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Director of Preschool

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2011-2012 Information Packet

Dear Prospective parent,

We are so glad you are considering St. Christopher's Children's center to meet your child's educational and developmental needs. SCCC has exceptional teachers and a staff well qualified and certified to teach your children. Several of our teachers have been recipients of the Appleseeds Award representing the best teachers in Escambia County. Our mission is to nurture children socially, intellectually, physically and spiritually in order that they may be prepared for their next school environment.

Children at SCCC learn in one-on-one, small group and large group settings. Our preschool is equipped with up to date learning materials, toys and playground equipment. Daily children work on listening, personal and social development, language and literacy, thinking, and math skills through guided play, group time, and social interaction. Activities include language arts, math science, art, large motor (outside), dramatic play, blocks, and music.

Our preschool is an outreach of St. Christopher's Episcopal Church and is located on the church campus on 12<sup>th</sup> Avenue, just two blocks south of the intersection with Texar Drive.

We would love to talk with you and answer any questions you might have about our preschool. Please call our Director Debbie Denney at 434-0986 for further information, enrollment assistance or to schedule a visit. We look forward to sharing your child's early education with your family.

#### **Enrollment**

Enrollment is open to all children one, two, three or four years of age. Birthdates are the determining factor as to which class the child is placed. The child must be that age in order to be in that age group. The Center does not discriminate on the basis of sex, race, creed, color, national origin, or disability.

The first day of school, all children must have on file in the Director's office the following up to date , completed forms:

- St. Christopher's Children's Center enrollment packet
- DH 680 (blue form) Florida Certificate of Immunization Form
- D3040 (yellow form) School Entry Health Exam—valid for 2 years

Any child not in compliance after 30 days will be suspended from the Center until a proper record is presented to the Director.

### **Tuition and Fees**

Preschool tuition is based on the number of days your child attends school per week.  
Center hours of operation are 7:30 a.m. – 5:30 p.m. Monday – Friday.

Ones class- Full time 5 days weekly \$525.00 per month  
5 half days weekly (pick up by 12:00) \$425.00 per month  
3 full days weekly \$425.00 per month

Twos-Threes-Fours class

Full time 5 days weekly \$475.00 per month  
5 half days weekly \$375.00 per month  
3 full days weekly \$375 per month  
3 half days (pick up at 12 noon) \$300.00 per month

VPK

(If your child is 4 yrs old on or before Sept 1) you can make application for VPK funding  
VPK only 9:00 a.m–12 noon Mon-Fri -0- per month  
Morning drop off for VPK 7:30-9:00 \$150.00 per month  
Wrap around for VPK (before 9 and after 12) \$300.00 per month

Registration (Fall) \$125.00 annually  
Registration (after January 1) \$65.00  
Registration (summer) \$25.00 annually  
Supply fee \$50.00 annually-due in August

Tuition is due the first of the month, and a \$30.00 late fee will be charged for tuition received after the fifth of the month. There are no refunds or make-up days if your child is absent or when the Center is closed due to inclement weather or a scheduled closing. Tuition is never pro-rated.

Payments are to be made with check or cash.

### **Discounts**

Families will receive a 10% discount for each additional child enrolled. Families may take 10% off of their total tuition if they pay for all twelve month in advance or 7% off of their total if they pay for six month at a time.

**Calendar**

S.C.C.C. operates during the traditional school year observing the Escambia County School District's calendar for observing holidays. However, we do offer a summer program in June and July. The Center is traditionally closed the first two weeks in August. The Center will open to full and part-time student on Monday, August 15 and our VPK program begins Monday August 22. S.C.C.C. offers enrollment throughout the year as space allows.

**Attendance**

S.C.C.C. is open Monday through Friday 7:30-5:30. Do not drop your child off any earlier than 7:30. Being on time for school is essential. Preschool group learning begins at 9:00 a.m. Students who are late miss valuable class time. Please make every effort to get your child to school on time. Regular attendance is important for your child's success and progress. Please avoid unnecessary absences.

Specifically regarding VPK, the school year program consists of 540 instructional hours. S.C.C.C. hours for VPK are 9:00 a.m. – 12 noon, Monday-Friday. VPK students are required to attend school 80% of the 540 hours. If your student misses more than the allowed 20% you will be withdrawn from the program or have to pay the full tuition fee (\$475.00) for your child to attend.

**Supplies:**

The supply fee will cover all materials and supplies necessary.

**Change of clothes**

Please send a complete change of clothes in a ziplock bag (with your child's name on it) to school with your child that we can keep at school in case of an accident. We do have extra clothes at school but may not always have the right size or the item needed. If we use the extra clothes, soiled ones will be placed in the bag and sent home for washing. Please remember to re-send fresh clothes the next day.

**Lunch and Snacks:**

Children who attend school all day will need to bring a sack lunch and two snacks, one for morning and one for afternoon. Please remember to send a drink for lunch as well, but we are asking you not to send in juice for snack as we are encouraging the children to drink water instead. Our classrooms are equipped with a water cooler for clean safe, water. Please try to keep the lunches and snacks as nutritious as possible. Each classroom has a small refrigerator, but if you need to have something kept chilled, please use a frozen pouch. Each classroom also has a small microwave but we hope to keep the warming of lunch items to a minimum.

