



Parent Handbook

92 Life Spring Way
Jacksonville, FL 32259
(904) 429-9945

Pastor: Chuck Peterman
Director: Tanya Bagwell
Assistant Director: Kelly Campanaro

preschool@creeksidechristian.com

Certified by FLOCS #51819



Welcome to Creekside Christian Preschool,

The staff here at CCP are extremely excited to welcome your family to our preschool program and share our ministry with you. Our Preschool is committed to educating and enriching the lives of children and families in a loving and Christian learning environment. We believe children should learn and grow in a Christ centered classroom with loving and caring teachers. We focus on the child's individual abilities using a hands-on curriculum and developmentally age-appropriate activities. We look at the whole child and believe that they are given by God to be a unique and special part of each family and community. When we train up a child in the teaching of Jesus, we transform a community.

Creekside Christian Preschool is accredited by the Florida League of Christian Schools (FLOCS). Our accreditation ensures a higher quality educational program for your child as well as lower ratios. We strive to exceed expectations and work diligently with the state of Florida and FLOCS to provide an excellent learning environment for your family.

The Creekside Christian Preschool handbook serves as a guideline for many questions parents may have about our program. It is our goal to work together with parents as part of a team effort to provide the best quality education possible. Please read through the booklet and if you ever have any questions or concerns, please feel free to come to me. We look forward to a wonderful school year.

“Start children off on the way they should go, and even when they are old, they will not turn from it.” Proverbs 22:6

Tanya Bagwell

Director

Creekside Christian Preschool

Creekside Christian Preschool: Hours & Fees

Older 2-year-old class:

9:15 am to 1pm

Monday/Wednesday/Friday \$400/month

Tuesday/Thursday \$350/month

- Child must be 2 by March 30, 2026 (or directors approval)

3-year-old class:

9:15am to 1pm

Monday/Wednesday/Friday \$400/month

Tuesday/Thursday \$350/month

- Child must be 3 years old by September 1, 2026 & completely toilet trained.

\$225 Nonrefundable Registration fee per child in the Older 2's and 3's classes

An annual, non-refundable registration fee holds your child's spot and helps cover items for the classroom. The registration fee is only refunded for families that have an unexpected move such as with the military or under special circumstances with prior notice.

VPK

Monday through Friday 9:15am to 1pm or

Monday through Thursday 9:15-1:45

- Child must be 4 years old by September 1, 2026 & completely toilet trained.
- The program is free/state funded with the VPK voucher
- Based on 540 Instructional hours (144 days M-F or 120 days M-T)

\$225 VPK donations are requested to cover the extra expenses not covered by the voucher.

A donation and wish list are available for our VPK program to assist with classroom items. There will be a \$225 Registration donation. There is also a VPK supply list for children to bring to meet the teacher day.

Tuition:

Monthly tuition is paid over a 9-month period from September through May of each school year.

Tuition fees are calculated for the entire school year (Sept.-May). Therefore, no reductions will be made for shorter months, absences, holidays, disciplines, or illnesses.

No refunds will be given in case of illness, absences, or holidays.

Tuition does not include all the costs that may be incurred by the family. Examples of some costs may be various school activities, field trips, and graduations.

Fees are due on the 1st of each month and are **late on the 6th**.

- Late Fee for tuition: \$25.
- All tuition must be paid in full each month for the child to remain in school.

If a tuition paying family will be absent/leaving for more than 5 consecutive days in a month, that family will need to continue to make payments of full tuition to hold their child's spot in the preschool.

A family must pay full tuition in September - May to ensure their child's spot for the following school year.

All payments for tuition are paid online through Brightwheel. This app does charge a % convenience fee.

Discounts:

- A 2nd child discount of 10% a month. The discount will be applied to the child with the lowest monthly rate.
- A 3rd child attending at the same time will receive a 50% discount on the lowest tuition and no registration fee for that child.
- Discounts are not applicable for siblings of VPK students

All fees must be current to register for the Fall 2027 school year.

All fees must be paid before June to keep your registered spot for the Fall.

Registration fees will be used to pay unpaid tuition, and your spot will be forfeited.

