



First Presbyterian Preschool

250 Sixth Street South Naples, FL 34102
Phone: 239.262.8315 Fax: 239.403.8919
ashleyh@fpcnaples.org www.fppnaples.org

Registration 2020 – 2021

Date of Application: _____

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

Child's Birthdate: ____/____/____

Person responsible for tuition payments: _____

Mailing Address: _____
Street City State Zip

Contact Information: _____
Primary Phone Secondary Phone Email

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 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, \$65 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	\$300		\$490
Child must be 2 yrs old by March 1, 2021					
2 years old	2	Tues & Thurs	\$275		\$465
	3	M - W - F	\$340		\$530
	5	M - F	\$615		\$870
Child must be 2 yrs old by Sept 1, 2020					
3 years old	3	T - W - Th	\$310		\$500
	5	M - F	\$455		\$645
Child must be 3 yrs old by Sept 1, 2020					
4 years old	5	VPK M - F wraparound (No supply fee)	\$180		\$305
	5	Non VPK M - F	\$455		\$645
Child must be 4 yrs old by Sept 1, 2020					
5 years old	5	JR KINDERGARTEN	\$600		\$790
Child must be 5 yrs old by Sept 1, 2020					
M - F					

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 _____

\$65 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: \$65 (per class)

*No supply fee for VPK

Jr. Kindergarten

5 days-\$600

VPK Wraparound

5 days-\$180

Tuition for 3's

5 days-\$455

3 days-\$310

Tuition for 2's

3 days-\$340

2 days-\$275

5 days-\$615

Tuition for 18-24 mos

2 days - \$300

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 \$65 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 7/1/20 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.fppnaples.org, 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 7/1/2020, 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.



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

Child's Name _____

Checklist of Forms

FILES FOR YOU TO KEEP:

- Welcome Letter
- Online Payment Instructions
- School Calendar

FILES TO BE RETURNED:

- FPP Registration (Sign at bottom)
- DCF Application for Enrollment (Sign on page 2)
- 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)

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

OFFICE USE:

Payment received _____ Class registered _____



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 2020-2021 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 us 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 239.403.8919. 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 **first and last 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



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.fppnaples.org, and click on "Support Our School"
- Scroll down and click on "Make Payment"
- "Give"-enter tuition amount (enter TOTAL tuition amount if paying for multiple students)*
- "to"-choose Preschool Tuition Payment from drop down box
- "optional memo"-enter child's name(s) **Please include First and Last Name
- 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. **You must set an End Date or set # of occurrences**, otherwise your card will continue to be charged following the last payment in May unless you go in to cancel the recurring account.

- 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 "Manage Account" link on the "Support Our School" page 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 + \$65 supply fee (if applicable) + first month tuition			
18-24 mos 2 days	\$490	3yr 3 days	\$500
2yr 2 days	\$465	3yr 5 days	\$645
2yr 3 days	\$530	4yr VPK	\$305
2yr 5 days *	\$870	4yr non-VPK	\$645
		Jr. Kinder	\$790

* 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.*



2020-2021 SCHOOL CALENDAR

AUGUST

Wed 8/19	First Day of School (VPK only)
Mon 8/31	First Day of School (Tod, 2s, 3s)

JANUARY

Mon 1/4	Students Return
Mon 1/18	No School - MLK, Jr. Day
Tues 1/19	No School

SEPTEMBER

Mon 9/7	No School - Labor Day
Fri 9/18	No School
Mon 9/28	No School

FEBRUARY

Mon 2/15	No School - Presidents' Day
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OCTOBER

Fri 10/30	No School
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MARCH

Spring Break: Mon 3/15 - Fri 3/19	
Mon 3/29	No School

NOVEMBER

Mon 11/23	No School
Tues 11/24	No School
Thanksgiving Break: Wed 11/25 – Fri 11/27	

APRIL

Fri 4/2	No School
Mon 4/5	No School

DECEMBER

Christmas Break:	
Mon 12/21 - Mon 1/4	

MAY

Mon 5/31	No School - Memorial Day
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JUNE

Wed 6/9	Last Day of School
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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

Meals Typically Served While in Care: Breakfast AM Snack Lunch PM Snack Supper

Family Information: Child Lives With:

Parent/Guardian Name: Parent/Guardian Name:

Address: Address:

Home Phone: Home Phone:

Employer: Employer:

Address: Address:

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

Relationship to the child: Relationship to the child:

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 including symptoms, medication, and notification in the event of an actual emergency (if applicable):

Emergency Contacts:

Child will be released only to the custodial parent(s) or legal guardian(s) 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(s) or legal guardian(s) cannot be reached:

Name	Address	Work#	Cell/Home#
Name	Address	Work#	Cell/Home#
Name	Address	Work#	Cell/Home#
Name	Address	Work#	Cell/Home#

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 7.3, C.3 of the Child Care Facility Handbook, requires that parents are provided food and nutrition policies used by the child care facility.
- 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, 2020 to July 31, 2021

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, 2020 through July 31, 2021.

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

Policy for Discipline

First Presbyterian Preschool believes that it is very important to a child's development that he or she be nurtured through caring, patience, and understanding. We teach our students to make appropriate choices that are fair and considerate to everyone. With the use of consistent expectations and rules for behavior and conduct, both personally and in a group setting, students will learn basic human values such as respect, trust, honesty and caring. We will reinforce and repeat these rules often in a multitude of settings. When conflicts arise among students, we will work with the students to think and talk through the conflict to reach a desirable outcome for all involved. Should students need assistance with verbalization during this process, staff will provide appropriate language.

Students of First Presbyterian Preschool are expected to exhibit the following the acceptable behaviors.

- Be respectful of others
- Be kind and respectful of property (books, equipment, etc.)
- Use kind hands
- Use kind words
- Use listening ears

The list below outlines the techniques we may incorporate to help the children stay within the acceptable behavioral limits.

- Anticipate and act to limit problematic behaviors
- Give gentle reminders of appropriate behaviors
- Offer encouragement through positive reinforcement
- Provide a positive model
- Offer acceptable alternative choices
- Provide acknowledgement and compliments for positive behaviors
- Clarify messages, rules, and expectations
- Point out natural or logical consequences for misbehaviors
- Provide time to refocus while participating in a personal, quiet activity
- 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. For actions that hurt other children or staff such as hitting, biting, pinching, etc., the following steps will be implemented. The child gets one warning at which time he/she will be told what they did was inappropriate, along with an explanation as to why, and warned that the next offense will result in some time apart from others. The next offense will result in time apart from the class/activity. Each incident will be properly documented and will require parent acknowledgement. The teacher may request a meeting with the parents/guardians to discuss the behavior and ask for support in reinforcing appropriate behaviors. This may also include the involvement of outside resources such as, but not limited to, speech therapist, behavioral therapist, occupational therapist, etc.

School administration will make every attempt to follow the policy as outlined; however, in cases where the severity of behaviors create an unsafe and/or disruptive environment for students, staff, and/or the school, we may take more direct action, which may include immediate dismissal (please reference the Dismissal Policy).

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

Parent/Guardian Signature

Date

Student's Name

*Policy can be amended at the will of the Preschool or the Church. Each family shall be provided with a copy of any revisions. Any revisions shall supersede all previously published policies.

Approved May 30, 2019

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: _____