**Naptime:**

We do have rest time every day. Research shows that children of preschool age still require a daily nap or at least some down time for optimal brain development (especially after a full day of learning). Our naptime is right after lunch, following a bathroom break. Every day at the same time, lights go out and everyone rests (except teachers). We ask that all children lay still and quiet for 30 minutes. We ask this to allow children who need to nap the opportunity to do so. Children who are not "nappers" will be allowed to look at books or do a quiet activity for the rest of the nap time. It is not unusual for children who are not usually "nappers" to find their selves asleep especially the first few weeks of school.

For naptime, your child will need a 1" thick nap mat. Something to lay over them and a small lovey is allowed. Pillows, full size blankets etc. are not allowed as we have limited space for storage. This is only "nap" time. Nap items will be sent home each Friday for laundering.

**Monthly Newsletter/Calendar**

Each month the classroom teacher will send home a newsletter and calendar to keep you up to date on classroom events and important dates to remember. They will also include information about what your child will be learning, theme, color shape, number, etc, so you can reinforce the concepts at home.

**Toys:**

Please do not send toys from home to school with your child. The teacher may plan a special day on the calendar for a time for bringing in special things but you will be notified when it will be allowed. Things brought from home can be easily broken or lost and sometimes are a distraction to the class.

**Discipline Policy:**

Discipline is the ongoing process of helping children develop inner control and assume responsibility for their own actions. We accomplish this by setting, explaining and consistently enforcing clear and understandable rules, limits and consequences prior to and as part of any disciplinary action.

Appropriate behavior is taught when children are NOT in a stressful situation. Then children can learn by role playing acceptable alternatives to hitting, screaming, biting, scratching, name calling, etc. These lessons are given individually, at group time and throughout the day as needed.

Whenever possible, children are allowed to experience the logical consequences of their actions. For example, when you throw a puzzle, you pick it up put it away and find work that can be handled more appropriately.

As much as possible in carrying out discipline, teachers will use firm, positive statements or redirect behavior. If necessary to help a child gain control, the teacher may remove the child from the activity or the group for a time of regaining control of their emotions.

Children will have reasonable opportunity to resolve their own conflicts and have input in adult resolving of conflicts. If a child's behavior (for example: temper tantrum) is disruptive to the classroom, the child will be taken out of the room until they can calm down and if necessary, the parent will be notified to pick the child up immediately. Parents will be notified of the behavior either by incident report or by telephone call. Under no circumstance will children be punished for bathroom accidents or accidental spills.

Although discipline problems of children in preschool rarely warrant it, St. Christopher's Children's Center reserves the right to exclude from the program any child whose behavior seriously disrupts the program or is a danger to themselves or others or is damaging the property of the preschool. When a child has a pattern of unacceptable behavior, progress reports will be sent home. After the second progress report, an informal meeting with the parents will take place to enlist their help. If necessary a formal meeting including the Director will be called. If, in spite of all best efforts, the teacher and the Director determine that the situation has not shown enough improvement, enrollment will be terminated.

According to Florida Administrative Code Child Care Chapter 65C-22.001 (8) (b) regarding Child Discipline, all child care personnel must comply with the facility's written disciplinary policy. Such policies shall include standards that prohibit children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, eat, or toileting. Spanking or any other form of physical punishment is prohibited by all child care personnel.

## St. Christopher's Children's Center Admission Application 2011-2012

Please return this form with the \$125.00 enrollment fee to the Center office or place in the tuition slot of the office door. You may also mail this form and fee to S.C.C.C. 3200 N. 12<sup>th</sup> Ave, Pensacola Fl. 32503

### Applicant information:

Full Name \_\_\_\_\_ DOB \_\_\_\_\_  
Last First Middle Nickname

Physical address \_\_\_\_\_ Zip \_\_\_\_\_

Gender: M F Member of St. Christopher's Church: Y N

Sibling(s) enrolled at S.C.C.C.? Y N

Is applicant currently enrolled at another Center? If so where? \_\_\_\_\_

Has the applicant ever been dismissed, suspended or asked to withdraw from a program for any reason? If yes, please explain \_\_\_\_\_

Check one: VPK Only \_\_\_\_\_ VPK with Wrap Around care \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Hours of Care: From \_\_\_\_\_ to \_\_\_\_\_ Days in Care: M Tu W Th F

**Note:** S.C.C.C. operating hours are from 7:30 a.m. to 5:30 p.m. VPK hours 9:00 a.m.-12 noon M-F. VPK Wrap around care is available before 9 a.m. and after 12 p.m.

### Family Information:

Mother's / Guardian's Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email \_\_\_\_\_

Father's / Guardian's Name \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

Are parents married? \_\_\_\_\_ If no, who has legal custody? \_\_\_\_\_

Address of parent not living with child: \_\_\_\_\_

Who will be financially responsible for monthly tuition? \_\_\_\_\_ Phone \_\_\_\_\_

### Medical Information:

Can the applicant participate in physical activities? \_\_\_\_\_

Are there any physical limitations? \_\_\_\_\_

Are there any Speech, hearing, or learning difficulties? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Does the applicant require special accommodation, i.e. daily medications? \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_