

# Parkway Christian Preschool



## 2023-2024 Parent Handbook

Parkway Christian Church and Schools  
1200 South Flamingo Road  
Davie, Florida 33325  
954-424-2700

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1200 South Flamingo Road  
Davie, Florida 33325  
(954) 476-0020



## School Board

We would like to introduce you to our school, and inform you of the composition and function of the School Board of Parkway Christian School.

Parkway Christian School was established in 1959 and is a local outreach ministry of the Church. In 1978, the General Board of the Church established the School Board for the School. The School Board is commissioned to ensure that a quality program of early childhood care and education is provided in a Christian atmosphere for the children of families in our surrounding community.

The School Board is composed of our Church members, elders and deacons, as well as community business leaders, and PTO parents. The Board's responsibilities include establishing policies and procedures for the schools, financial supervision, and personnel management. The Board works in cooperation and conjunction with the schools, the Church, and the community.

It is our prayer that we will aid your children in their growth through these important formative years. Not only will they become educationally ready for elementary school, but they will also mature spiritually in the knowledge of God's love.

God Bless You,

Parkway Christian Church and Schools  
School Board

## Welcome To Parkway Christian Preschool

Preschool Office Phone Number	954/424-2700
Preschool Fax Number	954/318-0033
Elementary Office Phone Number	954/424-6425
Elementary Fax Number	954/424-6761
Church Office Phone Number	954/476-0020
Church Fax Number	954/476-0980

### **Preface**

The purpose of the Parkway Christian Preschool Handbook is to provide unity among our families, students and staff. We do this bringing honor and glory to God. By uniting our families and staff in Jesus Christ, we are better able to reach the excellence for which we strive. This handbook also serves as a means to orient our families to the policies and procedures of Parkway Christian Preschool (PCPS), and provides the framework for working together.

### **Mission Statement**

The mission of Parkway Christian School is to create a community among our students, parents, staff and the church. This community provides a sound academic education integrated with a Christian view of God and the world.

Parkway Christian Preschool strives to:

- Create a community among our students, parents, staff, and church
- Meet each child's social, emotional, and spiritual needs
- Teach children to treat each other with love, respect, and kindness through good examples
- Build confidence, independence, and a sense of responsibility
- Give each child the academic, motor, and language building blocks needed for a successful future
- Foster a Christ-likeness in character and conduct

### **Discrimination Statement**

Parkway Christian Preschool is designed for families who desire a faith-based introduction to education for their children in a loving environment. Parkway Christian

Preschool does not discriminate based on race, color, nationality, ethnic origin, gender or disabilities in its administration of policies.

## **Preschool Programs**

Parkway Christian Preschool has been providing quality care for over 50 years. We are a fully licensed day school (license #45839), and we follow all of the regulations set by the Department of Children and Family Services of Broward County. The following programs are offered:

### **Two-Year-Old Program: Must be 2 by Sept. 1<sup>st</sup> (must be potty trained - No Exceptions)**

**2 days per week – Tuesday and Thursday**

**3 days per week – Monday, Wednesday, and Friday**

**5 days per week – Monday through Friday**

The focus of the two-year-old program is to help young children learn independence and positive social behavior. Language development is fostered through stories, songs, music and rhymes. Indoor and outdoor play helps to develop coordination and motor skills. The program also includes a basic introduction of letters, numbers, shapes, and colors as well as many other fun activities.

### **Three-Year-Old-Program: Must be 3 by Sept. 1<sup>st</sup>**

**2 days per week – Tuesday and Thursday**

**3 days per week – Monday, Wednesday, and Friday**

**5 days per week – Monday through Friday**

The three-year-old program encourages learning and creativity through center-based play areas. Classrooms are furnished with art, block, dramatic play, library, and manipulative learning centers. Language, science, and social studies are introduced through various themes. Some of these themes include animals, holidays, community helpers, etc. They are presented through a variety of activities such as stories, music, and projects that interest the children.

