



Sharing Tree Preschool Parent Handbook

"Train up a child in the way he should go, and
when he is old he will not turn from it." Proverbs 22:6



Sharing Tree Preschool, Inc.
6045 Greenland Road
Jacksonville, Florida 32258
(904)260-2015



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Jacksonville, Florida 32258
(904) 260-2015
www.christs.church/sharingtree

Dear Parents:

Welcome to Sharing Tree Preschool! It is certainly our privilege to have your child enrolled in our school. We look forward with excitement as we begin another school year. Thank you for choosing Sharing Tree Preschool to assist in the development of your child.

Sharing Tree Preschool is accredited through the Association of Christian Schools International and is exempt from state licensing. We are committed to ongoing self-monitoring to always remain in compliance.

The Sharing Tree staff is dedicated to providing an atmosphere of loving acceptance and an environment that makes learning exciting. Our goal is that each child will enjoy a program that encourages learning through participation.

The Parent Handbook should assist you in answering many of your questions regarding Sharing Tree's policies. Please keep this handbook for future reference during the school year. If you have any questions, please contact the school office.

Sincerely,



Amy Smith
Director

Sharing Tree Preschool Parent Handbook

ADMISSION

Sharing Tree Preschool admits students of any race, color or national origin to all rights, privileges, programs, and activities generally accorded to students at the school.

The following **must** be completed before the first day of school.

- Enrollment form
- H.R.S. health forms supplied by your doctor.
- Registration fee paid
- Copy of birth certificate
- VPK Students- Certificate of Eligibility form from the Early Learning Coalition of Duval (www.ELCofDuval.org)

If tuition fees are due from a previous year, the student will not be allowed to enroll for the current year until those fees are paid.

POTTY TRAINING

In our 3 and 4-year-old classes, it is our policy that each child must be fully potty trained. While suite assistants are available to help in an urgent situation, students should be able to use the bathroom without assistance on a regular basis (wiping, flushing, redressing). Clothing that is easy for children to manage (for example, elastic waistband rather than buttons and belts) is appreciated.

TUITION

Tuition is based on a 9 month pay schedule (September-May). We realize that the children attend a partial month during December and May. However, for ease of accounting on our end as well as the parent's end, we have divided the yearly tuition into 9 equal payments. There are no adjustments due to holidays or school closings. Tuition is due on the first of each month and is late after the 5th. A \$10.00 late fee is charged for payments received after the 5th. Tuition is as follows:

5 Day 3's Program Yearly tuition: \$3195/year or \$355.00/month for 9 months

MWF 2's or 3's Program Yearly tuition: \$1890/year or \$210.00/month for 9 months

T/Th 2's or 3's Program Yearly tuition: \$1575/year or \$175.00/month for 9 months

VPK Only Program Yearly tuition: None

VPK with Brain Boosters Program Yearly tuition: \$1215/year or \$135.00/month for 9 months

- Please make checks payable to Sharing Tree Preschool. They may be mailed to the school or placed in your child's folder. PLEASE WRITE YOUR CHILD'S NAME ON ALL CHECKS.
- There is a \$10.00 late charge for tuition paid after the 5th.
- A \$15.00 fee will be charged for returned checks.
- Tuition is based on a 9-month pay schedule. There are no adjustments due to holidays or school closings.
- Sharing Tree reserves the right to withdraw a student for non-payment of tuition.

ARRIVAL AND DISMISSAL

2's and 3's program hours: 9:00am-12:00pm

VPK only program hours: 8:35am-12:00pm

VPK with Brain Booster program hours: 8:35am-1:00pm (Monday-Thursday), 8:35am-12:00pm (Fridays and Party Days)

We find that it is much easier on the child and parent to use the car line from the first day of school. The children come directly to their teacher and begin their day.

The 2's and 3's car line runs in the parking circle closest to the portables and big playground. Our 2's and 3's car line runs from 8:50am-9:10am for student drop off and from 11:50am-12:10pm for student pick up.

The 4's car line is located in the parking circle at the main entrance to Christ's Church. This car line runs from 8:35am-8:55am for student drop off. VPK only students are picked up between 12:00pm-12:10pm and students in VPK with Brain Boosters are picked up between 12:50pm-1:10pm. Dismissal on Fridays is between 11:50am-12:10pm for all 4's classes.

At Orientation, each parent is given two car tags with the teacher's name and the student's name on it, along with the Sharing Tree logo. We look for that car tag at drop off and at pick up to help with the flow of traffic and to ensure the safety of the child. If the car tag is not displayed at pick up time or we do not recognize the driver, we will not load the child. The person picking up must come to the office and show identification and have it matched against the emergency contacts listed on the enrollment form before we will release the child.

We ask that parents refrain from using cell phones and from allowing the children to hang out of the windows and sunroofs while in the car line.

Please refer to the pick up and drop off procedures sheet for detailed instructions.

RELEASE OF CHILDREN

- Please come to the office to sign out your child for early dismissal.
- Information on the enrollment sheet should be kept current with correct phone numbers and contact information for emergencies.
- Written notification is required if your child is being picked up by someone other than you. Identification will be required.
- In case of emergency, telephone messages will be accepted. The “code word” must be given to authorize the release.

EXTENDED DAY

- Extended day is from 12:00 to 2:00 p.m., Monday-Thursday for 2’s, 3’s and VPK only students. There is no extended on Fridays or party days. The fee for the day is \$10.00.
- Extended day for siblings of VPK students is offered from 12:00 until 1:00, Monday-Thursday for \$5.00. This 1 hour of extended is reserved for VPK siblings only.
- Extended day for students in VPK with Brain Boosters is offered from 1:00 until 2:00, Monday-Thursday for \$5.00.
- The fee is to be paid on the day your child is staying.
- It is the responsibility of the parent to provide their child’s lunch and drink. Please label your child’s lunchbox.
- We begin loading the cars at 1:50 p.m. at the atrium location. All children should be picked up by 2:00 p.m.
- Late fees are assessed on the same schedule as regular hours starting at 2:00 p.m.