Registration and Enrollment Checklist:

- Complete Creekside Christian Preschool registration form online
- Registration fee or VPK donation
- VPK Attendance form (VPK only)
- Copy of Birth Certificate (for proof of age)
- Florida Immunization Form (blue form)
- In case of Exemption from Immunization, please provide the office with a Religious Exemption Immunization DH 681 Form.
- Florida Physical form (yellow form)
- Signature page of Parent Handbook completed
- Emergency contact, treatment forms, & policy forms

Immunization and Physical Form must be on the official, original, local health form and must be in the child's file within 30 days of enrollment. By law, your child will not be able to attend until we have valid and non-expired forms for them on file. Expiration dates on immunizations usually include a grace period, therefore, children will not be allowed to attend beyond the temporary or permanent date of expiration. These must be kept up to date throughout the school year and are the parents' responsibility.

Non -Discrimination:

Creekside Christian Preschool values each person as a unique creation of God. Creekside Christian Preschool shall admit students of any race, color, nationality, or ethnic origin.

Policies and Procedures:

Attendance Policy:

Please contact the Preschool office (904) 429-9945 or send a Brightwheel message if your child will be absent. This will enable teachers to plan accordingly for the day. Fees are not pro-rated for non-attendance.

You may also send a message or email ahead of time to let us know about scheduled absences. Please email all attendance and absence questions and information to preschool@creeksidechristian.com

VPK Attendance- (See attached VPK attendance policy) Attendance is very important!

- The state requires a parent or guardian to sign their child in/out each day. (Brightwheel app)
- The state requires a parent/legal guardian to sign a monthly attendance verification form at the end of each month.
- The state will not reimburse the Preschool if the VPK student does not attend a minimum of 80%. You will be contacted by the Director if this becomes a problem. In the case that the child misses more than the allowed days, families may be asked to pay private tuition for the remainder of the school year if they wish to continue attending.

Withdrawal Policy:

A written message/email must be submitted to the Director.

A Withdrawal must be given 30 days prior to, or the monthly payment is still required while the administration works to fill your child's place.

If you withdraw for the month of May and do not pay tuition your child's spot will not be guaranteed for the following school year.

Dis-enrollment:

We make every effort to create a positive and loving environment for every child. This means that in some cases we may need to terminate a child for the following reasons: (but not limited to)

- Failure to comply with school policies.
- Non-payment of fees.
- Continuous tardies (school begins at 9:15, doors are open 9:10-9:20)
- Failure to attend with no communication.

- Failure to complete and return required forms and/or expired school health forms.
- Persistent destructive, disrespectful, or hurtful behavior by a child or parent/legal guardian. This includes but is not limited to inappropriate language, inappropriate touching, biting, bullying and aggressive behavior. Any action intended to harm others will result in immediate consequences.
- Safety Issues- A child's inability to adjust to the program such as extended crying, falling asleep, severe separation anxiety, lack of participation, or repeated attempts to run from the classroom.
- A child who is not able to acclimate to the program within a timely manner will be disenrolled from the program.
- Not fully toilet trained (3 and 4-year-old classrooms)

Custody or Domestic Matters:

In situations where there is custody or domestic issues the following will apply:

- The Director will be provided with the most recent certified copy of the court order and any amendments to the custody order, restraining order, or protection order.
- The Director and staff will follow the order of the court.
- If there is not a court order or a copy has not been given to the Director, then both parents will have equal rights to the child.
- Creekside Christian Preschool cannot deny a parent access to the child without a written court order.
- If any person attempting to pick up a child that has been asked not to by the courts will result in a call to the police.
- If there is verbal or physical conflict, the police will be called immediately.
- Our intention is to remain a neutral and safe place for your child.

Security:

All parents/legal guardians, visitors and guests will enter through the front preschool entrance. The worship center doors are the main entrance to maintain the safety and security of all students and staff members. The preschool doors will be unlocked from 9:10am-9:20am for drop off and again from 1:00pm-1:20pm for dismissal. The preschool doors will remain locked at all other times. Classroom doors are always locked while children are in class.

