



First Presbyterian Preschool

250 Sixth Street South
Naples, FL 34102
239.262.8315

Dear Parents:

We are happy and excited to have your child registering for the 2018-2019 school year. We are looking forward to an exciting and interesting year. This registration packet will advise you of important dates and information you may need, but if there are any questions please feel free to call me at 262.8315 (school) or via email at ashleyh@fpcnaples.org.

Required Forms:

Some forms in this packet are for you to keep and others are for you to return to school. I have provided you with a checklist of the forms that you must return to minimize the confusion. All forms except the physical and immunization forms are to be returned at the time of registration. You will need to provide us with an immunization form and a physical form, both of which may be obtained from your child's Florida pediatrician or from the Collier County Health Department. **These must be submitted to the school by the first day of the school year.** You may drop off your forms to the preschool, mail them to the school (250 Sixth Street South, Naples, FL 34102), or fax them to 239.262.1275. Your child will not be able to start school until we have received all the appropriate forms.

Contact Information:

We often need to contact parents by email and/or phone. We ask that parents/guardians ensure that all contact information maintained by the Preschool Office be accurate at all times.

School Calendar:

We follow the Collier County Public School calendar in its entirety.

School Hours:

Children may be brought to school between 8:30 and 9:00 a.m. Parents are required to sign their children in and out each day. The day ends at 1:00 p.m. Children must be signed out at or before 1:00 p.m., or we will charge a late fee. Children are only able to be picked up by parents or previously authorized persons. Persons picking children up must be at least 16 years of age and must have a government issued form of photo I.D. Aftercare is available for a limited number of students on a daily basis for children in the 3 or 4 year old classes from 1:00 – 3:00 p.m. Aftercare is available on a sporadic basis for children in the 2 year old classes from 1:00 – 3:00 p.m. The cost for aftercare is \$12/day. If you wish to prepay for an entire month of aftercare for your 3 or 4 year old (child uses aftercare each day that they attend school), the daily charge is reduced to \$10.

Separation Anxiety:

If this is the first time that your child has attended school, you may be experiencing some anxiety about the possibility of separating from your child or may be anxious about how your child will handle the separation. If this is the case, there are several steps that you can take to minimize the separation anxiety for your child.

1. Begin to talk about school. Describe what will happen in simple, positive language: "Daddy or Mommy will take you to school. You will stay and play with your new friends and teacher while Daddy or Mommy work/get groceries/etc. Daddy or Mommy will come back to get you after lunch." This gives your child a framework for understanding that the time after lunch will be the time that he/she can expect to see you again. Remember that the words that you use should be positive. Do not tell your child that you will be sad to be apart from him/her as this communicates your own anxiety about the separation. Be upbeat.
2. Practice separating from your child. If you do not have a babysitter, consider one. Leave your child for short periods. When you return, always say, "I told you that I would come back. Here I am." Using this language upon your return reinforces with your child that he/she can trust you to return.
3. Visit the preschool. Open house (see below) is a perfect opportunity to become more comfortable with the preschool environment.
4. Have a play date with a schoolmate. The more comfortable that your child can become with the preschool environment or his/her schoolmates, the easier the transition to school will be.

5. Read books from the library about going to school or separating from a parent. Two good books are *Tom Goes to Kindergarten* and *The Kissing Hand*. These books deal with separation gently and with humor.
6. When school begins the parent with whom the child has less trouble separating should bring him/her to school for the first few days, if possible. Children often react better to the separation this way. In addition, do not linger at drop-off. Linger at drop-off does not minimize the separation; it only lengthens the anxiety. Be sure, though, to say goodbye to your child before you leave even if this causes your child to become upset or to cry. If you leave without saying goodbye, this will cause more long-term anxiety.

While following these suggestions may lessen your child's anxiety, he/she may still have trouble separating. As you leave the classroom your child may be crying. Please know that the teachers are all experienced in dealing with separation anxiety and will work closely with you and your child to make the transition into school as smooth as possible. If you have any concerns about this issue or any other, please bring them to your child's teacher or to me.

Tuition:

Tuition is paid each month from August through May. **The first month's tuition is due at the time of registration.** (If payment is being submitted online, registration is not confirmed until payment has been received and processed.) Thereafter, tuition is due on the first day of each month. Tuition can be paid online, by check, or by cash. Instructions for online payment are attached, including details on how to set up recurring online payments to automatically debit your bank account or credit card. If you are paying by check, please make your check payable to "First Presbyterian Church" or "FPC" and in the memo space, please enter your child's name. If you are mailing your tuition, please address it to the attention of the preschool and ensure delivery prior to the 8th in order to avoid a late fee. If you bring the tuition to school, please place it in the drop box located outside the door of the Director's office. **You may refer to the Tuition Policy for more information.**

What to bring:

Here is a helpful list of items your child needs to bring to school. Each should be labeled with your child's name.

