

Parent Handbook



Allison Lee, Director
Brad Clayton, Pastor
Trinity Whitley, Associate Pastor



Make it a Faith Preschool Day!
2023-2024

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 60 years. We have another exciting year ahead of us. Our church is committed to doing all that we can to make this another safe and 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 a safe environment and quality early childhood education. We trust and pray the Lord will continue to lead us and watch over our special Faith Family. 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, as the parent, 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

“Love is patient. Love is Kind...” 1 Corinthians 13:4a

2023-2024
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
Brad Clayton, Pastor
Special Areas
Kim Lloyd, Music Teacher
Meghan M. Wilkey, M.S., CCC/SLP Speech Language Therapist
Two Year Olds
Heather Phillips
Tia Roberts
Kati Fannin
Karin Marsh
Three Year Olds
Karly Jacobs
Maggie Baker
Gaynell Larkin
Jen Stewart
Pre-K
Lisa Cherry
Meghan Whitney
Kayna Newman
Meleah DeLoach
Tammy Poucher
Lesley Grimes
Kindergarten
Teresa Hamrick
Jen McConaughay
Afterschool
Kati Fannin (Coordinator), Bella Anzalone, Laurel Day, Meleah DeLoach, Eden Robertson,

**We love our school sextons, Mr. Rich and Mr. Jerome.
They do a great job keeping our school nice and clean!**

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 and The Florida Early Learning and Developmental Standards that are age appropriate for early childhood classrooms. The curriculum includes experiences rich in art, cooking, science, math, social sciences and language arts. The preschool curriculum also includes a kindness curriculum that introduces young children to virtues of love, kindness and empathy.

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.

“Plant Kindness and Gather Love”

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. 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. The classroom teachers will be busy preparing for the school day and will not be able to supervise your child before 8:45 am. Please see the preschool office to register for the early morning program if you are interested. Pick up time from school is 12:15 pm. There is an extended hours Lunch Bunch program until 2:00 and Stay & Play options are offered with pick up times at 4:00 and 5:30 p.m. Please see the school office if you are interested in registering for extended hours. Due to safety, we will not be allowing drop-ins this year.

Thank you for being sensitive to the drop-off and pick-up times. A late fee will be charged of \$2.00 for every (5) minutes late.

Snacks:

Parents will need to provide a daily snack. You will be given a suggested snack list approved by the State Department of Children and Families from which you can choose healthy and nutritious snacks for the children. Snacks should be pre packaged or prepared prior to snack time by the parent. Birthdays are very important to children. Parents may provide a simple prepackaged birthday snack. Please talk to your teacher about scheduling 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 is 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.

Biting Policy:

Children who bite are given a verbal warning the first time it happens & the parent is notified. The second time a biting incident occurs, the child's parent will be asked to pick him/her up from the preschool and stay at home one school day or until the situation can be resolved and the biting has stopped. The third time the child has a biting incident, they must stay home from school until a time determined by the director.

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 and physical health forms 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. At time of enrollment, some children in care may not have current immunizations. Faith Preschool is licensed by the state Department of Children and Families. LIC #C02LE0243

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 your child's 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. Because the covered area located in the back of the school floods occasionally during a heavy and consistent rainfall; the teachers will keep the children safe in the classroom until a parent can safely walk to the classroom to pick his/her child up from school. 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. We will only release children who are authorized in the ProCare profile. Please notify the office if someone new will be picking up and have the adult bring ID. Special Circumstances: We follow court ordered custody arrangements and will not release children to adults appearing to be under the influence of alcohol or other substances.

Safety:

All doors to the preschool buildings will be locked after 9:00am and after that time you will need to check your child into school through the preschool office. The doors will be unlocked for 15 minutes at pick up time. Please call the office in the event your child is ill or will not be attending school that day. The preschool adheres to the DCF requirements of monthly fire drills and severe weather/ lockdown practice drills. All of the staff are trained in CPR and First Aid and the office staff are certified with an Allergy Treatment License to administer an EpiPen in the event of an anaphylaxis emergency. We do not administer medications or sunscreen during the school day.

Emergency Response Plans: All staff have been trained in crisis and emergency response plans in the event of a fire, lockdown, lockout, evacuation, and inclement weather. All authorities and parents will be notified immediately of an emergency/crisis. In the event of an off campus evacuation, the preschool will gather at St. Stephen Lutheran church located at 2198 N Meridian Rd, Tallahassee, FL 32303 or alternate location delegated by authorities. The director will communicate with parents a reunification plan in a safe and timely manner.