### **Four-Year-Old-Program: Must be 4 by Sept. 1<sup>st</sup>**

**5 days per week – Monday through Friday**

The focus of the four-year-old program is to prepare children for kindergarten. Listening skills, math, and reading readiness are introduced through songs, rhymes, art projects, stories, games, and other interactive learning centers. Children are encouraged through these activities to develop good work habits and organizational skills necessary to succeed in the future.

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Parkway Christian Preschool is a Voluntary Pre-Kindergarten (VPK) provider.

## **Specials**

Parkway Christian Preschool's programs include a variety of "special classes" for our students. The children participate in each of these classes one time per week. The following, are our specials:

### **Chapel**

Parkway Christian Preschool is an outreach of Parkway Christian Church (Disciples of Christ). Once a week the children attend chapel and learn about a Bible story prepared especially for preschoolers. This is a time of prayer, worship, and learning of God's love.

### **P.E. (Physical Education)**

This program is offered once a week to children who are enrolled in a 3 or 5 day class. The children work on developing fine and gross motor skills while reinforcing their knowledge of colors, shapes, and numbers. Our instructor also teaches the children about the importance of proper nutrition and exercise through a play-based curriculum.

### **Art**

Children will visit the Art Studio once a week, where the Art teacher will lead students in an enjoyable lesson that intertwines Art and our Bible Curriculum. The students will be engaged with various artistic mediums to prompt creativity and imagination. This program will reinforce our weekly Bible lessons, while promoting fine motor skills and sensory exploration.

### **Music & Movement**

Once a week the children have a music lesson. The music teacher introduces different types of age-appropriate music and dance through a fun, and interactive program. They will sing songs, play instruments, and dance during music class. The children also learn to sing songs that they perform at various musical programs throughout the year.

### **Spanish**

Our Spanish teacher visits each classroom once a week for a Spanish lesson. The Spanish program is designed to introduce our children to a second language. This is done through the use of songs and games with emphasis on the basics such as colors, numbers, greetings, etc.

## **Summer School**

Parkway Christian Preschool's Summer Programs promote creative learning in a fun and exciting environment. We offer Summer Camp & Kindergarten Readiness Camp. We have a variety of in-house field trips and fun activities planned for our students.

## Child Care Program

The Parkway Christian Child Care Program operates in conjunction with our Preschool Program. Its primary purpose is to provide a warm, loving atmosphere for children who must be away from their homes for extended periods of time. All children who are enrolled in our Preschool are eligible to attend the Child Care Program. Our program is available only on the days that we are in session. Please refer to the school calendar for specific dates that we are closed. Parents must register for this program in advance and changes may only be made on a monthly basis. If canceling participation in the program, one month's notice is required and must begin on the first operating day of the month.

### **HOURS AVAILABLE**

Before / After Child Care hours are as follows: **Morning Care:** 7:30 – 8:30 am  
**Afternoon Care:** 1:00 – 5:00 pm

**LATE PICK UP CHARGES will occur after 5:00 p.m.** A fee of \$1.00 per every minute will be charged to your account.

### **FINANCIAL POLICY**

Child care charges will be billed to your FACTS account monthly and must be paid by the end of the month. Payments must be kept current in order for your child to remain in our Child Care Program.

### **SNACK TIME**

Children will have an afternoon snack at approximately 2:30 pm. This is to be provided by the parents, or by electing PCPS Snack Services.

### **NAP / REST TIME**

Nap time is available upon request. Nap time is from 1:15 – 2:30 pm. Your child will be provided with their own cot for naptime. **Parents will need to provide a roll-up nap mat** to cover the cot. Nap items are to be labeled clearly with a permanent marker. Bedding is to be taken home every Friday, laundered, and returned on Monday. You may also bring any comfort items that you feel will help your child rest well (pacifier, stuffed animal, etc.). If your child requires a Pull-Up for naptime, please also include a supply so that the teacher can put it on prior to naptime. Students napping at school should be picked up at 3:00 pm to allow time for the child to wake, use the restroom, and have a snack.

### **DEPARTURE**

When entering the building to pick up your child(ren):

- 1) **Please sign your child out** via the kiosk located in front of the Preschool Office using your family pickup number.
- 2) Please check the child's classroom door for notes from the teacher, and get their backpack from outside their classroom.