1. Lunch
2. Snack
3. A couple changes of clothes including underwear and socks
4. Small Backpack (no large sized backpacks/bags, please)
5. Diapers (if applicable)

Open House:

Open house will be held on a designated day the week prior to school beginning. Open house hours are 10:30 a.m.-12:00 p.m. Upon classroom placement confirmation, you will receive notification of your child's open house date. You and your child can visit the classroom and meet the teacher well as other parents and classmates. We encourage you to come, if you are able.

VPK:

First Presbyterian is proud to offer VPK to all eligible children entering the 4 year old class. Enrolling in VPK carries certain responsibilities that the state outlines in its VPK handbook. Enrollment for VPK requires registration through the state and registration at the preschool. Children utilizing our VPK wrap around services will receive priority enrollment before children needing VPK only services. Please see the school handbook for additional information about our VPK program.

Thank you in advance for your cooperation and support. I am eagerly awaiting the opportunity to serve you and your children in the coming year.

Ashley Houk
Preschool Director
First Presbyterian Church



First Presbyterian Preschool

250 Sixth Street South Naples, FL 34102
Phone: 239.262.8315 Fax: 239.262.1275
ashleyh@fpcnaples.org www.fpcnaples.org/preschool

Registration 2018 – 2019

Date of Application: _____

Child's Name: _____ Nickname: _____ Male or Female
(Circle one)

Child's Birthdate: ____/____/____

Person responsible for tuition payments: _____

Mailing Address: _____
Street City State Zip

Phone Numbers: _____
Home Work Cell

Parent's Name _____ Parent's Name _____

Street Address _____ Street Address _____

City, State, Zip _____ City, State, Zip _____

Home Phone _____ Home Phone _____

Work Phone _____ Work Phone _____

Cell Phone _____ Cell Phone _____

Email Address _____ Email Address _____

Permission to list email & phone in class directory? Y N

Child lives with: Both parents Mother Father Other _____

Please check the class schedule for which you would like to register. (Minimum enrollment required for all classes.)
\$125.00 Non-refundable Registration Fee, \$60 Supply Fee, and first month's tuition due at time of registration.

AGE		CLASS DAYS	TUITION	SELECT	Due at Registration
18 - 24 Months	2	Tues & Thurs	\$270		\$455
Child must be 2 yrs old by March 1, 2019					

2 years old	2	Tues & Thurs	\$255		\$440
Child must be 2 yrs old by Sept 1, 2018	3	M - W - F	\$320		\$505

3 years old	2	Tues & Thurs	\$230		\$415
Child must be 3 yrs old by Sept 1, 2018	3	M - W - F	\$290		\$475
	5	M - F	\$420		\$605

4 years old	5	VPK M - F wraparound (No supply fee)	\$165		\$290
Child must be 4 yrs old by Sept 1, 2018	5	Non VPK M - F	\$420		\$605

How did you hear about our program?

Print Ad

Web

Friend

FOR OFFICE USE ONLY

Cash Receipt # _____ Amt: _____

Check # _____ Amt: _____ Date: _____

Online Payment _____ Amt: _____ Date: _____

\$125 Non-refundable Registration Fee received _____

\$60 Supply Fee received _____

First month's tuition received _____

Referral discount? _____

Referred by: _____

By signing below, we agree to make all required payments as outlined in the Tuition Policy on the back of this page and in the Preschool Handbook.

Parent: _____

Parent: _____

***BOTH PARENT/GUARDIAN SIGNATURES REQUIRED**

TUITION POLICY

Registration Fee: \$125

Supply Fee: \$60 (per class)

*No supply fee for VPK

Tuition for 3's and 4's

5 days-\$420

3 days-\$290

2 days-\$230

VPK Wraparound

5 days-\$165

Tuition for 2's

3 days-\$320

2 days-\$255

Tuition for 18-24 mos

2 days - \$270

Our very reasonable tuition schedule is made possible by full enrollment, operating efficiency and predictable monthly income. You can help us maintain this favorable tuition structure by observing a few simple requirements:

1. At the time of registration, the Preschool will collect a \$125 non-refundable registration fee, a \$60 supply fee (per class, excluding VPK) **and** the first month's tuition. If you should elect to withdraw from the Preschool prior to the beginning of the school year, you must notify the school **in writing** by 7/1/18 in order to receive a refund of your tuition and supply fee.
2. Each month's tuition is due on the first day of the month and is past due after the 8th day of the month. You are welcome to prepay tuition for the entire year if you wish. The following payment options are available:
 - a. A box inside the Director's office is available for you to drop your payment. If paying by cash, please see the Director or Assistant for a receipt before placing your payment in the box.
 - b. You can mail your payment to: First Presbyterian Church, Preschool Program, 250 Sixth St South, Naples, FL 34102.
 - c. You may use our website to pay online, www.fpcnaples.org/preschool, using your credit/debit card, checking or savings account information. You can also set up recurring payments using the online system. (See *Online Tuition Payment* instructions)
3. Make checks payable to "First Presbyterian Church" or "FPC" and on the memo line, please note the child's name.
4. A child's absence from school does not reduce tuition payments. As you can appreciate, our expenses continue just the same.
5. Similarly, tuition is not reduced for those months containing holidays. The overall tuition schedule has taken days out of school into account.
6. Your account is past due after the 8th day of the month and a \$20 late fee will be applied to your account. If the 8th falls on a weekend, payment is due in the office prior to the weekend, or you can make an online payment up until the 8th. You will have until the 15th to make payment or schedule a meeting with the Director. If payment is not received by the 15th or by the agreed upon terms, your child will not be permitted to return to school.
7. We trust that you will love the care and experiences your child will receive while at First Presbyterian Preschool, but if you should need to withdraw your child after 7/1/2018, we do require a written notice at least 60 days in advance of your child's last day of school. You will be responsible for making tuition payments for the full two months following receipt of your 60 day notice.



Online Tuition Payment

We have established a link on our website that allows you to make online payments using your credit card (Visa, Mastercard, Discover, American Express), checking account or savings account information. Keep in mind that if you utilize your checking or savings account for payment, the Preschool is not charged any additional fees. We will continue accepting cash and check payments in the Preschool office.

How to utilize our online payment option:

- Visit www.fpcnaples.org/preschool, and click on "Tuition Payments"
- "Give"-enter tuition amount (one amount per child)*
- "to"-choose Preschool Tuition Payment from drop down box
- "optional memo"-enter child's name (if paying tuition for multiple children, "+ add more" to add additional child's information)
- Enter your email address

At this point, you will be invited to continue as a guest or to set up an account (if you are setting up *recurring payments*, you must create an account; otherwise, you may proceed as a guest.)

If you are establishing recurring payments, you will be prompted to provide information regarding the frequency and the dates of payments. Following registration, which includes your first tuition payment, there are **9** tuition payments due for the school year, beginning in September and ending in May. Please ensure your payments are made prior to the 8th day of the month to prevent a late fee charge.

- Enter payment information when prompted (credit/debit card, checking account, savings account)

You will receive a transaction confirmation and an email confirmation.

If you choose to create an account for your tuition payments, you can use the "Tuition Account Login" link to manage your payments or make changes.

*You must add a late fee of \$20 (per child) to your payment if you are submitting your online payment after the 8th day of the month.

REGISTRATION/ENROLLMENT TOTALS DUE			
\$125 non-refundable registration fee + \$60 supply fee (<i>if applicable</i>) + first month tuition			
18-24 mos 2 days	\$455	3yr 2 days	\$415
2yr 2 days	\$440	3yr 3 days	\$475
2yr 3 days	\$505	3yr 5 days	\$605
2yr 5 days *	\$820	4yr VPK	\$290
		4yr non-VPK	\$605

* This program is a combination of registering for the 2 day and 3 day programs

Please note that students' registration for your selected program is not confirmed until payment is received, either online or via cash or check made payable to *First Presbyterian Church or FPC.*



First Presbyterian Preschool
250 Sixth Street South
Naples, FL 34102
239.262.8315

Child's Name _____

Checklist of Forms

Enrollment Packet Letter (Please keep at home.)

School Calendar (If not included, will be furnished when available.)

