

## **Registration**

Enrollment is open to any 2, 3, 4, or 5-year old child regardless of race, sex, national origin or creed. Age placement is based on September 1; the same date that the public schools use. Acceptance is determined by the number of openings available in each class. When a class reaches maximum enrollment, a waiting list will be established. Individuals on the waiting list will be contacted on a first registered basis.

We are currently participating in the state of **Florida's FREE Voluntary Preschool Program (VPK) for 4 year** olds. A child must be registered with the state in order to participate in this program. The parent(s) can pick the preschool the child attends provided space is available. Acceptance is on a first come first serve basis with a waiting list available after the class is full.

**Registration begins in mid/late March before the upcoming school year. Currently enrolled students have first enrollment priority. The non-refundable pre-registration fee is \$75.00 per child** and is due at the time of registration. If a child enrolls during the second half of the preschool year the registration fee is **\$37.50**. This fee helps provide professional training for teachers during the summer months, as well as, reserving the child's place in his/her preschool class. There is also a supply fee for each child based on the number of days the child attends. **2 day \$45 3 day \$65 4 day \$110**

## **Admissions**

All students must have on file in the Director's office the **FIRST DAY** of School:

**Enrollment Form** including emergency medical information. If your address, phone number or emergency / car pool contacts change, notify the Director and teacher so that the records on file are current at all times.

**Student Health Examinations Form** (Department of Children and Families) from your child's doctor  
**This is good for two years.**

**Florida Certificate of Immunizations/Shot form** ( Department of Children and Families) This form is good only until the expiration date which is listed on the form.

All paperwork must be submitted prior to the first day of Preschool.

We are a **licensed under the Department of Children and Families. Our license number is CO1ES0020.** We are also an approved **provider for the FREE 4 year old Voluntary Preschool Program (VPK).**

### **Tuition**

Monthly tuition is due **the first day of school and the first day of each month**, following. Remember that some holidays may fall on tuition due dates. This will not change the due date of the tuition. After the fifth of the month a **late fee of \$10.00** will be charged to your account. An account is considered delinquent when it is thirty days past due. Your account must be kept current, including late charges or we will have to terminate your child's enrollment. A **surcharge of \$35.00 will be made for returned/insufficient funds checks.**

### **Tuition payments for the year will be divided into equal payments.**

Our school calendar will be calculated as soon as the Escambia County School Board publishes the school calendar.

Please make **payments to Amazing Grace Christian Preschool** and on the **For line write the child's name.** Parents should pay by cash or check in the Directors office or dropped into the Tuition mailbox located outside the Director's office. We accept credit cards. There is a \$3.00 fee. A receipt will be given to you at the time of payment or placed in your child's cubbie.

**Monthly tuition for the 2 & 3 year olds is:**  
**2-day program \$180 3-day \$210.00 4-day \$275.00**

**Early/Late drop-off** is available (8am-9am & 1-2 p.m.) for an **additional \$40.00** a month. This must be set up ahead of time. We do not accept drop-ins. If you wish for your **VPK student to attend the additional 5<sup>th</sup> day each week, the cost is \$60 a month.** This cost is paid by the parent. A minimum of 6 children is required to open the Friday class for 4 year olds.

A 10% discount is given for each additional sibling.

### **Hours of Operation**

Amazing Grace Christian Preschool follows the Escambia County Public school calendar. We observe the same holidays and vacations. There may be a slight variation in some dates.

The teachers will be ready to greet the first child at **9:00 a.m.** Please be on time as this helps your child more readily welcome their preschool experience. The **pick up time is 1:00 p.m.** The teachers have personal schedules and school age children to pick up so please be timely in the pick up of your child. **Prior to 9:00 a.m., please wait outside the classroom.** Please come into the classroom with your child and make sure the teacher acknowledges your arrival. If you are car pooling please make sure that the person's name and phone number is on your child's information sheet. The teachers also need to be made aware of the delivery and pick-up procedures for your child. If changes occur during the year, notify the Director and teacher of these changes. When in doubt, the teacher or director may ask to see a photo identification of any person

picking up a child. This is for the protection of your child.

The **late fee is \$1.00 per minute** and a late fee will be due immediately. After 1:05 a late fee will be assessed.

### Discipline

Discipline should be a positive learning experience. The staff teach the children positive approaches to their behavior and reassure them of Jesus' love for them. If a problem does arise we encourage children to verbalize their feelings. Methods of discipline used are redirection, distraction, conflict resolution, positive reinforcement, modeling, and as a last resort, time out.

We also use the Peacemaking Skills for Little Children each day. Peace education is based on a philosophy that teaches love, compassion, trust, fairness, cooperation and reverence for the family and life in God's world. The peacemaking rules that we use are:

#### I-Care Rules

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use I-Care language (please, thank you, etc.)
4. We care about each other's feelings.
5. We are responsible for what we say and do.

