

Parent Handbook



Allison Lee, Director
Brad Clayton, Pastor



Make it a Faith Preschool Day!
2025-2026

Pastor's Message

Dear Parents,

Welcome back to school! We are so thankful that your child will be a part of Faith Preschool this year. At Faith Presbyterian Church we are very proud of our preschool because it has served the community of Tallahassee for over 60 years. We have another exciting year ahead of us. Our church is committed to doing all that we can to make this another joyful year at Faith Preschool. I am so proud of our team, from our director, Allison Lee, to all of our teachers who love your children with all of their heart. Our children and our parents are the most important part of that team because you make our school special. Even if you are not a member of our church, we consider you a part of the Faith Family. Don't hesitate to reach out to me if you need anything. I look forward to another wonderful year.

Grace and peace,

Brad Clayton
Pastor, Faith Presbyterian Church

Director's Message

Dear Wonderful Preschool Parents,

Welcome back to Faith Preschool and Kindergarten! It is an honor and privilege to serve you and your child here at our school. You are a special part of our Faith family and we are looking forward to another great year!

We are dedicated to providing high quality early childhood education in a safe and nurturing environment. My door is always open and I encourage you to stop by and let me know if there is anything I can do to help you and your child have a successful year.

Thank you for entrusting us with the care and schooling of your child during these early and influential years. Learning begins and ends in the home and we are here to support you along this journey. Our loving teachers are dedicated to doing what’s best for you and your child. We consider you an integral partner of our school family and thank you for your love and support.

Sincerely,

Allison Lee
School Director
(850) 385-0725
allison@faithpcusa.org

“Rejoice always, pray continually, give thanks in all circumstances; for this is God’s will for you in Christ Jesus.”
1 Thessalonians 5:16-18

2025-2026
Faith Presbyterian Church Preschool Staff
850-385-0725
School Email: faithpreschool@faithpcusa.org
<http://www.faithpreschooltally.org>

Administration
Allison Lee, Director
Erin Mello, Administrative Assistant, Afterschool Coordinator
Brad Clayton, Pastor
Special Areas
Barbara Santiago, Music
Meghan M. Wilkey, M.S.,CCC/SLP Speech Language Therapist
Two-Year-Olds
Olivia Curry
Karin Marsh
Kati Simmons
Heather Phillips
Three-Year-Olds
Austin Banyas

Karly Jacobs
Gaynell Larkin
Chandler Lauren
Pre-K
Rebecca Huddleston
Lisa Cherry
Kayna Newman
Tammy Poucher
Meghan Whitney
Dawn Vazquez
Kindergarten
Teresa Hamrick
Jen McConnaughay
Support Staff + Afterschool
Eden Robinson, Skylar Russell, Hannah Williams, Ava Wright
Mr. Rich, Mr. Jerome, Facilities Coordinator/Sexton

**We love our school sextons, Mr. Rich and Mr. Jerome.
They do a great job maintaining our school facility!**

Statement of Philosophy

Welcome to our special family at Faith Presbyterian Preschool. We trust you will find a warm atmosphere here. Thank you for entrusting your child to our care.

Faith Preschool & Kindergarten was established in 1960 as an outreach of Christian ministry. Faith Presbyterian Church Preschool and Kindergarten is established to serve the community as an educational arm of the total mission of Faith Presbyterian Church to witness to the love of Christ. The programs of the preschool are designed to emphasize the total child socially, emotionally, intellectually, physically, and spiritually. All subject matter is taught from a Christian viewpoint with an atmosphere of Christian love and understanding.

A church related preschool is similar to other preschools because it seeks to provide the first rate educational experience all young children need to grow and develop to the best of his/her ability. It consciously seeks to lead the children and their parents to a meeting with God in all walks of life.

While the academic program has a Christian atmosphere, no effort is made to divert any child from his/her established faith.

Interaction between staff, students, and parents is encouraged to attain maximum benefits for the child.

Faith Preschool & Kindergarten is committed to meeting the highest standards of education and excellence in a nurturing and loving environment. The school offers a healthy balance of age appropriate learning centers to reach the total development of each child. We want every child to feel loved and special. The goals, plus the scope and sequence for the respective classes are designed to offer a wide variety of hands-on learning experiences with exposure to as much as possible, to meet the needs of the varied learning styles of the children we teach. Faith Preschool is a state VPK provider and accredited by the NAEYC academy of early childhood programs. The total program serves at the pleasure of the Session of Faith Presbyterian Church and is open to all children without regard to race, creed, color, or national origin.