Behavior Policy:

Classroom management should reflect behavioral expectations that help promote self-esteem and create a positive learning environment. Creekside Christian Preschool is a safe place where

children can learn with respect and kindness. It will include discipline that is consistent and shows tenderness towards redirection and encourages positive correction. Rules are established to create stability and fairness and help give children direction. The following steps will be taken to correct behavior and encourage a positive disciplinary technique.

1. **Reminder:** Either before the activity begins or during the process, children will be reminded what is and is not acceptable.
2. **Reinforce:** We will comment on the child's success and use praise to let them know that their appropriate behavior is valued and appreciated.
3. **Redirect:** We will anticipate a behavior problem or see an inappropriate behavior beginning and make suggestions for alternative activities available.
4. **Restatement:** We will take the child aside and in a quiet voice, at the child's eye level, restate the appropriate limits and discuss the consequences if the behavior continues.
5. **Removal:** This involves removal of the child from an unacceptable situation or activity for a brief time to "think" and reflect on his or her behavior.

Removal is not a "punishment". It is time for the child to calm down and regain control. (if removal happens, a parent will be contacted or given a incident report)
6. **Rejoin:** This will take place when the child feels ready and able to rejoin the group. A dialogue will occur between the teacher and the child to discuss why it occurred and alternative choices for the next time.
7. **Roundtable:** When all else fails and a behavior problem becomes persistent and disruptive, it becomes necessary to involve the Directors. Directors, parents and teachers will have a meeting. A plan will be developed to implement in the classroom and work together as a team to determine the best strategies and consequences.

If a solution is not able to be reached at roundtable, then we at CCP reserve the right to remove the child from the program.

These guidelines for Behavior will be used with a Christ centered approach and as an important part of the learning process which has the goal of enabling the child to eventually develop self-discipline.

Outside Therapist on campus Policy:

As a part time preschool, we do not allow outside therapists to come into the classroom. This can be a disruption to the teacher and the other students in the classroom. Our school only runs 3.75 hours a day, so we do not want to take away from instructional learning. Under certain

circumstances with many guidelines Directors may approve a one-time, scheduled visit to see the child in the classroom setting. Please speak with the director if you have any questions.

Substance Use Policy:

Smoking is not permitted in or around the school facility. Neither alcohol nor illegal drugs will be permitted on the property of Creekside Christian Preschool and Church.

Firearms:

No Firearms shall be brought on the premises.

Animals (Pets) on campus:

Pets are not allowed past the worship center doors & Creekside Christian Preschool. In accordance with the Americans with Disabilities Act (ADA) and Florida policy, individuals with disabilities have the right to be accompanied by a service animal.

Children's Illness/Sick Child Policy:

Sick children belong at home in a comfortable setting. Please make sure your child is in good health before bringing them to school. Children will be closely monitored when they arrive and will ask parents to take them home or pick them up if they appear sick. If your child becomes sick during school hours and needs to be picked up, a parent or emergency contact will be called.

If a child becomes sick at school, a Brightwheel message will be sent to the parent. If there is no response, the Director or teacher will call the parent to pick up the child. In the event the parent(s) cannot be reached, the emergency contacts will be called. We request pick up within 30 minutes. The child will remain in an isolated area away from other children with supervision until the contact person arrives. Emergency contact information for parents and others should always be kept updated in a child's file.

- **If a child is sent home from school with a temperature or vomiting the child may not come back to school the following day.**
- **If appropriate, the child should be on medicine for 24 hours and/or provide a note from the physician before returning to school.**
- **The child should be symptom and fever free for 24 hrs. before returning to school.**
- **If your child has missed 3 or more consecutive school days, a Dr. note is needed to return to school.**

Illnesses:

Children should not come to school if they exhibit any of the following:

