

Parent Handbook



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

Make it a Faith Preschool Day!
2020-2021

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 almost 60 years. This year will be unlike any other as we face the challenge of the pandemic together. 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 for 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) 559-2217 (cell)
allisonoliviale@gmail.com

“Three things will last forever- faith, hope, and love- and the greatest of these is love.”

2020-21
 Faith Presbyterian Church Preschool Staff
 850-385-0725

[http://www.faithpreschool@embargmail.com](mailto:www.faithpreschool@embargmail.com) for parents
www.faithpreschooltally.org school website

Administration	
Allison Lee, Director	559-2217
Sandy Hartsfield, Administrative Assistant	321-3679
Brad Clayton, Pastor	385-6151
Special Areas	
Kylie Cooke, Music Teacher	(904) 314-3417
Meghan M. Wilkey, M.S.,CCC/SLP speech language therapist	284-6752
Two Year Olds	
Karin Marsh	(860) 405-4650
Kati Fannin (Stay N Play Coordinator)	556-3145
Jillian Fenstermaker	556-2615
Heather Phillips	459-7789
Three Year Olds	
Gaynell Larkin	339-5226
Rebecca Roberts	294-9829
Lisa Cherry	556-1915
Tracy Williams	345-9651
Pre-K	
Vicki Fannin (Lunch Bunch Coordinator)	509-8626
Lark Mott-Smith	591-1435
Beth Christiansen	509-5855
Kindergarten	
Teresa Hamrick	528-9556
Jen McConnaughay	591-1044
Afterschool	
Meleah DeLoach	
Starla McDaniel	
Katherine Lawton	

**We love our school sexton, Mr. Tony.
 He does 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 Lakeshore Learning Resources that are age appropriate for early childhood classrooms. The curriculum includes experiences rich in art, cooking, science, 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.

New Beginnings Bring New Blessings!

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 n 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 these Stay N Play 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 prepackaged or prepared prior to snack time by the parent. Birthdays are very important to children. Parents may provide a 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. The student files, history and parent information are kept confidential in a locked filing cabinet in the office or classroom.

Chapel: will be held in classrooms 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. We will continue chapel in the sanctuary and will invite parents as soon as it is safe to do so. 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 well 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. Faith Preschool is licensed by 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 anytime, 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. There will be a sign in clip board to sign in and sign out your child. 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 see our Safety Guidelines and Procedures on our website for more detailed drop-off and pick-up COVID safety procedures.

Safety:

All doors to the preschool buildings will be locked after 9:00 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. At this time we are not allowing parents or visitors inside the school building for safety reasons. 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 and three other staff are certified with an Allergy Treatment License to administer an epipen in the event of an anaphylaxis emergency.

Educational Affiliations

Faith Preschool and Kindergarten is accredited by the National Association for the Education of Young Children. (NAEYC) We are also members of the Leon Association of Early Childhood Educators. To learn more about accreditation click this link: www.naeycaccreditation.com

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. The administrative assistant in the office has a business degree and a Child Development credential. 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 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 www.faithpreschooltally.net 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.StepUp For Students.org](http://www.StepUpForStudents.org) for more information and to apply if you feel you may qualify.

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 payment box located in front of the preschool offices, or mail your check to Faith Preschool, 2200 N. Meridian Road, Tallahassee, Florida 32303. 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

Monday through Friday, Faith Preschool offers an extended enrichment program with extended hours. The Lunch Bunch program is from 12:15 to 2:00. Vicki Fannin, a VPK teacher, is our Lunch Bunch Coordinator and can be reached at 850-509-8626. Please send your child with 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. We will not be having our drop-in program this year due to safety reasons. **There is not a lunch bunch day on the first Monday of each month as we have a full staff meeting on that day.**

Stay n Play Extended Day Hours Information

Faith Preschool offers an extended “**Stay n 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 n Play program will need a lunch box & backpack that they can bring each day that includes a change of clothes, diapers etc. that may be needed during the extended hours.

