



Southside United Methodist Preschool
3120 Hendricks Avenue, Jacksonville, FL 32207 | 904.396.2676

JULY 2023

Dear Parents,

It won't be long before the summer is over and the 2023-2024 school year begins. In just a few short weeks your children will begin another fun and exciting time in their lives.

Below you will find important dates and start-up information for the upcoming school year. Please read the information carefully. If you have any questions, please feel free to contact the Preschool Office.

IMPORTANT DATES: Below are dates to mark on your calendar for our 2023-2024 school year.

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| • TEACHER CALLS TO PARENTS | AUGUST 1 st – 15 th , 2023 |
| • FORMS DUE FOR ALL STUDENTS – NO LATER THAN..... | AUGUST 18, 2023 |
| • TUITION DUE (FIRST MONTH ONLY) OR ADVANCE PYMT FOR FULL YEAR (WI 5% DISCOUNT) | AUGUST 18, 2023 |
| • FIRST DAY OF SCHOOL - <u>(2's, 3's, & 4's only)</u>
All 3 Day, 4 Day VPK and 5 Day VPK classes | AUGUST 23, 2023 |
| • FIRST DAY OF SCHOOL FOR Tu/Th classes – <u>(2's & 3's)</u> | AUGUST 24, 2023 |
| • EARLY ARRIVAL ADVANCE SIGN-UP FOR SEPTEMBER DUE <u>(2's, 3's, & 4's only)</u>
(Looking forward - Will always be due the 25 th of each month for Early Arrival reservations and/or changes for the next month) | AUGUST 25, 2023 |
| • EXTENDED DAY ADVANCE SIGN-UP FOR SEPTEMBER DUE <u>(2's, 3's, & 4's only)</u>
(Looking forward - Will always be due the 25 th of each month for Extended Day reservations and/or changes for the next month) | AUGUST 25, 2023 |
| • WEE ONE'S FIRST WEEK OF SCHOOL 9:00 – 11:00 (Depending on days selected) | AUGUST 29, 2023 |
| • 2ND MONTH OF TUITION DUE
ANNUAL CURRICULUM ENHANCEMENT FEE DUE | SEPTEMBER 1, 2023
SEPTEMBER 1, 2023 |
| • EARLY ARRIVAL AND EXTENDED DAY BEGIN | SEPTEMBER 5, 2023 |
| • MORNING AND AFTERNOON CARPOOL BEGIN | TBA |
| • MONTHLY TUITION PAYMENTS DUE (PYMTS 3-9) | OCT 1, NOV 1, DEC 1, JAN 1, FEB 1, MAR 1, APR 1 |

IMPORTANT

PRESCHOOL OFFICE HOURS FLUCTUATE JULY 3 THROUGH AUGUST 18

Please refer to our website Home Page under ANNOUNCEMENTS for Office hours

Parents should turn in forms and first tuition payment NO LATER THAN AUGUST 18th.

Parents may submit required forms and payment one of the following ways :

- 1) mailing them to the Preschool Office – 3120 Hendricks Avenue (32207)
- 2) drop them off at the Church Office and asking them to place forms in **PRESCHOOL DOCUMENT BOX**. Church Office Summer hours are M-Th, 9:00 – 3:00, closed on Fridays. We will collect dropped-off documents, check emails, and phone messages regularly.
- 3) come to the Preschool Office if you want to drop off forms and payment directly to Director or Assistant Director. **PLEASE CALL FIRST due to fluctuating summer hours.**

SCHOOL INFORMATION

ARRIVAL AND DISMISSAL

Please refer to the **DAILY PROCEDURES 2023 -2024** tab on our website for Arrival and Dismissal Information.

If you bring your child to school late (*after 9:10*) or pick them up early (*before 12:45*) you must check in or out at the Preschool Reception Office (*located just below the main Preschool Office*). **A staff member in the reception office or preschool office will assist you with late arrival and early pick-up of your child.** The purpose is first and foremost for safety, and to have as little disruption as possible to the class during the day.

REMEMBER...IT IS VERY IMPORTANT TO HAVE YOUR CHILD ARRIVE ON TIME. Timely arrival helps all the children settle into the day without interruption, encourages good habits for future school experiences, and allows your child to participate in the full day of learning and playing.

CARPOOL

Due to the construction zone in the front parking lot, the entrance closest to the construction site will be closed. For this reason, Carpool service will be delayed until further notice. We plan to make it available as soon as we are notified that the area is clear and safe.

When carpool begins....,

Morning Carpool will be available for all students who are in a 2 year old class, 3 year old class or 4 year old class. Carpool is not available to Wee Ones. There is **NO ADVANCE SIGN-UP REQUIRED FOR MORNING CARPOOL.** Please see the information under Enrollment, then Carpool tab on our website for further instructions.