**Physical punishment is NOT used.** No discipline will be used related to toileting or eating. Time out is age appropriate, 1 minute of time out per age of the child. The Director is informed of persistent problems such as

biting, physical abuse to other children, or disruptive behavior. Parents are advised of persistent behavior problems. The preschool reserves the right to dismiss any child in cases where conflicts are not improved or resolved. We pray for your children daily and ask for Jesus' love and guidance.

### Injury/Illness

Sick children do not belong in preschool. **Children with fevers, diarrhea, bad colds (green mucus), and communicable diseases can not attend preschool.** If a child has experienced any of these **symptoms within the last 24 hours**, he/she should remain at home.

In the event that your child becomes sick while at preschool you will be notified immediately. If you, the parent, can not be reached the person on the emergency card (Florida Department of Children and Families form) will be contacted. **It is important to sign your child in and out of preschool each day always leaving a phone number where you can be reached that day.** A sick child will be isolated from the other children and made as comfortable as possible while waiting to go home.

Notify the Director if your home has a confirmed communicable disease present. Parents will be notified when exposure to diagnosed cases of communicable diseases has occurred.

**If your child will be out of preschool for an extended period**

**of time** please let us know, **in advance**, if possible. In the event that **a child withdraws from the preschool** the Director should be given a 2 week notice.

**Teachers do not dispense medicine to the children.** This should be taken care of before or after preschool hours. **Inform the teacher if medication has been given to your child at home** before attending preschool. Some medications effect a child's behavior and cause drowsiness, thirstiness, etc. There are some exceptions to medications but a medical permission form must be on file in the preschool office.

If an accident occurs that needs immediate attention, every effort will be made to contact the child's parents. The preschool will not assume any financial, medical, or legal responsibility for decisions due to the inability to locate a parent or secondary authority for a decision(s).

### **Snacks/Birthdays/Lunches**

Parents are asked to participate in **Share a Snack**. Teachers will provide on an as needed basis a list of appropriate nutritional snacks and quantity needed. Some snacks are for a particular unit of study so make note of that to aid the teacher in their unit work.

**Birthdays** are special and so is your child! Parents may bring a snack to share with classmates on their child's

birthday. Please refrain from cupcakes. Appropriate treats might be a giant cookie, rice krispie treats, popsicles, etc. Ask your child's teacher about birthday treats. Invitations to private parties will be given out at preschool only if all the children in the class are invited. Your child will be given special attention on his/her birthday and be reminded that he/she is unique and a special gift from God!

**Lunches** should be healthy and enjoyable. Each child should be provided with 3-4 food items and a drink. A preschool lunch is not the right time to try out new food with your preschooler. **Juice boxes/bags are discouraged.** It is a good idea to pack food with an ice pack in your child's lunch. **Please mark your child's lunch box and drink container with your child's name.**

**If a parent forgets a child's lunch, please refrain from bringing fast food such as McDonald's, Subway, Burger King etc.** This causes discontent with the other children and their lunches.

### **Other Expenses**

Some examples of additional expenses that may occur during the preschool year are: food/ money (\$2-\$5) for special seasonal parties, Pizza Day, occasional Chick Fil A Days, school and graduation photographs and book orders.

### **Sharing/Toys**

Children are encouraged to leave personal toys, pacifiers, blankets and stuffed animals at home since they may cause class disruptions. Teachers may ask children to bring books or other special items on Share Days. Please avoid aggressive toys like guns, swords and related.

### **Clothing**

Each child should bring a change of clothing to preschool which will remain in the child's class. This includes a full set of clothing, underwear and socks. These clothes will remain in the child's classroom to be used on an as needed basis. The clothing will be changed seasonally. **Please label your child's clothing and place it in a plastic bag with the child's name on the bag.**

Dress your child appropriately for the season. Clothing should be appropriate for messy play indoors and outdoors. Please send a jacket for cool or cold days. Children should wear soft-sole shoes or tennis shoes. (No cowboy boots, Sunday shoes, flip flops, jellies, etc.) This is for your child's safety, especially, when playing and climbing on playground equipment. Also, be cautious of jackets with strings as they may be a hazard on playground equipment.

**Newsletter** Available online [amazinggrace.pensacola.org](http://amazinggrace.pensacola.org)  
A monthly newsletter will be given to the parents as a reminder of special days, events and information about

events in the classroom. Please take the time to read this information and post it in a handy place. Please read information that is sent home from teachers, as well as, the director.

### **Chapel**

activities All of the children will begin their week in the sanctuary (at Chapel ) on Mondays or Tuesdays This time is lead by the director. This is a special time when we share God's word through Bible stories, songs and prayers. It is also a great time to introduce and develop listening skills in relation to worship.

### **Stretch and Grow**

Stretch and Grow is a unique "exercising" program that promotes wellness and fitness for preschool children.

Activities involve movement (what preschool children do best), music, and exercise while emphasizing good health , nutrition and exercise. Each class participates in this program at least twice a month at no charge to you.