- **FEVER:** Temperature of 100 degrees or higher within the last 24 hours **without medication.**
- **RESPIRATORY:** Breathing difficulties, wheezing or strong constant cough causing the child to become flushed or red in the face, or make a whooping sound.
- **VOMITING:** If the child shows signs of illness within 24 hrs. and continues to vomit.
- **DIARRHEA:** When characterized by frequent watery or green-colored bowel movements, which are not related to medications or food related. (More than one abnormally loose stool within a twenty-four-hour period)
- **RASH:** Undiagnosed rash. Rash relating to medicine should be brought to the teacher's attention so that they will be aware.
- **NEW LOSS OF TASTE OR SMELL:** Please make the Director aware.
- **SORE THROAT:** Sore throat needs culturing because other signs, such as heavy or green nasal discharge are present.
- **COLORLED NASAL DISCHARGE:** heavy or green nasal discharge. **(If your child suffers from allergies, please have a physician's note on file)**
- **REDNESS/WATERY EYE:** redness of eye with discharge.
- Has had any contact with someone with a confirmed diagnosis or is under investigation, or positive for Covid-19.
- Over the counter medication/laxatives: Please inform the teacher if you have given your child any over the counter medications or laxatives that may cause drowsiness or excess need for the toilet. Please be aware that giving your child one of these may impact your child to function their best during school.

Communicable Diseases:

Children shall not return to school until the symptoms of a communicable illness are no longer present or a written statement from a physician attesting that the child has been appropriately treated has been provided. Readmittance to the following shall be:

- **STREP THROAT:** No sooner than 48 hours (2 days) after starting oral medication or 24 hours after injection.
- **IMPETIGO:** (blisters covered with honey-colored crusts) At least 24 hours after the start of medication. If there is no improvement within 48 hours the child should be reassessed by the physician.
- **CHICKEN POX:** All lesions are dry and crusted
- **CONJUNCTIVITIS "PINK EYE":** Redness of eye with burning and thick purulent discharge. At least 24 hours after the start of medication and/or drainage present

- LICE OR SCABIES: Following medical treatment. Nits must be removed. (Upon returning to school your child will be checked for lice as well as nits that might be left in the hair.)
- PIN WORMS: Following medication treatment.
- HEPATITIS: Physician's statement required for re-admittance.
- COVID-19: Please report any diagnosis of COVID to the director. We will follow the current guidelines of the CDC.
- Other symptoms that the preschool director deems necessary. (such as FLU, HAND-FOOT-MOUTH, RSV, FIFTH DISEASE, MOLLUSCUM, etc.)

A doctor's note may be required before the child is allowed to return.

If you know or suspect your child has a contagious illness, it is expected that you will keep your child home, take them to the Dr., and come back with a Dr. note.

Parents should notify the school as soon as possible after the child shows symptoms of a communicable disease. The school will then notify all children that may have been exposed to stop the spread of illness. The child's identity will be kept confidential.

Please report any diagnosis of Covid-19 or other contagious disease to the Director.

If a parent fails to follow the appropriate guidelines for the sick child policy, they risk being withdrawn from the program or not allowed to register for the following year.

We Do Not Administer Medication. Life threatening medicine will be kept in the Preschool office for an emergency situation and given to the child by the Director.

Medical Emergencies and Treatment:

Creekside Christian Preschool teachers are CPR and First Aid certified. In the case of a medical emergency or serious injury, 911 will be called and parents will be notified as soon as possible. We will then follow the directions of EMS. EMS will decide which hospital the patient will go to.

- Parents will authorize Creekside Christian Preschool to seek medical treatment for the child.
- Parents will give authorization for the health facility or physician to provide medical treatment as necessary.
- Parents will be responsible for payment for medical services rendered.

Dress Code Policy:

Please dress your child in comfortable clothes and shoes. Remember that we are a preschool and love to have “messy fun”! Also, dress your child in clothing that allows independence when using the restroom.

- The best shoe choice is sneakers and socks!
- Closed toed shoes are required.
- Crocs, Flip-Flops or shoes w/o heel straps, and heeled shoes are **NOT allowed**.
- **Label** all clothing (especially outerwear) and personal items.
- Please keep jewelry at home.

In case of accidents, a change of clothes should always be available. Each child should have a labeled Ziploc bag with an extra set of clothes to keep in their classroom. If a child uses the extra set, the dirty clothes will be sent home in the Ziploc and a new pair should be brought in the next day.