Duty to Report Abuse and Neglect: Protecting the health and safety of the children in our care is our number one priority. Everyone who cares for children must, by law, report any suspected child abuse. If a staff member is accused of abuse, neglect, or misconduct, contact the Director or Pastor for direction and guidance to protect the rights of all concerned. All staff members will be suspended from employment until careful review and an investigation has been completed. You can contact Pastor Brad Clayton at Brad@faithpcusa.org or (850) 385-6151. All Preschool employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>. Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203).

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.naeycaccreditation.com. We also are proud to hold a Gold Seal Quality Care Program by the Florida Department of Education and Division of Early Learning.

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, Elementary Education, and Educational Leadership. The lead teachers at Faith Preschool have a BS degree in Early Childhood Education, Child Development, Elementary Education, 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 trainings, the VPK Program, and Renaissance. The administrative assistant in the office BS Communication Disorders. The assistant teachers have the required DCF early childhood 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 to 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. You can find a copy of our school inspections at www.myflorida.com/childcare.

Each month you will receive a special copy of our *Tickets n Taskets* detailed newsletter. This will keep you informed of the units, skills, field trips, and special events that are planned for each month. Along with the newsletter you will receive a monthly calendar of units and activities. You can check our website at www.faithpreschooltally.org for updated calendars, newsletters and school information.

Step Up For Students, Scholarships & State funded 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. The Preschool Board also offers scholarships to students in need of financial assistance. Please stop by the front office or email faithpreschool@faithpcusa.org for more information on the Preschool Board scholarships. Scholarships are available to qualified applicants. The preschool adheres to the non-discrimination policy at all times.

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://www.elcbigbend.org/Parents/Voluntary-PreKindergarten-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.

Lunch Bunch

Monday through Friday, Faith Preschool offers an extended enrichment program with extended hours. The Lunch Bunch program is from 12:15 to 2:00pm. Kati Fannin is our After School Coordinator. Please send your child with a nutritious lunch and water to drink (no juice/soda please). Parents should pick-up from the playground at 2:00 pm or from outside the Lunch Bunch classroom on rainy days. We are no longer offering our drop-in program.

Stay & 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 Stay & Play program will need a lunch and afternoon as well as a change of clothes, diapers etc. that may be needed during the extended hours. Children need to bring a blanket in a backpack that will be sent home weekly for laundering.

S&P program starts on Friday, August 11th. 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 at 4:00pm on Trunk or Treat day, and on Family Fun Night. Kati Fannin is our After School coordinator. Call or come by the preschool office 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=\$135 per month

12:15-2:00 pm- 5 days a week=\$210 per month

Stay & Play Rates

12:15-4:00 pm- 3 days a week=\$240 per month

12:15-4:00 pm- 5 days a week=\$350 per month

12:15-5:30 pm- 3 days a week=\$350 per month

12:15-5:30 pm- 5 days a week=\$450 per month

Early Morning Drop Off at 8:00am = \$65/month

2023-24 Tuition fees

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

Kindergarten	\$470 per month
Five day (2, 3 and 4 year old classes)	\$450 per month
Three day (2, 3 and 4 year old classes)	\$350 per month
Two day (2 year old class)	\$300 per month
VPK (Wrap around rate)	\$120 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 and teacher liaison. 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.

SCHOOL CALENDAR

		2023
August	2	Teachers Report
	10	Teacher Meet & Greet/ Orientation
	11	Students Report
September	4	Labor Day Holiday
	25	Fall Holiday
October	16	Teacher Planning Day- No School
November	10	Veteran's Day Holiday
	20-24	Thanksgiving Holidays
December	6	Christmas Program
	20-31	Winter Holidays
		2024
January	1-5	Winter Holidays
	8	Students Return
	15	Martin Luther King, Jr. Day Holiday
February	19	Presidents Day
March	11-18	Spring Break
	19	Students Return
	29	Good Friday Holiday
April	1	Easter Monday Holiday
May	8	Spring Program & Kindergarten Graduation
	15	VPK Graduation
	21	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 48 hours without medication. Ill children will be taken to the office and parents will be notified and expected to immediately pick their child up from school.

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

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
Hand, Foot, Mouth	Doctor's permission, fever free, blisters dried/healed	Up to 7 days
Covid	With Doctor's permission, Negative covid test, symptom free/fever free 48 hours (no meds)	CDC Current Guidelines for Isolation/Quarantine

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



FAITH

PRESBYTERIAN CHURCH ♦ PC(USA)

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