Application for Enrollment
(Sign in appropriate space)

Information & Annual Permission Form/
Policy for Discipline Form

Health and Development Questionnaire

*Current Immunization Form
(Obtain from your Florida pediatrician)

*Current Physical Form
(Obtain from your Florida pediatrician)

VPK Voucher (If applicable)

Payment received

Class registered

*Returning students will be notified if updated medical forms are needed



2018-2019 SCHOOL CALENDAR

AUGUST

Wed 8/15 First Day of School

SEPTEMBER

Mon 9/3 No School - Labor Day

Mon 9/10 No School

Wed 9/19 No School

OCTOBER

Mon 10/15 No School

NOVEMBER

Thanksgiving Break: Wed 11/21 - Fri 11/23

DECEMBER

Fri 12/7 No School - Hurricane Make Up

Christmas Break:

Mon 12/24 - Wed 1/2

JANUARY

Thurs 1/3 Students Return

Mon 1/21 No School - MLK, Jr. Day

FEBRUARY

Mon 2/18 No School - Presidents' Day

MARCH

Spring Break: Fri 3/8 - Fri 3/15

APRIL

Fri 4/19 No School

Mon 4/22 No School

MAY

Mon 5/27 No School - Memorial Day

Thurs 5/30 Last Day of School

Please note that we follow the Collier County Public School calendar and inclement weather directives.



State of Florida
Department of Children and Families
CHILD CARE APPLICATION FOR ENROLLMENT

Student Information: Date of Birth: _____ Sex: ____ Date of Enrollment: _____

Full Name: _____
Last First Middle Nickname

Child's Physical Address: _____

Primary Hours of Care: From: _____ To: _____

Days of the Week in Care: M T W Th F Sa Su

Family Information: Child Lives With: _____

Mother's Name: _____ Father's Name: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Employer: _____ Employer: _____

Address: _____ Address: _____

Work Phone: _____/Cell: _____ Work Phone: _____/Cell: _____

Custody: Mother _____ Father _____ Both _____ Other _____

Medical Information:

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted:

Doctor: _____ Address: _____ Phone: _____

Doctor: _____ Address: _____ Phone: _____

Dentist: _____ Address: _____ Phone: _____

Hospital Preference: _____

Please list allergies, special medical or dietary needs, or other areas of concern: _____

Emergency Care Plan instructions (if applicable): _____

Emergency Contacts:

Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason, the custodial parent or legal guardian cannot be reached:

Name	Address	Work#	Home#
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Name	Address	Work#	Home#
------	---------	-------	-------

Name	Address	Work#	Home#
------	---------	-------	-------

Name	Address	Work#	Home#
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Helpful Information About Child:

- Sections 7.1 and 7.2 of the Child Care Facility Handbook, require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 7.3 of the Child Care Facility Handbook, requires that parents receive a copy of the Child Care Facility Brochure, “Know Your Child Care Facility” (CF/PI 175-24), **or**
- Section 8.3, of the Family Day Care Home/Large Family Child Care Home Handbook, requires that parent(s) receive a copy of the family day care home brochure, “Selecting A Family Day Care Home Provider” (CF/PI 175-28).
- Section 2.8, of the Child Care Facility Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility, **or**
- Section 2.3, of the Family Day Care Home/Large Family Child Care Home Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the family day care provider.

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child’s records.

Signature of Parent/Guardian

Date

First Presbyterian Preschool
Information and Annual Permission Form
First Presbyterian Church of Naples
250 Sixth Street South Naples, FL 34102
 Valid from August 1, 2018 to July 31, 2019

Child full/legal name: _____

Child Health Information:

If child does not have medical insurance, check here ____

If child is insured complete the appropriate blanks below:

Name of Insured: _____ Group/Policy Number: _____

Insurance Company: _____ Phone: _____

Physician: _____ Phone: _____

Circle any and all condition(s) relevant to your child, then on the lines below offer any necessary explanation (attach additional pages if needed):

- | | | |
|-------------------|----------------------|-----------------------------------------------------|
| A.D.D. / A.D.H.D. | Medication Allergies | Chronic Illness or ongoing medical condition |
| Asthma | Food Allergies | Under the care of a mental health professional |
| Bedwetting | Diabetes | Operations or serious injuries |
| Fainting | Eating Disorder | Skin problems (acne, rash, other) |
| Seizures | Heart problems | Taking medication (ongoing only – list meds) |
| Sleep Walking | Back problems | Any special condition that limits physical activity |
| Other | Joint problems | Recent broken bones or frequent broken bones |

Liability Release

We (I), in consideration for our child attending First Presbyterian Preschool and Children, Youth, and Family Ministry activities and being under the age of 21, do hereby release, forever discharge and agree to hold harmless First Presbyterian Church Preschool and the directors thereof from any and all liability, claims of demands for personal injury, sickness of death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the child-participant that occur while said child is participating in First Presbyterian Church Children, Youth, and Family Ministry trips and activities.

Furthermore, we (I) [and on behalf of our (my) child-participant] hereby assume all risk of personal injury, sickness, death, damage and expense as a result of participation in recreation and related activities involved therein.