It is recommended that you apply sunscreen before the child arrives whenever necessary.

Personal Belongings:

Toys from home are to be left at home!!

Please do not allow your child to bring toys from home. These toys may get lost, broken, or create tension for your child when others want to share. We are not responsible for lost, misplaced, or broken items. Teachers will let families know when their class has show and share.

Please send your child each day with a **full-size** backpack for their folder and other items. The smaller size backpacks do not accommodate all items the child needs to bring. Please check your child’s backpack & folder **daily**.

Toilet Training:

We are happy to assist in your efforts to potty train your 2-year-old but here are some specific guidelines.

- A child must begin the process at home and be wearing a pull up that is easy to assist with the potty.
- We will not start the process at school.
- If your child is not actively working on potty training, please do not use pull ups as they are time consuming and difficult during the diaper changing process.
- Children in the two-year-old class who are not potty trained should bring diapers or pull ups each day (or to leave in the classroom) and donate a package of wipes for the class.

- Diaper Rash cream will not be applied by teachers.

Children MUST be potty trained in the 3 and 4-year-old classrooms. Children must come to school in underwear and not pull-ups. If your child is not potty trained by the first day of school or has multiple accidents during a week, they will not be able to attend until they are completely potty trained. You can “hold” your spot by paying tuition each month until they are potty trained.

In the event of a toileting accident, vomiting, and other emergencies that require bathing a child the Director will call the parent for permission.

Handwashing Policy:

Handwashing is one of the most important things we can do to stop the spread of germs and stay healthy. According to the CDC guidelines, children and teachers at Creekside Christian Preschool will wash hands. Teaching the importance of handwashing at an early age helps maintain his or her health and allows them to have an active role in staying healthy. Your child will be instructed to wash their hands before eating, after going to the bathroom, when returning from outdoor play and at any other appropriate time during their school day.

Snack/Lunch Policy:

- Creekside Christian Preschool is a **Nut Free** Preschool!
- Food containers should be packed properly (ice packs to keep cool, silverware, napkin, etc.)
- Snacks and lunch will be stored at room temperature.
- Food items are not allowed to be refrigerated or heated by staff.
- Each teacher will decide on a lunch/snack time that suits their class. This will be posted on the daily schedule.
- Please make sure your child’s first and last name is clearly marked on his/her food container/lunch box.
- Students are encouraged to eat nutritious foods.
- A non-spill water bottle should be sent daily. **Make sure the water bottle is labeled with a child’s first and last name every day!**
- Please pack a children’s water bottle filled with **WATER ONLY!**

Due to the increasing prevalence of food allergies, **parents will send a non-refrigerated daily snack/lunch for their child:** (ex... Fruit, nut free granola bars, cereal bars, veggies, goldfish, teddy grahams, applesauce, etc...) **Veggies and Fruit must be cut into small pieces.**

If your child has a food allergy and/or food restrictions, please make sure their teachers and Directors are aware and have marked in the classroom and in their file.

An allergy list will be hung in every classroom.

Choking hazard food not allowed: (Dept. of Children and Families rule)

- **Popcorn**
- **Hot dogs**
- **Chips, pretzel nuggets**
- **Cheese sticks/cubes**
- **Whole grapes**
- **Any food that is similar shape and size of the trachea/windpipe**
- **NO NUTS!**

There are times when we have special events in the classroom where the teachers may ask for parent help to donate food items. Please look at those requests and we will observe any food restrictions or allergies listed on the food permission forms.

- You are welcome to send in special **store bought “treats” with ingredients label** for the class for your child’s birthday, however, please prearrange this with the teacher the week prior. **No Home baked snacks or prepared drinks are allowed.**

Inclement Weather Policy:

If the St Johns County school district has a delayed opening, closing early or is cancelled due to inclement weather, our program may also be cancelled. Information about weather related delays or school closings can be seen on the television news channels and by a Director on the Brightweel app.

There will not be any make-up days for cancelled classes made by the school district unless determined by the Director.

Refunds will not be made for days missed but days may be added to our school year calendar to make up if several days are lost.