SnP program starts on Tuesday, 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 n Play will close at 4:00 on Trunk or Treat day, and on Family Fun Night. Kati Fannin, a current two year old assistant teacher, is the coordinator of our program. Kati can be reached at (850) 556-3145 with any questions. 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=120 per month

12:15-2:00 pm- 5 days a week=\$190 per month

Stay N Play Rates

12:15-4:00 pm- 3 days a week=\$220 per month

12:15-4:00 pm- 5 days a week=\$320 per month

12:15-5:30 pm- 3 days a week=\$320 per month

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

Early Morning Drop Off at 8:00am = \$60/month

2020-21 Tuition fees

There is a \$150 (non-refundable) registration fee due upon enrollment.

Kindergarten	\$440 per month
Five day (2, 3 and 4 year old classes)	\$420 per month
Three day (2, 3 and 4 year old classes)	\$320 per month
Two day (2 year old class)	\$275 per month
VPK (Wrap around rate)	\$90 per month

A one- time supply fee equal to tuition amount is due on April 1st. Check with the preschool office for payment options.

Credit card payments for monthly tuition payments can be made using pay pal at the school website: www.faithpreschooltally.org. Look for the pay pal button. A processing fee will be charged upon each time. Please check with the preschool office if you will be using a credit card.

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.

Brad Clayton, Pastor
Ginny Dailey, Moderator
Frank Walker, Vice Moderator

Will Armistead
Blaine Click
Beth Christiansen
Sandy Hartsfield
Andee Harrison
Karin Marsh

Addie McConomy
Carol McDaniel
Paige McKee
Becky Miller
Cindy Parry
Lew Shelley
Mary Steen

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, an accountant, and attorney. 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.

COVID Safety Procedures and Guidelines

Safety and best practices for young children are at the forefront of our minds. Our goal at Faith is to remain open, so our children can have educational and social experiences to share in the early developmental years of life.

Our safety planning committee has compiled a safety protocol using the CDC guidelines and DCF recommendations. We need you, our Faith family, to do your part to care for your family and all of the families, teachers & staff represented at Faith. You can trust that we will do our part to ensure a safe and quality preschool experience for your child. Our hope is to start the year with these safety guidelines in place and adjust accordingly as needed throughout the year.

Please see our Safety Guidelines located on our preschool website for detailed information and contact the front office if you have any questions.

SCHOOL CALENDAR

2020

August 7, 2020 School Orientation

August 11, 2020 First day of school

September 7, 2020 Labor Day Holiday

September 28, 2020 Fall Holiday

October 30, 2020 Teacher Planning Day-no school

November 11, 2020 Veteran's Day Holiday-no school

November 23rd through 27 Thanksgiving Holidays

December 9, 2020 Christmas Program*

December 21, 2020-January 4, 2021 Winter Holidays

2021

January 5, 2021 Students Return

January 18, 2021 Martin Luther King Holiday

February 15, 2021 Presidents' Day Holiday

March 15, 2021-March 21, 2021 Spring Break

March 22, 2021 Students Return

April 2, 2021 Good Friday – no school

April 5, 2021 Easter Monday- no school

May 5, 2021 Spring Program and Kindergarten Graduation*

May 12, 2021 VPK Graduation*

May 21, 2021 Last Day of school

June 7-18, 2021 Summer Camp*

*All 2021 dates and group gatherings are tentatively planned

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. Please see the Safety Guidelines on our website for special COVID procedure and policies.

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

Faith Preschool office (850) 385-0725

Faith Presbyterian Church office (850) 385-6151

Preschool Website www.faithpreschooltally.org

Preschool email office, Administrative Assistant, Sandy Hartsfield
faithpreschool@embarqmail.com

Preschool Director, Allison Lee- allisonoliviale@gmail.com

Church Pastor, Brad Clayton, Brad@faithpcusa.org

Church website www.faithpcusa.org

Church Director of Christian Education, Mary Steen,
mary@faithpcusa.org



2200 North Meridian Road
Tallahassee, FL 32303
(850) 385-6151
www.faihtpcusa.org