



Dear Parents,

January 2024

We are excited about starting our 45th year of Stepping Stones Preschool. We appreciate you allowing us the privilege of sharing in the nurturing and loving of your child. Please complete the enclosed application indicating the preferred class for the 2024-2025 school year. After this is returned to the school, along with the \$150 registration fee, you will be emailed a copy of the **online enrollment and consent forms**.

VPK parents: You will need to log on to ***ELCDuval.org*** to apply for the VPK certificate for your VPK student. Attached is additional information regarding this process. Please return the VPK certificate and VPK attendance policy to complete enrollment. ***To hold your spot for VPK, the certificate must be received by the office.***

Prior to August 1, 2024, you will be required to submit the additional documentation below -

1. A **Well Child Form #3105A or #3040** from your child's doctor
2. An **Immunization Form #680**
3. A copy of your child's original or certified copy of their **birth certificate**

An orientation for all parents is scheduled for Thursday evening, **August 29th** at 6:30 p.m. After a brief group meeting, you will be able to spend time in your child's classroom and meet their teacher. This meeting is for **PARENTS ONLY** and will last about an hour.

"Meet Your Teacher" day will be on the morning of Friday, **August 30th**. This is a time that will be set aside for the children and their parents to come to school and spend 15-20 minutes with the child's teacher in the classroom. Your child's teacher will contact you in August to arrange a time for you to bring your child to school on that day.

The first day of school will be **September 3rd** for Tuesday/Thursday and 5-day classes and **September 4th** for Monday/Wednesday/Friday classes. The children may start arriving at 8:45 a.m., dismissal begins at 12:45 p.m. Early morning care begins at 8:00 a.m. and afternoon extended care is offered until 3:00pm with an additional fee. You will receive information about Extended Day at the Parent Orientation.

If at any time you have questions or concerns, please do not hesitate to call the school office.

Sincerely,
Monica Ibera
Director



2023-2024 Application 4 Year Olds / VPK

Please choose your preferred class and extended day options:

4 Year Olds (must be 4 before September 1)

- 4 days (Monday thru Thursday) (Tuition – paid by VPK)
- 4 days (Monday thru Thursday) (Tuition - \$380/mo self pay)

5 days (Tuition - \$100 per month for VPK enrichment)

***VPK enrichment days reinforce what your child has been learning in class and gives him or her the opportunity to participate in additional STEM activities.

Early Morning and Extended Day

- | | | | |
|---|-------|-----------|-----------------------|
| I plan to use Early Morning (8:00a.m.-8:45a.m.) | daily | as needed | not at all (\$6/day) |
| I plan to use Extended Day (12:45p.m.-3:00p.m.) | daily | as needed | not at all (\$14/day) |

Child Information:

Child's Name: _____ Child's Gender: _____

Date of Birth: _____ Ethnicity: _____

Mother's Name: _____ Father's Name: _____

Mother's Phone #: _____ Father's Phone #: _____

Mother's Email: _____ Father's Email: _____

Home Address: _____

I understand that the **\$150 registration fee is requested but not required for VPK students**. This payment serves as a good faith commitment from you that your child will be attending our preschool and commitment from the preschool that we will have a spot for your child. If my plans change, I will notify the office immediately. All classes are subject to change based on enrollment.

- Please add the \$150 registration fee to my Brightwheel billing account.
- I have submitted \$150 cash / check for **2024-2025** registration fee.
- The VPK certificate has been submitted and is signed.
- The VPK attendance policy has been reviewed, signed, and submitted.

Amount and Date Paid: _____
Brightwheel / Check / Cash

Signature: _____ Date: _____



VPK ATTENDANCE POLICY FORM AND ACKNOWLEDGEMENT

2024-2025

Stepping Stones is very excited to be part of the Florida Voluntary Pre-Kindergarten (VPK). Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is Stepping Stones Preschool funding linked to attendance, but also the child's success upon entrance to kindergarten. We would like to inform you of the specific rules and guidelines you must follow to participate in the program. You will be required to sign and comply with the following policy to remain in the program.

Payment will be made to Stepping Stones Preschool by the state based on the attendance for a child for each VPK instructional day. Each **VPK instructional Day** is payable when your child attends either the whole day or part of it. **Even if your child attends for 10 minutes they are considered present for the day.** Absences are allowed, as long as they do not exceed the guidelines below. This chart identifies the number of days per month that comply with the VPK program.

<u>Month</u>	<u># of days allowed to miss</u>	<u>Month</u>	<u># of days allowed to miss</u>
September	3	January	3
October	3	February	3
November	3	March	3
December	2	April	3
		May	3

If a child misses more than the allowed number of days, in accordance with our attendance policy, the **CHILD MAY BE DISENROLLED FROM THE VPK PROGRAM. You will be obligated to Stepping Stones for the year's tuition if for some reason you opt out of the VPK program or if you do not abide by the attendance policy set for Stepping Stones.** You will also be responsible for any additional Extended Day hours attended.

It is our goal to provide your child with the best developmentally appropriate program and to continue to do so in a Christian environment with Christian principles. Thank you for being a part of the Stepping Stones family and please do not hesitate to contact me with any questions.

We look forward to teaching your child and preparing them for kindergarten. Please sign below acknowledging you understand the policies of the VPK attendance policy and return this form to your child's teacher. **Parents must complete and sign an attendance verification form EACH month.** This form will be kept on file in our office.

I understand and accept the terms of the VPK attendance policy.

Parent or Guardian Signature

Date

Child's Name _____



VPK Registration Fee and Curriculum Enhancement Fee Policy

The annual Registration Fee and Curriculum Enhancement Fee for children in VPK classes are requested but not required.

Why pay these fees?

These fees help us continue to provide a superior Early Childhood Education program, including qualified and credentialed teachers and assistants. We have maintained a reputation of excellence both in our community and with ACSI (Association of Christian Schools International) by exceeding the standards and requirements of our accreditation.

The amount paid by the State of Florida to VPK providers for your child's attendance is less than the annual tuition fee that parents are required to pay for a child enrolled in a 4-day (non-VPK) program. The State of Florida does not cover the costs of our VPK program.

The payment of the Registration Fee serves as a good faith commitment from you that your child will be attending our preschool and a commitment from the preschool that we will have a spot for your child. This fee will also cover a Stepping Stones Preschool bag to be sent home weekly with class activities, a class picture from Kurt English Photography, and the Graduation ceremony.

The payment of the Curriculum Enhancement Fee will help supply additional funds for our classrooms.

- Curriculum materials - *Learning Without Tears* workbooks, WEE Learn Curriculum, Scholastic materials, etc
- Classroom enhancements - manipulatives and furniture
- STEM activities and supplies
- Special preschool activities such as the Night Before Christmas program, Trike A Thon, Art Show, Spring Concert and Egg Hunt, Muffins for Moms, Donuts for Dads, Guest Appearances
- Technology fees - *Learning Without Tears* program, iPads

Thank you so much for the support you give our school. You make Stepping Stones a better place. Your volunteer hours, financial support and kind words encourage all of us.



Checklist

Florida's free Voluntary Prekindergarten (VPK) program prepares early learners for success in kindergarten and beyond. To be eligible, the child must live in Florida and be 4 years old on or before September 1 of the current school year.

Go to **www.elcduval.org** and click on the Family Portal button

If you don't have an account on the Family Portal, create one.

Complete the VPK application on the Family Portal

Upload proof of child's age and proof of Florida residence. Click submit!

Please allow seven (7) day for ELC of Duval to process the application. You will be notified when it's approved. Direct questions to crr@elcduval.org or call 904-208-2044.