In case of permanent closures, parents can pick up their child’s personal belongings from the main church office located at 92 Life Spring Way, St Johns, FL 32259.

Fire Drills:

Creekside Christian Preschool will conduct timed fire drills every month to acquaint your child with evacuation procedures. The school is equipped with smoke/fire alarms and fire extinguishers all meet all the standards required by state law.

We will also conduct lock down drills and tornado drills per school year.

Photo Release Policy:

At various times of the year, we will be taking photographs and/or videos of the children for educational, decoration purposes, and slideshows. Please be aware that we allow parents to come in and take pictures and videos of children at performances and classroom gatherings. Teachers also send out pictures of their class throughout the day on Brightwheel.

We require permission from the parent/legal guardian to photograph or video their child.

Field Trip Policy:

Fieldtrips are chosen by the Director(s) and will promote the education of the students.

Off property fieldtrips are for VPK students only. These days will be non-instructional VPK days and will not be counted in VPK hours. A parent or legal guardian should attend the field trip. If the child is going on the field trip with someone other than a parent or legal guardian, this **MUST** be written on the permission slip and communicated to Director(s) ahead of time. If the child does not attend the VPK field trip, this will be a day off for the student. Parent or guardian will transport the student(s). Parents or guardians of VPK students will take full responsibility for the child that day. Creekside Christian Preschool/staff will not be held responsible for the child.

Parent or Legal guardian must sign a permission slip for the fieldtrip and turn in by due date.

A list of all children attending, and emergency information will be taken on each trip.

Volunteers/Visitors:

Volunteers are an important part of our program! If you would like to be a volunteer, please speak with our directors. It is required by FLOCS that Volunteers/Visitors must undergo a background check if they are in a classroom. (there is a one-time charge) Visitors/Volunteers will report to the preschool office to sign a visitor log and wear a visitor badge. Volunteers and Visitors will not be left unsupervised with children at any time.

Communication:

Creekside Christian Preschool and staff believe it is important to maintain open communication between the staff and parents. It is important for parents to be involved with their child's preschool experience. Please inform teachers of changes at home that may lead to changes in the classroom.

Our primary means of communication during the school year will come from the Brightwheel app.

To communicate with your teacher, we also would like all families to use the Brightwheel app. If messages are sent after hours, teachers will do their best to respond in a timely manner during work hours.

Our Preschool provides:

- A website
- Facebook/Instagram page
- Arranged Parent-teacher conferences.
- Class communication folders
- Email messages to parents
- Quarterly newsletters
- Brightwheel App

Any serious or more detailed concerns will be addressed in person or through email.

Teachers are in their classrooms prior to the beginning of school for planning and preparation of the school day. If you need to speak with a teacher, please make an appointment with them.

A daily schedule will be posted by the entrance of each classroom for parents to see.

Assessments:

Teachers will assess children in the 2 & 3's classroom twice a year. Once in Oct. and again in April. Teachers will communicate the results to parents.

VPK students will be assessed 3 times a year. Teachers will communicate the results and set up parent conferences if needed.

If at any time you have any concerns about your child's progress, please feel free to request a conference.

Curriculum:

Children are taught by using a Bible-based curriculum developed by staff and using elements of WEE Learn, Pathways for Preschool and Footsteps for Fours. Teachers post weekly lesson plans for parents to view and create a hands-on approach with developmentally appropriate activities and themed units. VPK classes cover all VPK Standards. The Bible is used in all classrooms and is taught using age-appropriate stories and visuals. Our three, four, and five day a week students attend chapel on Wednesdays and Bible-based learning is incorporated into daily activities for every class.

Faculty:

Creekside Christian Preschool recognizes its employees as the preschool's most valuable component. We have high standards and require continual training each year. Each preschool teacher has signed a statement of belief and meets or exceeds the state's preschool teacher qualifications. All staff are First Aid and CPR certified. Our staff have all been background screened by the state and uphold abuse and neglect reporting requirements.