The **preschool curriculum** follows a thematic approach using themes from the “**Wee Learn**” curriculum, Florida Early Learning and Developmental Standards, and NAEYC Developmentally Appropriate Practices and Standards. The curriculum includes experiences rich in math, art, science, social studies and language arts (early literacy). The preschool curriculum also includes a kindness curriculum that introduces young children to virtues of love, kindness and empathy along with social/ emotional skills.

More information about Faith Presbyterian Church and the preschool ministry can be found on the internet website at www.faithpcusa.org or the school website at www.faithpreschooltally.org.

General School Information

School Hours: The educational portion of the school day is from 8:45 am -12:15 pm. Please do not leave children before 8:45 am. The classroom teachers will be busy preparing for the school day and will not be able to supervise your child before 8:45 am. There is an early morning program for those children who need to be dropped off at school between 8:00 am and 8:45 am. Please see the preschool office to register for the early morning program if you are interested and space is available. Pick up time from school is 12:15 pm. We offer extended day options with a Lunch Bunch program until 2:00pm and Stay & Play with pick up times at 4:00 and 5:30 pm. Please see the school office if you are interested in registering for extended hours. We do not offer drop-ins for extended day programs.

Thank you for being mindful of the drop-off and pick-up times. A late fee will be charged of \$5.00 for every (5) minutes late.

Snacks:

Parents will need to provide a healthy, nutritious daily snack and water bottle. Please label your child's snack and water bottle.

DCF Food and Nutrition Policies: "Foods that are associated with young children's choking incidents must not be served to children under 4 years of age, such as, but not limited to, *whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes/sticks and any food that is of similar shape and size of the trachea/windpipe.* Food for infants must be cut into pieces ¼ inch or smaller, food for toddlers must be cut into pieces ½ inch or smaller to prevent choking. This applies to all food, even food provided by parents/guardians." Please refrain from sending in the above items for snack or lunch. Our Lunch Bunch and Stay and Play classes have mixed age groups.

We are committed to creating a safe environment for students with peanut, tree nut, and other allergies in order to reduce the risk of accidental exposure. Classrooms containing severe responses to allergens may be required to be allergen free. The classroom teacher will communicate allergen information to all class parents and allergens will be posted in the classroom.

Birthdays are very important to children. We like to celebrate, but keep things simple at Faith. Parents may provide a simple prepackaged birthday snack. Please avoid sending large cupcakes with icing or overly sugary treats for birthdays. Talk to your teacher about scheduling your child's birthday snack.

Discipline:

The school will adhere to the code of discipline given to all parents at the time of enrollment. The teachers will gently redirect the children when possible. Parents are informed of inappropriate behavior that can't be resolved using the school code of discipline. The school and staff will adhere to the school confidentiality policy for all students at all times. Our goal at Faith Preschool is to limit the use of suspension, expulsion and other exclusionary measures. The teacher and director will work with the child and parents to address ongoing challenging behavior before a decision to exclude is considered. These steps include assessing the function of the behavior, working with families and professionals to develop an individualized plan to address the behavior, and positive behavior support strategies as part of the plan (positive behavior support strategies can include removing materials or modifying the classroom environment that triggers challenging behaviors, or create a predictable daily schedule so children know what to do and when to do it). Exclusionary measures are not considered until all other possible interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child. Circumstances when a child is frequently harmful to themselves, other children, or adults (physical or relational aggression, verbal bullying, and refusal to observe classroom rules) are all subject to exclusion. If exclusionary measures must be taken, we will offer assistance in accessing services and an alternative placement.

Faith Preschool complies with all federal and state civil rights laws. The student files, history, health, and parent information are kept confidential in a locked filing cabinet in the office or classroom, but are immediately available upon request to administrators and teaching staff who have consent from a parent or legal guardian to access the records, the child's parents or legal guardians, and regulatory authorities.

Code of Discipline

An atmosphere of love and caring abounds at Faith Preschool and Kindergarten. The teachers will use the following Plan of Action with emotional regulation techniques for behavior management. If further behavior management is needed, the parent and teacher will confer and discuss a behavior plan.

