



*Life is full of blessings when you share it with a child*

## 2010-2011 Information Packet

Dear Prospective Parent,

I'm glad you're considering St. Christopher's Children's Center to meet your child's educational and developmental needs! At S.C.C.C., we have exceptional teachers and a staff well qualified and certified to teach young children. 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 S.C.C.C. learn in one-on-one, small group and large group settings. Our preschool is equipped with up-to-date learning materials, toys, playground equipment and computers. 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 muscle (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 light at Texar.

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

Sincerely,

### 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 by September 1st to enter that age classroom. 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 one month 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.

Full Time \$475 per month

5 days per week, 7:30 a.m.-5:30 p.m.

Part Time (except VPK) \$375 per month

5 half days per week, 7:30 a.m.-12:30 p.m.

-Or-

3 full days, 7:30 a.m.-5:30 p.m.

Part Time Three Day (except VPK) \$300 per month

3 half days, 7:30 a.m. to 12:30 p.m.

Daily VPK Wrap-Around Care \$300 per month

Registration \$125 annually

Supply Fee \$50 annually - Due in August

Tuition is due the first of the month, and a \$15 late charge will be billed for tuition received after the fifth of the month. There are no refunds or make-ups for days your child is absent or when the center is closed due to inclement weather.

Cash or checks are accepted.

## Discounts

Families will receive a 10 percent tuition discount for each additional child enrolled.

Families may take 10 percent off their total tuition if they pay for all 12 months in advance or 7 percent off their total tuition if they pay for six months 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 of August. The Center will open to full and part-time students Mon., Aug 16 and our Voluntary Pre-Kindergarten program begins Mon., Aug 23. S.C.C.C. offers open enrollment throughout the year as space allows.

## Attendance:

S.C.C.C. is open Monday through Friday 7:30 a.m. – 5:30 p.m. Do not try to drop your child off any earlier than 7:30. Being on time to school is essential. Pre-school group learning begins at 9:00 am. 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 Voluntary Pre-Kindergarten, the school year program consists of 540 hours of instructional time. St. Christopher's Children's Center's hours for VPK are 9:00 a.m. to 12:00 p.m. Monday through Friday. No student enrolled in VPK may have more than 4 absences in a given month.

## Supplies:

Each child will be provided with all the instructional materials and supplies necessary.

## Change of Clothes:

Please send a change of clothes to school with your child that we can keep at school in case it is needed (shirt, pants, underwear and socks). We will keep these clothes in your child's cubby and only use them when necessary. We do have extra clothes at school that your child can use, but don't always have the right size or article of clothing that we need. If your child does need to change clothes, they often feel more comfortable in their own clothes.

## Lunch & Snacks:

Children attending all day need to bring a lunch and two snacks from home. Children attending half day need to bring a lunch and one snack from home. You may send drinks to school for your child's lunch. Please do not send drinks for snacks. We are encouraging healthy habits and will be serving water as a drink at snack time instead of juice. Please try to keep the lunches and snacks as nutritious as possible. Each classroom has a refrigerator, microwave and water cooler.

## Nap Time:

We do have a rest time everyday. Research shows that children at this 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 takes place after lunch, following a bathroom break. Everyday at the same time, the lights go out and everyone rests (except for the teachers)! We ask that all children lay still and quiet for 30 minutes. They must stay on their mat for the first 30 minutes. We ask the children to do this to allow their classmates who do need to sleep the opportunity to have a nap. By this time usually those children who need a nap have fallen asleep. Those who are not sleeping may get up and will be directed to a quiet activity until our nap time is over (usually around 1 hour). Don't be surprised if your child who is normally not a "napper" starts taking a short nap at school, especially during the first several weeks at school! We work hard and are constantly busy all morning, so by the afternoon most children are ready for some sleep!

The only thing your child will need for nap is a 1 inch thick nap mat. Please consider keeping blankets, stuffed animals, etc. at home as our storage space is limited. If your child needs a sleep buddy or blanket please keep them small. Blankets and sleep buddies will be sent home each Friday for laundering.

## Monthly Newsletter/Calendar/Book Order:

Each month your teacher will send home a newsletter and calendar letting you know what will be worked on in your child's classroom for that month, along with any other important information. We like to keep you informed of what we are learning in class so you can reinforce the concepts at home. You will also have the opportunity to order books throughout the year at a discounted price through our "book orders".

## Toys:

Please do not allow your child to bring toys from home unless your teacher has asked them to ahead of time for any special projects. You will be informed through a note if they need to bring anything from home. Children are not allowed to play with any toys or other objects

brought from home. We have plenty of activities to keep your child busy throughout the day. Things brought from home get easily lost and can become a distraction.

## **Discipline Policy:**

Discipline is the ongoing process of helping children to develop inner controls 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 year 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 and then find other work that can be handled more appropriately.

As much as possible in carrying out discipline, teachers will use firm, positive statements or redirection of behavior. If necessary to help a child gain control, the teacher may remove him/her from the activity or group for a time not to exceed one minute per year of age.

Children will have reasonable opportunity to resolve their own conflicts and to 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 classroom until they calm down and if necessary, the parents will be notified to pick up the child. Parents will be notified of these situations either by phone call and/or incident report. Under no circumstance will children be punished for toilet 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 to others. 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 teachers and Director determines 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, rest, 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 2010 – 2011

Please return this form with the \$125 enrollment fee to the Center office or place in the tuition slot outside the office door. You may also mail this form and fee to "S.C.C.C." 3200 North 12 Avenue, Pensacola, FL 32503.

## **Applicant Information:**

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

Physical Address: \_\_\_\_\_  
Street ZIP

Gender: M F Communicant of St. Christopher's Church: Y N  
Sibling(s) Enrolled at SCCC? Y N Parent attended SCCC? Y N

Where is the applicant currently enrolled? \_\_\_\_\_

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 T W Th F

**Note:** SCCC operating hours are from 7:30 a.m. - 5:30 p.m. VPK Program Hours are from 9:00 a.m. - 12:00 p.m. 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 divorced? \_\_\_\_\_ If yes, 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? \_\_\_\_\_

Any speech, hearing or learning difficulties? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

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

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

Date \_\_\_\_\_

Office Use Only: Date Received \_\_\_\_\_ Date Admitted \_\_\_\_\_ Enrollment Date \_\_\_\_\_ Reg. Fee \_\_\_\_\_ Tuition \_\_\_\_\_ Discounts \_\_\_\_\_

Room Assigned \_\_\_\_\_ Notes: \_\_\_\_\_