## **Parental Involvement**

We love our parents! Parents help our program grow and become more effective. Please come, observe, participate, and visit. You are welcome to communicate with the director or teachers at any time. Periodically the classes invite parents to come to the school for special times together with the children. You are encouraged to attend and get involved in your child's preschool learning experience.

## **Emergency Situations**

Listen to the local radio or television concerning closing of schools. We follow the Escambia County public school plans related to the opening or closing during an emergency situation. If public schools are closed for emergencies then the preschool is closed.

Should we evacuate the preschool, we will be at the nearest possible shelter at St. Paul's Lutheran at 4600 N. 9th Avenue (south of Amazing Grace past Bayou Blvd.) You will be notified during emergency situations.

We are required by the Department of Children and Families to have a monthly fire drill and two lock down drills. You may want to talk to your child about these practice fire drills so they won't be alarmed when we have them monthly.

## **Our Program**

Amazing Grace Christian Preschool program includes a

focus on Christian development in the form of daily prayer, songs, weekly Bible stories, along with learning centers and circle time activities. The learning centers include home living, reading, art, nature, blocks/puzzles, and music. Emphasis is placed on the Christian aspect of seasonal holidays. We believe that when Christian education is based on joy and wonder, children are led to the discovery of a loving God. We strive to prepare your preschooler for elementary school by developing him/her socially, physically, emotionally, intellectually and spiritually in a Christ-like environment. See Luke 2:52 which describes the way children develop just like Jesus.

## **Special Days and Seasons**

**Halloween** This is a fun and exciting time of the year. However, it can also be a frightening time to children who are just beginning to distinguish reality from fantasy. We are **careful not to focus on witches, ghosts, devils or any evil**. Our focus is on pumpkins, God's beautiful world in the fall, safety, and the beauty of the season.

**Thanksgiving** This is a time to give thanks and praise to God for all of our blessings. Concentration on families, sharing, and the first Thanksgiving (which we celebrate with a special feast for all).

**Advent** The four weeks in the church year before Christmas which focus on waiting for the Christ child to be born. We do not emphasize Santa Claus, elves,

etc. It is a joyous time of the year that we, as Christians celebrate.

On the days preceding Christmas break we have a Happy Birthday Jesus' party that may include a book exchange. We also encourage children to think of others at Christmas and discuss giving not just receiving gifts. Some activities may include giving food to a food bank, collecting school supplies for needy school-age children, etc.

**Valentine's Day** We focus on friendship, love and kindness. The children exchange valentines on party day.

**Lent/Easter** These are special observances in our Christian preschool. The focus is on the death and resurrection of Jesus. These concepts are difficult, but not impossible for preschoolers to comprehend. We place emphasis on Jesus rather than the Easter bunny. We have a special Bunny Lunch and egg hunt but emphasis is placed on new life, butterflies, and God's wonderful creatures.

### **Staff**

The teachers and aides of the preschool love and nurture your children in a Christian environment. They pray for your children. Please remember them in your prayers. The teachers are certified in education and/or have experience teaching or working with young children, as well as, having children of their own. They are selected by the Director, and advisement by the Preschool Action Committee of Grace Lutheran Church. **The teachers are fingerprinted, level 2 background checked nationally, C.P.R trained and take 45 hours of training, along with 10 hours of in-service per year thereafter.**

Should you have any ministry needs; do not hesitate to let one of us know. The Director can answer any questions you may have about our preschool. The Director can address any questions you have about working with preschoolers. **We can always use substitutes.**

## Weekly Chapel and Bible Stories

This time is usually led by the director. Occasionally, the pastor or director of Christian education may lead chapel time.

- Week 1 God Made the World and Plants
- 2 God Made Animals and People
- 3 God Calls Abraham
- 4 Abraham is Blessed
- 5 Jacob and Rachel Have a Baby
- 6 Jacob Takes Care of Joseph
- 7 Baby Moses
- 8 Joshua and Jericho
- 9 Hannah Prays
- 10 Samuel
- 11 David and Jonathan
- 12 Elisha's Home
- 13 The Angel Visits Mary
- 14 Jesus is Born
- 15 Angels Tell the Shepherds
- 16 Shepherds Worship Jesus
- 17 Jesus Grows as a Child
- 18 The Boy Jesus at the Temple
- 19 Jesus is Baptized
- 20 Jesus Chooses 12 Disciples
- 21 Jesus Blesses the Children
- 22 Jesus Teaches about Birds & Flowers
- 23 Jesus Stops a Storm

- 24 Jesus Feeds 5,000
- 25 Mary and Martha
- 26 Jesus Heals a Deaf Man
- 27 Jesus Heals a Blind Man
- 28 Zacchaeus
- 29 Children Praise Jesus
- 30 Jesus Dies and Arises
- 31 Easter
- 32 Peter and the Crippled Man
- 33 Philip and the Ethiopian
- 34 Timothy
- 35 Jesus Knows My Name
- 36 Jesus Promises to Be with Me