Plan of Action:

1. Verbal redirection
2. Quiet space and emotional regulation tools
3. Privilege taken away
4. Office visit with the director
5. Conference with parents, teacher and/or director

Minimum standards for child discipline practices shall ensure that age appropriate constructive disciplinary practices are used for children in our care. Under no circumstance will a staff member use any form of physical punishment, psychological abuse, coercion, or seclusion when disciplining a child. This includes hitting, spanking, shaming, humiliation, or physical force. All such standards are strictly prohibited.

No Tolerance Biting Policy:

Faith Preschool follows strict rules when a biting incident occurs. If your child bites another child at school, they will be given a verbal warning and you will be notified. If the incident occurs again, you will be asked to pick your child up from school. If the

incident occurs a third time, you will be asked to pick up your child on the day of the biting incident and keep them home the following school day. You will also meet with the teacher and the director to discuss an alternative behavior plan. If the incident occurs a fourth time, they must stay home from school for an extended time as determined by the director.

Potty Training All children in our *three-year-old classes, VPK, and Kindergarten* must be toilet-trained before the first day of school. We do not allow pull-ups in those classrooms and will un-enroll or delay your start date until your child has full toilet control.

Chapel will be held in the sanctuary and taught by the minister, director, or teacher/class students. A story is read and Biblical songs are shared with the entire school and staff. Parents and families are invited to join in our monthly chapel programs. A daily devotion is read in each individual classroom by the lead teacher.

Immunizations All students should have on file a current immunization record with a physical within 30 days of entering school. The physical should be updated every two years. Your child will not be enrolled in the school if out of compliance with the state rules and regulations. They will be sent home if their physical or immunization forms are expired and must remain home until a physical copy is provided to the school office. At time of enrollment, some children in care may not have current immunizations, but must have up to date forms no later than the 30th day of school. Faith Preschool is licensed by the state Department of Children and Families (LIC #C02LE0243). Faith PReschool does not accept religious exemptions (DH681) as decided by Session and in accordance with Presbyterian theology and polity.

Conferences will be held during the school year (one formal and one informal). The teacher will initiate the conference time as the need arises. However, a parent may request a conference at any

time, but should be scheduled in advance to avoid conflicts during arrival, dismissal, and classroom time with the children.

Drop-off and Pick-up: Please drop-off and pick-up your child at their classroom using the outside doors and sign-in/out using our ProCare app on the tablets. Please use caution when picking up or dropping your child off at school when it is raining. If inclement weather occurs, the teachers will keep the children safe in the classroom until a parent can safely walk to the classroom. Thank you for your patience during a heavy rainfall when using the covered drop off by the preschool office. Please do not leave idling vehicles in our parking areas or children unattended inside your vehicle even for a short period of time. We will not release your child if the adult appears to be under the influence of any substance.

Safety:

All doors to the preschool buildings will be locked after 9:00 am. If you arrive after 9am you will need to check in through the preschool office. The doors will be unlocked for 15 minutes at pick up time. Please contact the school in the event your child is ill or will not be attending school that day. All of the staff are trained in CPR and First Aid and the director is certified with an Allergy Treatment License to administer an EpiPen in the event of an anaphylaxis emergency. If your child has an EpiPen, please notify the front office and teacher to complete an Authorization for Medication form. We do not administer medications or sunscreen during the school day.

The preschool adheres to the DCF requirements of monthly fire drills and severe weather/ lockdown practice drills. Communication occurs via ProCare text messages during an emergency. Email and text messages will also be used for status updates.

In the event of an emergency evacuation, all children and staff will relocate to St. Stephens Lutheran Church located at 2198 N Meridian Rd, Tallahassee, FL 32303. The Director will stay in communication with parents about the reunification process.

Educational Affiliations

Faith Preschool and Kindergarten is accredited by the National Association for the Education of Young Children. (NAEYC). To learn more about accreditation click this link: www.naeyc.org

The director has a BS degree in Child Development, a Master's in Educational Administration and Leadership, and a Florida teaching certificate in Early Childhood and Elementary Education. The lead teachers at Faith Preschool have a BS degree in Early Childhood Education, Child Development, Elementary Education with Florida certification & or the CDA credentials required by the Department of Children and Families. Our educators have been trained to conduct child assessments through proper in-service training, the VPK Star Early Literacy Assessments. The assistant teachers have the required DCF ECE classes and experience necessary to work at Faith Preschool. The school specializes in providing early childhood experiences to our students.

