and creativity in real life situations. High/Scope promotes open-ended experiences where children can utilize their intellectual and creative problem solving abilities in future learning tasks with an emphasis on early literacy. We also incorporate a program called "Handwriting Without Teachers" which enables teachers to help correct pencil grip and proper letter formation. The last component of our curriculum is The Bible. Each week a scripture verse and bible story will be included in the lesson plan. Music, P.E., library and chapel with our Director and/or Pastor will be offered as a resource each week.

Special Note – Subject to CDC COVID guidelines - Students in the Tuesday/Thursday program are welcomed to join in chapel service on Friday mornings.

Communication

During the course of the instructional school year, the teacher will keep you informed of classroom activities via email or Class Dojo postings. You will also receive weekly updates from the Director via email. In addition, information will be posted on the Waypoint Preschool Facebook.

Each day you should check your child's folder for additional information that may arise during the week.

Birthdays

Birthday celebrations can occur in the classroom however; only 1 parent/legal guardian will be permitted. The individual will be given a "Visitor's Pass" and be encouraged to wear a facemask while on the campus.

You may bring in store bought special treats however, please make sure the list of ingredients is included for those who have allergies. Please - no goody bags or party favors. ***For scheduling purposes, please make arrangements in advance with your child's teacher.***

Invitations to home parties will only be distributed at school if the entire class is invited. If that is not the case, please distribute outside of the school.

Volunteers/PTO/ Room Parent

We welcome parents/legal guardians to volunteer at Waypoint Preschool for certain events and in class activities. Please complete the PTO (Parent Teacher Organization) Membership Form or Room Parent Request Form and contact the front office administration for details during the course of the year.

Siblings

Unfortunately – until further notice siblings are not permitted.

Visiting Therapist

The Director must be notified immediately of any and all visiting therapist requests. A conference will be held with the Director, lead teacher and the parent/legal guardian to determine a course of action. When necessary, full compliance must be met with the Waypoint Preschool Visiting Therapist Policy and Procedure requirements. The information will be shared as needed on a case by case basis.

Custody or Domestic Matters

In situations where there is custody or domestic issues, the following will apply:

- The Director must be provided with the most recent certified copy of court order and any amendments to the order, i.e. custody order, restraining order, or a protection order from abuse for record purposes.
- The Director and all staff members will follow the orders of the court. Deviations from the court order will only be made if there are written instructions from the custodial parent/s (joint custody will require both parent signatures).
- If there is not a copy of a court order or a copy has not been provided to the Director then both parents will have equal access to their child. **By Law, Waypoint Preschool staff cannot deny access to a child from a parent without a written court order.**
- If there is a verbal or physical conflict, the police will be called immediately.

Waypoint Preschool Parent/Legal Guardian Agreement

I have read and understand the Waypoint Preschool Handbook and attached addendums. As such:

- I understand that I am responsible for paying tuition on public holidays and days my child is absent.
- I understand that I will be assessed any bank charges for any returned checks.
- I understand that children must be picked up on time and a late fee of \$1 per minute will apply; \$2 per minute for repeated tardiness.
- I understand and will comply with the Waypoint Preschool Policies and Procedures.

In addition, I agree to:

- Pay a non-refundable annual registration fee upon enrollment unless enrolled in the 3 day regular VPK class.
- Pay each month's tuition on or about the 1st day of each month via ACH processing.
- To give four weeks' notice if I intend to withdraw my child from Waypoint Preschool.
- To keep Waypoint Preschool updated with all my emergency contact information.

Furthermore, I agree to grant permission that my child/children (initial next to each):

_____ Can attend/participate in special visitor presentations at the preschool from outside approved vendors.

_____ Can be photographed for class projects, school newsletters, and related communication to parents.

_____ Can be photographed for Waypoint Preschool social media website, Waypoint Preschool Facebook page, and/or advertisement purposes.

_____ Can consume store bought food for events such as birthday parties, cooking in class, classroom parties, and/or snacks from the front office etc.

By signing this contract, I state that I have read, understand, and will comply with ALL policies and procedures as stated in the Waypoint Preschool Handbook and any addendums. I agree therefore, I am enrolling my child in Waypoint Preschool for the 2022 – 2023 school year. I understand that any breach of the policies or procedures in the Parent Handbook or any addendums may be grounds for dis-enrollment.

Acknowledgement by Parent/Legal Guardian:

Print Name: _____ **Signature:** _____ **Date:** _____

Parent Copy

School Year 2022-2023

Waypoint Preschool Parent/Legal Guardian Agreement

Print Child's Full Name: _____ **Grade:** _____

I have read and understand the Waypoint Preschool Handbook and attached addendums. As such:

- I understand that I am responsible for paying tuition on public holidays and days my child is absent.
- I understand that I will be assessed any bank charges for any returned checks.
- I understand that children must be picked up on time and a late fee of \$1 per minute will apply; \$2 per minute for repeated tardiness.
- I understand and will comply with the Waypoint Preschool Policies and Procedures.

In addition, I agree to:

- Pay a Non-Refundable Annual Registration Fee upon enrollment unless enrolled in 3-day VPK.
- Pay each month's tuition on or about the 1st day of each month via ACH processing.
- To give four weeks' notice if I intend to withdraw my child from Waypoint Preschool.
- To keep Waypoint Preschool updated with all my emergency contact information.

Furthermore, I agree to grant permission that my child/children (initial next to each):

_____ Can attend/participate in special visitor presentations at the preschool from outside approved vendors.

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_____ Can consume store bought food for events such as birthday parties, cooking in class, classroom parties, and/or snacks from the front office etc.

Special Notes/ Instructions: _____

By signing this contract, I state that I have read, understand, and will comply with ALL policies and procedures as stated in the Waypoint Preschool Handbook and any addendums. I agree therefore, I am enrolling my child in Waypoint Preschool for the 2022 – 2023 school year. I understand that any breach of the policies or procedures in the Parent Handbook or any addendums may be grounds for dis-enrollment.

Acknowledgement by Parent/Legal Guardian:

Print Name: _____ **Signature:** _____ **Date:** _____