LATE FEES

It is the parent’s responsibility to make all necessary arrangements for pick up. The policy for late pick-up is as follows:

- If the loading door is closed, come to the STP office to retrieve your child. There will be an initial \$10.00 charge for late pick-ups.
- At each 10-minute interval thereafter, an additional \$5.00 charge will be assessed.
- Late fees are due upon the child’s first day back to school.

- Late fees apply also to those attending extended day beginning at 2:00 p.m.

SNACKS

- Snacks will be served daily for the 2's, 3's, and VPK only classes. VPK with Brain Boosters classes eat lunch Monday-Thursday (parent provided) so we will provide a snack on Fridays only. Parents may provide a special snack for the class anytime or for birthdays, star student, etc. Please make arrangements with your child's teacher.
- If your child has food allergies, we ask that you provide your child's snack (individually wrapped) each day. Arrangements can be made in advance with your child's teacher for food served at parties.

SCHOOL CLOTHING AND PERSONAL BELONGINGS

- Painting, cooking, gluing, and outdoor play are some of our school activities. We ask that you dress your child accordingly. A pair of tennis shoes is the best footwear for your child's safety. We ask that children not wear cowboy boots or flip-flops.
- It is extremely important that you label all clothing, lunch boxes, and backpacks with your child's first and last name.
- Personal items should not be brought to school.
- We keep a supply of clean clothes for accidents that may occur at school. Please wash and return any items borrowed. We are always happy to accept clothing donations including underwear, pants, shorts, shirts, and jackets for both boys and girls.

DISCIPLINE

Discipline is not innate; it must be taught through careful planning and consistency. Discipline is teaching through guidance. At times, in spite of all our efforts, we will have some disciplinary problems that will require some form of action. Time out and quiet centers are used in an attempt to maintain discipline. We will never use physical punishment as a means of discipline. In the area of discipline, we will always let our love shine.

If our usual discipline policies do not seem to be changing the behavior of a child, we will arrange conferences with the parents. This way, negative behavior can be dealt with in a united front, both at home and at school. In extremely rare cases, if all methods of discipline fail, we reserve the right to ask the child to continue his or her schooling elsewhere.

ILLNESS/EMERGENCY/ACCIDENT/MEDICATION POLICY

Your child's health is a matter of major importance to us all. Therefore, a child who has a fever or communicable disease is not to be sent to school. This includes but is not limited to vomiting, diarrhea, pink eye or contagious colds. A child should not attend school if there is a colored nasal discharge, persistent cough or heavy congestion. Please be sure that your child is fever-free and symptom-free, without the use of Tylenol, Motrin, etc., for at least 24 hours prior to returning to school.

If a child becomes ill during the day, the school will notify the parents to have the child picked up. Only a parent or person listed on the enrollment form will be allowed to pick up.

Parents will be informed of any accidents or injuries at school. Parents will be given a form with a summary of the accident. A signed copy will be kept on file in the school office.

Medications can be given during school hours if necessary. Please bring the medication and instructions to the school office and complete the HRS form, "Authorization for Medication."

BIRTHDAYS, CLASS PARTIES, AND SCHOOL EVENTS

- We encourage all children to share their special day with their classmates. Birthdays are celebrated during snack time. Please schedule a time with your teacher. For the enjoyment of all, please keep the parties very simple.
- We will be happy to distribute invitations for birthday parties when the entire class is included.
- Parties are as follows: Thanksgiving, Christmas, Valentine's Day, Easter, and End of the School Year.
- For your child's safety, we ask that **no** balloons or piñatas be sent in to the school.
- Your teacher will contact you using the sign up sheet from Orientation to seek your help for one or more of the class parties. We want each parent to have an opportunity to assist with at least one activity.
- School events-We will be having different events through the year such as: school pictures, vision screening, fundraiser, etc. We appreciate your participation and assistance with these activities.

PROGRESS REPORTS

We will send Progress Reports home during the school year. Conferences are held upon request of the parent or teacher throughout the year.

NEWSLETTERS AND CALENDARS

Newsletters and calendars will be sent home to inform parents of current events. Please watch for special days on the school calendar.

HURRICANE/INCLEMENT WEATHER

Sharing Tree follows the schedule of Duval County Schools in regards to school closings for emergencies. If Duval County Schools are closed for inclement weather or emergencies, so is Sharing Tree Preschool. There are no adjustments due to holidays or school closings, unless required by the Early Learning Coalition of Duval.

WITHDRAWAL

- Please submit a written notice two weeks prior to withdrawing from school.
- Tuition will be prorated if a written notice is given.
- The registration fee is non-refundable.
- If a child is withdrawn from STP and then reenrolled for the same school year, a new registration fee will be due.

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Late tuition fee	\$ 10.00
Returned checks	\$ 15.00

Late pick up initial charge \$ 10.00
(additional charges may apply)

This Parent Handbook is presented to you in an effort to address school issues in advance. The guidelines will provide a consistency in all areas. We want this to be a pleasant and enjoyable experience for all!

I have read the Parent Handbook provided by Sharing Tree and agree to the philosophy and biblical values incorporated into this program.

I understand that the yearly tuition is based on a 9-month pay schedule (September through May). There are no adjustments due to partial months, holidays or school closings.

I will label all personal items with my child's name (coats, backpacks, lunch boxes, checks).

Please sign and return to Sharing Tree.

Name

Date

Child's Name

Teacher