We love to have volunteers and substitutes help out in the classrooms. If you are interested in being a parent volunteer or substitute, please see the director/assistant to complete an application to be screened. All visitors and volunteers must check in with the main office upon entering the school.

Faith Preschool and Kindergarten is a GOLD Seal provider and licensed through the Department of Children and Families. License # C02LE0243.

Check our website at www.faithpreschooltally.org for updated calendars, newsletters and school information.

Scholarships & VPK

Faith Preschool & Kindergarten accepts the "Step Up for Students" scholarship program. SUFS is a scholarship program for children with financial or special needs. Visit the website www.StepUpForStudents.org for more information and to apply if you feel you may

qualify. Faith Preschool is also a School Readiness Provider. Please see the Division of Early Learning for more information at <https://familyservices.floridaeearlylearning.com/>. The Preschool Board also offers scholarships for students who need tuition assistance. Please inquire with the director or administrative assistant in the front office for more information.

Faith Preschool and Kindergarten is an approved school to be a state funded VPK provider. Please see the preschool office for more information or how you can apply to be eligible to receive the state funded tuition for your child to attend the voluntary prekindergarten program. You may also visit the Early Learning Coalition website at www.elcbigbend.org for more information about the state funded VPK programs. All VPK students are required to submit a certificate of eligibility to the school prior to the first day of school. Applications to apply for eligibility can be found at <https://elcbigbend.org/parents/vpk/>

Tuition

Please refer to the preschool financial contract to choose the payment option that meets your needs. All payments are due on the first day of each month and considered late after the tenth of the month. There will be a \$10 late charge to all payments made after the tenth of the month. There will be a \$10 fee plus bank charges for returned checks. Please write your child's name on all checks. Tuition can be paid in the ProCare app or in the preschool office. Do not send tuition payments with your child or give them to a teacher.

When a child enrolls in the program, the parent agrees to pay the full contract amount for the school year. Only in special circumstances with approval from the director and board can contract payments be waived. Scholarships are available to qualified applicants. Please see the director if you are interested or know someone who may need financial assistance. The preschool adheres to the non-discrimination policy at all times.

Lunch Bunch

Faith Preschool offers an extended enrichment program with extended hours. The Lunch Bunch program is from 12:15 pm to 2:00pm. Please send your child a nutritious lunch and drink. Parents should pick-up from the playground at 2:00 pm or from outside the Lunch Bunch classroom on rainy days. Lunch Bunch will close the first Monday of every month for staff meetings. Please register for the Lunch Bunch program at time of registration or inquire with the office during the year to see if spots are available.

Stay n Play Extended Day Hours Information

Faith Preschool offers an extended “**Stay & Play**” until 4:00 or 5:30 p.m. Please register in the preschool office if you are interested in extended full day hours.

All students staying for the Stay & Play program will need a lunch and afternoon snack each day. Please label your snack along with a change of clothes, diapers etc. that may be needed during the extended hours. S&P children need to bring a nap mat or blanket that will be sent home weekly for laundering.

S&P program starts on the first day of school. This program is available each day except the following days: the last day before the Christmas break and the last two days of school. Stay & Play will close the first Monday of every month for staff meetings. Call or come by the preschool office to see if there is availability and to register for this extended day option along with fees and our payment options.

Lunch Bunch Rates

12:15-2:00 pm- 3 days a week=\$175 per month

12:15-2:00 pm- 5 days a week=\$250 per month

Stay N Play Rates

12:15-4:00 pm- 3 days a week=\$300 per month

12:15-4:00 pm- 5 days a week=\$400 per month

12:15-5:30 pm- 3 days a week=\$420 per month

12:15-5:30 pm- 5 days a week=\$500 per month

Early Morning Drop Off at 8:00am = \$85/month

2025-26 Tuition fees

There is a \$155 (non-refundable) registration fee due upon enrollment.

Kindergarten	\$505 per month
Five day (2, 3 and 4 year old classes)	\$485 per month
Three day (2, 3 and 4 year old classes)	\$385 per month
Two day (2 year old class)	\$335 per month
VPK (Wrap around rate)	\$155 per month

A one- time supply fee equal to tuition amount is due on July 1st. Check with the preschool office for payment options. There is no supply fee for VPK.

Payments can be made using the ProCare app.

We  our Preschool Board!