Classroom Rosters:

The class rosters are created with input from teachers to make the best combination of children. We consider many aspects of the classes while we make the roster. Parents may express preference of teacher or students, but it is not guaranteed. Once a VPK voucher has been uploaded to the state, the child's VPK classroom may not change.

Drop off and pick up Procedures:

Preschool hours are 9:15am-1:00pm. (for 2, 3, and 5 day a week students)

9:15am-1:45pm (for M-TH VPK)

Please send an email or a message in Brightwheel if any changes need to be made for your child's drop off or pick up.

At dismissal parents/guardians assume full responsibility for their child. Children are no longer in the care of Creekside Christian Preschool even if you decide to remain on preschool or church property.

Drop off (Walk-up):

- The preschool doors will open at 9:10 am and be closed at 9:20 am.
- Parents must accompany their child to the classroom each day and check them in using the Brightwheel App. There are many QR Codes to scan around the preschool.
- Child is considered late 10 min after scheduled class begins. Please call the preschool office or come to the side door and ring the bell. A director will take the child to their class.

It is very important for your child to be on time each day. If a child frequently arrives late, the Director will reach out to you to create a plan of action.

Pick up: (Walk up)

- The preschool doors will open for dismissal at 1:00. (1:45 for M-TH VPK)
- Parents will walk up to the child's class when doors are opened. Scan the QR Code using the Brightwheel app to check their child out.
- If you need to pick up your child early, it must be done by 12:40pm. Please send a message through Brightwheel or call the preschool office that morning.
- **Only individuals that are listed on a child's transportation form may pick them up from school.** Identification will be requested from people that teachers do not recognize. (This may include a parent if the teacher does not know them)
- The person picking up **MUST** show their ID to the Director or teacher. The Director must have their name on the transportation pick-up form and the message requested the day of to confirm. The Director will contact the primary parent or guardian with any questions or concerns before releasing the child to anyone.
- Children will only be released to an adult, 18 years or older. Special circumstances must be approved by a director.
- Parents who are separated or divorced must have a court custody order on file with the school before restricting parents' pick-up privileges.
- Parents who pick up students must properly supervise them until they leave the premises.
- For safety purposes a parent **MUST** be with their child at all times. Please do not let your child run ahead into the lobby or outside without you.
- For safety measures, please do not let your child play in the lobby, parking lot or surrounding areas.

Late Pick Up:

- You are late at 1:10pm
- Children must be picked up on time every day.
- Any child who is picked up late will be brought to the office and the parent will be contacted. If the parent cannot be reached, the emergency number will be called. If no one is available, the Director will decide as to further procedures.
- If you are more than 10 minutes late, you will be charged a \$10 late pick up fee and an additional \$1 fee each minute after per child.
- This fee will be added to your Brightwheel Account that day and must be paid before the next morning.
- If you anticipate being late, please call the office or send a Brightwheel message so we can inform your child's teacher. The late fee is still applicable.

Parking:

The preschool parking lot is very busy during drop off and pick up times. The safety of the children is our main priority. Please drive carefully and slowly. Children do NOT pay attention

to cars; therefore, we must pay extra attention. Please keep your child close to you in the parking lot.

- Please do not use the drive through circle for dropping off or picking up.
- The Director(s) will authorize the drive-through for certain situations. Please come to us if you are having issues getting your child in and out of the classroom.
- Please, please do not leave siblings in the car while you drop or pick up your child. This is NEVER okay! Directors and staff will assist you if you need help.

Accident/Incident Reports:

The Preschool staff will fill out a report about any accidents or incidents that occur during the school day. The reports are kept in the children's file to track accidents and incidents. Parents will be given a copy of the report.

The accident report will provide details of the accident and steps taken. A parent will be contacted in the event of a head injury. A person picking up the child will be required to sign the report and given a copy.

Incident reports will explain any behavioral issue that needs to be addressed. The person picking up the child will be required to sign the report.

Mandatory Abuse Reports Policy:

In order to protect children, our staff at Creekside Christian Preschool by law, are required to report any suspicion of abuse or neglect to Child Protective Services. The staff are morally and legally required to report any signs of abuse. Please be aware of this requirement and legal obligation.