

Wards Creek Elementary VPK Program
Little Learning Leaders



Our Mission Statement

At WCES, we ensure **Achievement, Learning and Leadership for ALL**. Our VPK program will provide school readiness skills and social/emotional development in an environment that nurtures and encourages a lifelong love of learning.

What is VPK?

Voluntary Pre-Kindergarten is an educational program created to prepare students for kindergarten and build the foundation for their educational success. The VPK program offers each child an opportunity to perform better in school and throughout life by offering quality programs that include developmentally appropriate curriculum with a focus on early literacy skills, accountability, manageable class sizes, and teachers with State credentials.

The State of Florida provides 540 hours for the school year VPK program. Wards Creek Elementary will offer this program 3 hours per day for 180 days (full school year) with a wrap-around fee to continue to provide students with a full school day.

What does the Wards Creek Elementary VPK provide?

- * Teacher with Florida VPK credentials, Employed by St. Johns County School District
- * Ratio: 20 students to 1 teacher and 1 teacher aide.
- * Art, Music, PE, Computer, and Media Class
- * In house field trips
- * Nap Mats
- * Class T-Shirt
- * Daily snack
- * Creative Curriculum Teaching Strategies
- * VPK hours: 8:25 AM – 2:50 PM (Wednesdays 1:50 PM)
- * Access to enroll in after school programs provided by Extended Day such as soccer and basketball.
- * Structured Daily Routine to include:
 - * Circle Time
 - * Calendar
 - * Center Time
 - * Snack Time
 - * Playground
 - * Story Time

- * Crafts
- * Resource Class (Art, Music, PE, Computer, & Media)
- * Rest Time

Attendance Policies & Procedures

Regular school attendance is a necessary part of a student's education beginning with preschool. Daily attendance is very important for your child's success in school. Your child must attend regularly and arrive on time.

Excessive absenteeism is a student who has five or more absences per month or patterned absences (i.e. absent every Wednesday).

VPK students must arrive and be picked up on time. VPK students are considered tardy or late pick-up if they are dropped off or picked up after the designated arrival or dismissal time. Tardiness is considered excessive if it occurs more than one time per week. Late pick-up is considered excessive if it occurs more than once a week.

Parents are expected to provide absence documentation for all absences when their child returns to school. Please know that excessive absences, tardiness and/or late pick-ups may result in disenrollment.

Parents will be required to verify their child's attendance each month by signing a VPK Parental Choice Certificate on the last instructional day of the month or soon after.

If before or after school care is needed beyond what the Wards Creek Elementary VPK Program provides, please contact Ms. King. We are able to enroll students in our Extended Day Program once they are five years of age for an additional fee.

Rates & Hours

- Drop off is between 8:05 and 8:25.
- Pickup is between 2:35 and 2:45. Pickup is one hour early every Wednesday.
- \$80.00 per week plus a one-time \$95.00 registration fee.

** Different rates may apply for families who are eligible for free/reduced lunch, are SJCS D employees, or have multiple children in the program. Please contact Ms. King for more information.*

Preferred method of payment is SchoolPay.com. If writing a check, please make your check payable to Wards Creek Elementary. Your child could be dis-enrolled from the program if payment is not received within **five school days** from the due date. SJCS D has contracted with Envision to pursue all returned checks, adding service charges and processing fees as permitted by Florida state law.

Discipline Policy

It is the goal of the VPK program that student's meet with success each day and that they attain the skills necessary to be successful in Kindergarten.

In order for your child to meet with success each day, classroom rules will be established. Although the rules may differ from classroom to classroom, they will be based on respect, courtesy, and self-discipline. Student behavior will be managed through the WCE PBS (positive behavior system), redirection, and modeling. Positive discipline techniques will be used to help students learn to make appropriate decisions and choices regarding their behavior.

In addition to this handbook, you will also receive a WCE Parent Handbook that will provide information of school procedures.

Wards Creek Elementary VPK Contacts

Christina King
VPK Coordinator
904.547.8737
Christina.King@StJohns.k12.fl.us

Alex Miller
VPK Teacher
Alexandra.Miller@StJohns.k12.fl.us

Mary Flowers
VPK Teacher Aide
Mary.Flowers@Stjohns.k12.fl.us

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- I have received and understand the Wards Creek Elementary VPK Parent Fee Schedule and Attendance Policies and Procedures.
- I agree to the terms of program enrollment.
- I understand that my child may be disenrolled from the program for non-payment of fees.
- I understand that returned checks will be handled by Envision to the extent of Florida law.
- I understand that fees are due in full based on the bi-weekly Parent Fee Schedule provided.
- I understand that I have parental choice in the selection of VPK provider services.

I have read all of the policies and procedures of the SJCSD VPK Program and understand that violation of policies and procedures may result in disenrollment of my child from the program.

Student Name

Print Parent/Guardian Name

Signature of Parent/Guardian

Date