The preschool Board and ministerial staff are very important to the school. We appreciate their commitment. A copy of the school operating policies can be found on the school website at www.faithpreschooltally.org

The preschool board is the advisory and governing board of the preschool education program. It is led by the preschool moderator and director and meets monthly to consider recommendations from the director, preschool staff, and church minister. It consists of church members, parents, a teacher liaison, and church staff. The preschool board is responsible for setting policy of the preschool, appointment of personnel upon recommendation of the director, establishment of personnel policies including salaries and fees

necessary to operate the school and approval of the curriculum and budget.

Faith Preschool and Kindergarten 2025-2026 Calendar

2025 – August	4	Teachers Report
	11	Teacher Meet & Greet/ Orientation
	12	First Day of School
September	1	Labor Day Holiday
October	2	Fall Holiday
	13	Teacher Planning Day- No School
November	11	Veteran's Day Holiday
	24-28	Thanksgiving Holidays
December	10	Christmas Program
	22-31	Winter Holidays
2026 – January	1-6	Winter Holidays
	7	Students Return
	19	Martin Luther King, Jr. Day Holiday
February	16	Presidents Day Holiday
March	16-23	Spring Break
	24	Students Return

April	3	Good Friday Holiday
	6	Easter Monday Holiday
May	6	Spring Program & Kindergarten
Graduation		
	13	VPK Graduation
	19	Last Day of School

Communicable Disease

Communicable Disease control is an integral part of school health services. Faith Preschool follows the current health rules and regulations governing the control and prevention of communicable diseases that are set up by the state and county health departments. Your child may not return to school until he or she has been fever free for 24 hours without medication.

We ask that you follow the guidelines listed below when returning your child to school after an illness. Always contact the school because of illness or an injury at (850)-385-0725 or faithpreschool@faithpcusa.org.

Disease	May Return	Approximate Return Time
Allergies	With Doctor's Note	Depends on condition
Blushing/ Fifth Disease	Without a fever & a Doctor's Diagnosis	1-3 days
Cold & Flu	Reduction of cough & runny nose, no fever for 24 hours	1-6 days
Chicken Pox	No new eruptions or fever with old dry scabs	1 week

Pink Eye	Doctor's permission with treatment	24hrs after treatment
Impetigo	Doctor's permission with treatment	24hrs after treatment
Head Lice	After verified treatment	1-4 days
Ringworm	With Doctor's permission	After treatment

Health & Safety Guidelines

Flu,Cold, RSV and COVID-19 Protocols for Students

If ill with flu/cold symptoms, remain home until fever free for **24 hours and** symptoms have subsided or are improving.

Too sick for school?

Deciding when a child is too sick to go to school can be a difficult decision to make. When trying to decide, use these guidelines to help make the best decision.

- **Fever:** Keep a child home if they have a temperature of **100 degrees** Fahrenheit or higher.
- **Sore throat:** Be mindful of sore throats, especially those with a fever or swollen glands in the neck. If your child has strep throat, they can return to school after 24 hours of appropriate treatment.
- **Diarrhea:** Keep a child home if they've had loose, watery stool for a 24-hour period.
- **Vomiting:** Keep a child home if they've thrown up in a 24-hour period.
- **Rash:** Watch for rashes, especially those that cause a fever, itching or swelling.
- **Chronic cough and/or green nose discharge:** These conditions may be contagious and require treatment. Please visit your healthcare provider.

- **Ear:** Any ear pain with a fever should be evaluated by a physician. Untreated ear infections can cause permanent hearing loss.
- **Eye Redness:** Eyes that have matted or crust on the eyelids after sleep, mucus or pus drainage, redness, and pain should be evaluated by a health care professional for possible "pink eye" or conjunctivitis.
- **Chicken Pox:** Children with Chicken Pox must remain home for five days after the beginning of blisters, or until all pox are scabbed over and dry.
- **Other Symptoms:** Unusually tired, pale, has a lack of appetite, is difficult to wake, confused or irritable. If symptoms persist, check with your doctor.

Faith Preschool Office (850) 385-0725

Faith Presbyterian Church Office (850) 385-6151

Preschool Website www.faithpreschooltally.org

Preschool Email Office, Administrative Assistant, Erin Mello
faithpreschool@faithpcusa.org

Preschool Director, Allison Lee allison@faithpcusa.org

Church Pastor, Brad Clayton Brad@faithpcusa.org

Church website www.faithpcusa.org

Church Director of Christian Education, Vicki Fannin,
Vicki@faithpcusa.org



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