Further, authorization and permission is hereby given to said church to furnish any necessary transportation, food and lodging for this child.

The undersigned further hereby agree to hold harmless and indemnify said church, its directors, employees and agents, for any liability sustained by said church as a result of negligent, willful or intentional acts of said child, including expenses incurred attendant thereto.

We (I) are the parent(s) or legal guardian(s) of this child, and hereby grant our (my) permission for her (him) to participate fully in First Presbyterian Preschool and Church of Naples Children, Youth, and Family Ministry activities, and hereby give our (my) permission to take said child to a doctor or hospital and hereby authorize medical treatment, including but not in limitation to emergency surgery or medical treatment, and assume the responsibility of all medical bills, if any.

We (I) agree to allow First Presbyterian Preschool to use any photographs or video of my child for the purpose of First Presbyterian Preschool/Church publicity. We (I) agree to allow my child to participate in neighborhood walks. I understand that I may withdraw my permission for a walk if I so desire. We (I) grant permission for my child to participate in the activities and in the use of the equipment at the Preschool.

Either of both parents must sign. If divorced or separated, custodial parent or legal guardian must sign. This form is valid for a period covering August 1, 2018 through July 31, 2019.

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

First Presbyterian Preschool
Child Health and Development Questionnaire

STUDENT'S NAME _____ SEX _____

How would you like name displayed in the classroom? _____

AGE _____ BIRTH DATE ____/____/____ WEIGHT _____

PARENT INFORMATION:

NAME _____ RELATIONSHIP _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

Questionnaire:

1. Has your child ever been enrolled in an Early Childhood Education program? ___Yes ___No If so, at what age and for how long? _____
2. Describe your child's appetite _____
3. Does your child dislike any foods? ___ If so, what? _____
4. What does your child usually eat for breakfast before arriving at the Preschool? _____
5. How easily does your child fall asleep? _____
6. What is the usual bedtime? _____ Wake up time? _____
7. What is the usual naptime? _____ Wake up time? _____
8. Is your child potty trained*? ___Yes ___No (*must be potty trained to enter 3 year old program)
9. Are other adults (not family) able to understand the child's speech? _____
10. Does your child have a regular playmate? ___ Same age ___ Older ___ Younger
11. What is your child's favorite toy or activity at home? _____
12. Does your child have temper tantrums? _____
13. Does your child bite his/her nails? ___Yes ___No Twist his/her hair? ___Yes ___No
14. If you could describe your child in one word, what would it be? _____
15. Please list your child's strong points, such as happy, curious, loving, etc. _____
16. Do you attend church? _____ If so, which one? _____
17. What is the primary language spoken in the home? _____
18. Has your child ever been recommended for, or participated in, a developmental screening and/or evaluation? ___Yes ___No If yes, general details: _____

19. List any allergies or medical concerns and treatments. _____

Parent Signature: _____ Date: _____

First Presbyterian Preschool Policy for Discipline

Our goals of discipline at First Presbyterian Preschool are to teach children to evaluate and make choices, and to be considerate and fair in solving problems with others. We aim to convey, through the disciplinary methods we use, such basic human values as respect, trust, honesty, and caring for others. This is done by the staff, with the cooperation and knowledge of the children, setting explicit understandable limits and rules for personal and group conduct. We will reinforce and repeat these rules often, until the children have a reasonable understanding of their limits. The list below outlines the things we do to help the children stay within their limits.

1. Anticipate trouble
2. Give gentle reminders
3. Distract to a positive model
4. Offer choices
5. Give praise or compliments
6. Offer encouragement
7. Clarify messages
8. Point out natural or logical consequences
9. Provide renewal time
10. Give hugs and caring
11. Provide discussion with the Director

It is also important to remember that this is the first time in a social setting for many children. In this age group it is not uncommon to have some aggressive behavior. We will be using a more assertive discipline with this type of behavior. For actions that hurt other children and/or are violent in nature such as hitting, biting, pinching, etc., there will be a very clear plan of discipline. The child gets one warning at which time he/she will be told what they did was wrong, explained why it was not appropriate behavior, and warned that the next offense will result in some time apart from others. The next offense, within a small time range, will result in time apart. It is our hope that this discipline in conjunction with our other discipline strategies will help children learn appropriate ways to behave.

If a child becomes too disruptive to the other children over a period of time and does not seem to be improving using disciplinary strategies and parent conferences, then the child may be asked to leave the program until he/she is more ready to participate in a social setting.

We (I) have read the above Policy for Discipline and hereby agree to the rules:

Parent/Guardian Signature

Date

Student's Name