AFTERNOON CARPOOL – Advance Sign-up is **REQUIRED FOR AFTERNOON CARPOOL.** Your child must be sign-up for Afternoon Carpool so we know which children to walk out to our carpool area each afternoon. Afternoon carpool is only intended for:

- two or more children riding in the same car
- children who will be riding in carpool regularly

Please see the information under Enrollment, then Carpool tab on our website for further instructions.

DIAPERS AND CHANGE OF CLOTHES FOR WEEONES AND 2's

Each child in the Wee Ones and 2's must bring in their own diapers (unless already potty trained), as well as a change of clothes according to the season. The teacher will send a note home when your child's diaper supply is getting low. At the beginning of the school year you will receive a list of supplies and items from your child's teacher that will be needed by your child. **Please send in diapers and change of clothes in A PLASTIC ZIPLOCK BAG WITH YOUR CHILD'S NAME ON IT.**

EARLY ARRIVAL AND EXTENDED DAY

Early Arrival and Extended Day will begin on September 5, 2023. If you are planning on using these services on a monthly basis you will need to **submit your enrollment form by August 25th.** This will allow us time to complete the class lists for both services so teachers will know which students are participating in the Early and Extended Day Care. For more detailed information regarding rates and policies, please visit our website at www.sumpreschool.org.

FORMS

There are a number of forms required by Department of Children and Families (DCF) to be a permanent part of your child's preschool file. **Most forms are on our website at www.sumpreschool.org.** Other forms must be obtained from your child's pediatrician. Please download the forms from our website and complete them. Obtain other necessary forms and turn all required forms listed below in to the Preschool Office.

The required forms (listed below), must be completed and turned into the Preschool Office NO LATER THAN AUGUST 18th.


REQUIRED FORMS FOR ALL STUDENTS:

Enrollment Form (available at www.sumpreschool.org under Enrollment Package Tab)

Influenza Form (available at www.sumpreschool.org under Enrollment Package Tab) (**SIGNATURE PAGE ONLY**)

Florida Certification of Immunization - (Form 680 or 681-from your Pediatrician)

Florida School Entry Health Form—(Form 3040 – from your Pediatrician) -PLEASE NOTE: on the Health Form, the doctor completes one side of the form and PARENT MUST COMPLETE the other side.

IMPORTANT – 
(regarding Health
and Immunization
Forms)

PLEASE VERIFY YOUR FORMS 3040 AND 680 AND EXPIRATION DATES BEFORE LEAVING THE DOCTORS OFFICE TO MAKE SURE YOUR FORMS ARE CURRENT WITH NEW EXPIRATION DATES AND THAT THEY ARE CONSISTENT WITH THE DATE OF YOUR VISIT.

If you feel the dates are not right, please address it with your child's doctor.

EXPIRED FORMS WILL NOT BE ACCEPTED

REQUIRED FORMS FOR VPK STUDENTS:

All forms listed aboveplus...

- ★ **Fees Acknowledgment Form**
- ★ **VPK Attendance Policy Form**

OPTIONAL FORMS

- REQUIRED ONLY IF PARTICIPATING IN THE SPECIFIC PROGRAM(S):

Early Arrival Registration Form – NO DROP-INS- ADVANCE SIGN-UP ONLY. Please submit your Advance Sign-up Registration form for Early Arrival (with payment for Sept. Early Arrival) **NO LATER THAN AUGUST 25th.**

Payment for September must be turned in with form.

Monthly Extended Day Registration Form– If you are signing up for MONTHLY (not Drop-in) Ext. Day for September, Please submit your Advance Sign-up form for Ext Day (with payment for Sept Ext. Day) **NO LATER THAN AUGUST 25th.**

Payment for September must be turned in with form.

Afternoon Carpool Registration Form– Will be required when Carpool Service starts. There is no payment required for Carpool

OPTIONAL FORM - REQUIRED IF YOU PLAN ON VOLUNTEERING IN ANY CAPACITY

Volunteer Acknowledgement Form – *it is recommended that all parents complete this form so that if a volunteer opportunity arises that you would like to participate in, the required form is already on file.*

INVOICING

Procare is the invoicing software used for customer billing. Parents can pay on line by going to MyProcare.com and creating a log-in. There you can see your ledger sheet and make a payment with a Credit Card or by Electronic Check. Processing Fees will apply - 2.9% for credit card payment and \$1.00 for Electronic Check. Payment by Credit Card can also be taken in the Preschool Office. You can also access MyProcare.com on our website (sumpreschool.org) through the parent portal under the "PARENTS" tab.

There are instructions for setting up your Procare account under the "PARENTS" tab.

LUNCHES

The children will be eating lunch at school and should bring their lunch and drink every day that they attend school. **Please send foods that do not require refrigeration or need to be heated.** Also, please label their lunch boxes and drink containers with their **first and last name.** Please help us to always encourage healthy choices for lunch. Please do not send candy in their lunch box or for Extended Day snack. Candy items should be saved for after school.

