

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 – 2:45 PM (Wednesdays 1:45 PM)
- * Access to enroll in after school programs provided by Extended Day such as soccer and basketball.
- * Structured Daily Routine to include:
 - * Circle Time
 - * Center Time
 - * Playground
 - * Rest Time
 - * Resource Class (Art, Music, PE, & Media)
 - * Calendar
 - * Snack Time
 - * Story Time
 - * Crafts

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 Ginny Hooks at the email below. For an additional fee, we can enroll students in our Extended Day Program.

Virginia.Hooks@stjohns.k12.fl.us

Rates & Hours:

- Drop off is between 8:00 and 8:25.
- Pickup is between 2:45 and 2:50. Pickup is one hour early every Wednesday.
- \$320.00 per month plus a one-time \$95.00 registration fee.
- Payments due on the 15th of every month (July-April)

The fees for the VPK wrap-around service will be paid monthly in advance. You will follow the payment schedule for Extended Day. **The first payment will be due on or before July 15, 2020.** There will be 10 equal payments encompassing 18 school days per payment. This ensures that you are not paying for services during Holidays, Breaks, and Teacher workdays. That schedule will be made available to you during registration and you can find it on the Wards Creek Website. Preferred method of payment is SchoolPay.com. If writing a check, please make your check payable to Wards Creek Elementary and include child's name on memo line. Your child could be dis-enrolled from the program if payment is not received within **five school days** from the due date. Failure to do so will result in a **\$25 late fee**. SJCS D has contracted with Envision to pursue all returned checks, adding service charges and processing fees as permitted by Florida state law.



Schedule of Fees

Payment Due on the 15th of Month

WCE
Extended
Day & VPK

AUG 2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPT 2020				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCT 2020				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOV 2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DEC 2020				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Installment #	Due	Installment covers care through:
1	July 15	Aug 10th - Sep 2nd
2	Aug 15	Sep 3rd - Sep 29th
3	Sept 15	Sep 30th - Oct 26th
4	Oct 15	Oct 27th - Nov 20th
5	Nov 15	Nov 23rd - Jan 5th
6	Dec 15	Jan 6th - Feb 2nd
7	Jan 15	Feb 3rd - Mar 1st
8	Feb 15	Mar 2nd - Apr 5th
9	March 15	Apr 6th - Apr 29th
10	April 15	Apr 30th - May 25th

Florida state law requires that all services must be paid in full prior to services being rendered. There is a 5 day grace period after the 15th of the month. All payments submitted AFTER the 5 day period will be assessed a \$25.00 late fee.

If balance is unpaid by the end of the installment period, your child/ren will not be able to attend until the balance has been paid.

Please make all checks payable to WCE (note child's name.)

Payments may be made online at www.schoolpay.com.

JAN 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEB 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL 2021				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY 2021				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

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.

Thank you for choosing Wards Creek Elementary VPK Program. We look forward to an amazing year filled with lots of fun and activities to expand the growth mind-set of your little one!

If you should need to speak to anyone about our VPK Program, please see the contact emails below.

Wards Creek Elementary VPK Contacts

Ginny Hooks
VPK Coordinator
Virginia.Hooks@StJohns.k12.fl.us

Cacie Wilson
VPK Teacher
Cacie.Wilson@StJohns.k12.fl.us

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

Please sign the last page of this packet and return to your child's teacher.

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- I have received and understand the Wards Creek Elementary VPK Program 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 VPK follows the Extended Day payment schedule
- Payments are due monthly and are subject to a \$25 late fee if not paid within 5 days after due date.
- 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