POTTY TRAINING

Children entering our 3 year old classes **MUST BE POTTY-TRAINED.** Children entering our 2 year old classes do not have to be potty trained.

SNACKS

Each child must have their own small snack and small drink for snack time every day. Please send in healthy snacks. Please label these items with your child's first and last name for easy identification.

TUITION AND FEES

THERE ARE 9 MONTHLY PAYMENTS FOR TUITION DURING THE 2023 -2024 SCHOOL YEAR

★ **PAYMENT #1 IS DUE NO LATER THAN AUGUST 18TH**

★ **PAYMENT # 2 IS DUE SEPTEMBER 1ST**

★ Payment # 3 through # 9 are due the first of each month October through April

THERE IS NO PAYMENT DUE IN MAY FOLLOWING THE SCHEDULE LISTED ABOVE

PLEASE SEE THE NOTE IN THE BLUE BOX ON THE FIRST PAGE OF THIS LETTER FOR OPTIONAL WAYS TO TURN IN PAYMENT (AND ENROLLMENT FORMS). PLEASE DO NOT HAND YOUR PAYMENTS TO ANY STAFF MEMBERS OTHER THAN THE DIRECTOR OR ASSISTANT DIRECTOR. We do not keep cash in the Preschool Office and therefore are not able to make change if you are paying with cash. Statements will be emailed monthly starting in September. **There will not be a statement for the payment due in August.** For August, please submit your payment **NO LATER THAN AUGUST 18TH**. There is a 5 day grace period for payments. Payments are considered late if not received by the 5th of each month or the 25th of August for the first payment. If your payment is past due, a late fee of \$25.00 will be assessed to your account after the grace period.

TUITION RATES

2 Day - Wee Ones, 2's & 3's
3 Day - Wee ones, 2's & 3's
4 Day - Wee Ones, & 4's (non VPK)
5 Day 2's
5 Day - 3's & 4's
4 Day VPK (Mon—Thurs)
4 Day VPK + 1 (Fridays)

MONTHLY

\$ 260.00
\$ 310.00
\$ 345.00
\$ 410.00
\$ 380.00
Tuition is paid by the State of Florida
\$180.00 for 5th day, M—Th is paid by the State of FL

ANNUAL CURRICULUM ENHANCEMENT FEE - (A.C.E. FEE)

An Annual Curriculum Enhancement Fee is assessed to cover the cost of special events on campus and consumable supplies. The fee is based on the number of days your child is enrolled. The Curriculum Enhancement Fee is due by **September 1, 2023**. It does not cover the cost of any field trips. Those costs will be billed on monthly invoices as field trips occur.

CURRICULUM ENHANCEMENT FEES

2 Day - Wee Ones, 2's & 3's
3 Day - Wee ones, 2's & 3's
4 Day - Wee Ones & 4's
5 Day - 2's, 3's & 4's

ANNUALLY

\$ 80.00
\$ 90.00
\$ 95.00
\$ 100.00

ANNUAL REGISTRATION FEE -

An Annual Registration Fee is due for each student at the time of Registration. Registration for the begins in January each year for the school year that will begin the following August. Registration Fee Payment is due at the time you Register.

Registration Fee - Wee Ones	\$ 75.00
Registration Fee - 2's, 3's, 4's	\$ 125.00

*****PLEASE NOTE... BOTH THE ANNUAL CURRICULUM ENHANCEMENT FEE AND THE ANNUAL REGISTRATION FEE MUST BE PAID BEFORE A STUDENT CAN PARTICIPATE IN ANY PROGRAMS SUCH AS EARLY ARRIVAL OR EXTENDED DAY. THIS INCLUDES VPK STUDENTS.**

DISCOUNTS FOR TUITION

- ★ **FULL YEAR TUITION CAN BE PAID IN ADVANCE.** You will receive a 5% discount (Tuition ONLY) if paid in full **NO LATER THAN AUGUST 18th.**
- ★ **5% DISCOUNT FOR 2ND CHILD.** You will receive a 5% discount for the 2nd child if both children are in a FULL PAY TUITION status. However,
 - ** 5% discount for **Full Year Payment or 2nd Child is not permitted** if all or a portion of tuition for either child is paid through other funding such as VPK funds from the State of Florida, scholarship funds, or already discounted tuition as in the case of 2 Day/3 Day 2's and 2 Day/3 Day 3's.
 - ** Only ONE 5% discount may be applied

The staff is looking forward to seeing the children and starting an exciting new year. We also look forward to the new school year and we know it will be filled with many happy preschool memories for all. Thank you for entrusting your precious children to us.

Enjoy the rest of your summer. See you soon.

Sincerely,

Candi Kirby, Director

Sharon Feaster, Assistant Director