## Campus Security

All vehicles entering our campus must have a PCS car tag. If you need a car tag, please call the preschool office. Parkway Christian Church and Schools have security guards on campus. Parkway is also equipped with exterior surveillance cameras located throughout our campus. Each classroom has a camera that is NOT internet-accessible. To respect the privacy of our families, camera footage is only accessible by the Director and Assistant Directors of the Preschool and may not be shared with parents/guardians.

## Arrival

All Preschool Programs begin promptly at 8:30 a.m. Parents are to drop their students off in the carline. **To reduce confusion and injury, parents are asked not to exit their vehicle at any time while in the carline.** Children should be placed in the passenger back seat of the vehicle so a staff member can help them out. If arriving late, parents should stop at security so a staff member can meet them in the parking lot.

Please notify the staff by ClassDojo of any important information or special instructions that you may have for that day. For example, someone other than the parents will be picking up the child that day, or your child will be picked up early, or your child needs a hot lunch, etc.

Note: The Before Care Program begins at 7:30 a.m. for early drop-off if needed.

## Attendance Policy

Regular attendance in our preschool program contributes to the overall success of our program. If your child will be absent from school, please inform the front office via phone call by 9:00 a.m. Kindly advise your child's teacher, in advance, if they will be absent for an extended period of time (i.e. a family vacation).

Note: For our 4 year olds enrolled in the VPK program, please see the following additional information regarding our Attendance Policy.

As previously stated, regular attendance at Parkway Christian Preschool contributes to the overall success of all of our programs. Therefore, it is a requirement that parents comply with our Attendance Policy. Your child should not be absent more than thirty (30) days during the entire VPK program.

In the event that your child exceeds the 30 day maximum, your VPK Certificate will be terminated. If you choose to complete the school year with Parkway Christian Preschool after your VPK Certificate has been terminated, you will be responsible for paying a regular 5 day tuition rate.



At the end of each month, parents will be required to sign a “Student Attendance and Parental Choice Certificate” verifying your child’s attendance for the entire month.

## Dismissal

Preschool Programs end promptly at **1:00 pm**. They will be released only to an authorized person who is listed in your child’s Enrollment Packet. Children who are not picked up at 1:00 pm, or who are attending the After Care Program will be taken to an After Care room at 1:10 pm by their teacher.

Note: If someone other than a parent is going to be picking up a child, they **MUST** be listed in your child’s Enrollment Packet, or we must have permission from the parent/legal guardian. These individuals must show identification. If a child has not been picked up by 5:00p.m., you will be charged a late pick-up fee. If a child has not been picked up by 5:10p.m., we will try to call all known emergency contacts. If no one has responded by 6:00p.m., we are then required to contact the Abuse/Neglect Hotline as well as the Broward Sheriff’s Office.

## Discipline Policies and Procedures

Discipline will always be positive and will create an atmosphere in which the child can learn from his/her experiences. When a problem occurs, the teacher will explain the appropriate behavior to the child. If the child’s inappropriate behavior persists, he/she will be excused from the group activity to quietly work or sit by him/herself in another part of the classroom. If this procedure does not work, the child will be sent to the school office. If a student is sent to the office, a note will be sent home to the parents explaining the circumstances. At this time, the parents or the staff may request a parent/teacher conference so that the home and school may work together. **A child who is having recurring discipline problems may be dismissed at any time if they are endangering other children or disrupting the learning of other children.**

## Dress Code

Although PCPS does not have a uniform, you will have the opportunity to order our Preschool T-Shirts. Children should be dressed in comfortable play clothes that allow them to be as independent as possible while using the bathroom. Please keep in mind that they will be involved in many projects that include paint, glitter, glue, etc. Smocks are available, but there is the possibility of clothing getting stained. Closed-toe shoes and socks are recommended for the children’s safety and comfort during P.E. and playground time. **We respectfully ask that parents dress modestly when on our campus.**

## Tuition / Payments

The yearly tuition is entered into our FACTS Financial System. Payment plans can be chosen by the parents to suit their families financial preferences. Although children are not in attendance for one week at Thanksgiving, two weeks at Christmas, and one week at Easter, the monthly tuition remains the same. We offer the following tuition discounts:

\$500.00 annual discount for 2nd child, \$700.00 for 3rd child, \$900.00 for 4th child  
10% discount for registered and participating church members  
10% discount for active military personnel and first responders  
3% discount for prepaying the year by July 31st

If selecting aftercare as an option, you will be billed monthly. **You can find a statement of fees at any time by logging into your FACTS Financial account.**

**Please be advised that there is a strict 30 day notice for any student that is being withdrawn from any of our programs. There is a fee for withdrawing your child before the end of the school year that they are enrolled in. The fee is 2 months of tuition and is per student.**

### **LATE FEES**

Your account will be assessed fees by FACTS Financial in the event of a returned or late payment. Please be sure to update your account immediately if there is fraudulent activity, change of address or banking information, etc. It is the responsibility of the parent to keep your account updated and current. If you have any questions, please feel free to contact the FACTS Financial System Customer Support

## Sally Walker Educational Scholarship Fund

The Sally Walker Educational Scholarship Fund is available for any Parkway family who is in need of temporary tuition assistance. This fund was created in honor of Sally Walker who served as a Church member, volunteer, teacher, and also as Director of Parkway Christian Preschool for 15 years. She mentored many women and helped to create a faith-based, loving, educational program for preschool children. Upon her retirement, Sally's friends and family started this scholarship fund as a token of their appreciation for everything that she did at Parkway.

To keep this scholarship alive, the Foundation has a program called "Find Change to Make Change." A collection box is kept in each classroom so that your child can bring in change to donate. The collection is then taken to Chapel each week. Throughout the year, our PTO takes "seasonal pictures" of the children (Harvest Fest, Santa, and Spring Pictures). These pictures are sold for \$1.00, and all proceeds are donated to the Sally Walker Scholarship Fund. For further information, please contact the office.

## **Celebrations / Holidays**

Only foods that are commercially-prepared and store-bought may be served at all other celebrations, as well as at snack time.\*

### **Birthday Celebrations**

Children may celebrate their birthdays at school. Children will be recognized in Chapel during their birthday week. Be sure to discuss any plans for celebration with the teacher in advance. You may bring a birthday treat from one of the approved vendors (store bought cupcakes from Publix, Crumbl Cookies, donuts from Dunkin Donuts, etc.). NO balloons, presents, goody bags, or characters. PLEASE KEEP IT SIMPLE!!

### **Harvest**

Celebrated in October, Harvest focuses on fall themes, the change of season, and begins our preparation for Thanksgiving. Halloween is not observed at PCPS.

### **Thanksgiving**

Each class holds a Thanksgiving feast. The children are encouraged to be thankful for special people and the blessings in their lives.

### **Christmas**

Students will celebrate Jesus' birthday with a Christmas party, and a visit from Santa Claus. The 4-year old Enhancement classes present a Christmas pageant about the birth of Jesus.

### **Valentine's Day**

Valentine's Day provides an opportunity for the children to show their love for family and friends through special activities.

### **Donuts for Dad**

To show the love and appreciation we have for our Dads, they will be invited to join us for a special Chapel service and a light breakfast during the month of January.

### **Easter**

The story of Easter is presented to the children during Chapel and in the classroom. Christ's Resurrection is celebrated with activities such as an Easter party and an Easter egg hunt.

### **Muffins for Mom**

The students will celebrate their love for their Moms in the springtime. Moms will be invited to the school for a performance put on by the children, and will join the children for a light breakfast.

### **Graduation**

All the 4-year-old classes will participate in a graduation ceremony to be held at the end of the school year. The fee for your child's cap and gown will be posted to your FACTS account.

## **Emergency Drills**

The Preschool will conduct monthly fire drills and multiple indoor emergency drills during the school year. An indoor emergency plan would be implemented in the case of severe weather or a lock-down situation, etc. In an emergency situation, PCPS will also follow any guidelines set forth by the local authorities.

## **Emergency Evacuation Plan**

In case of an emergency situation, such as a lock-down, bomb threat, etc., we will follow the guidelines set by the Broward County School Board and our local Police Department. Please be advised that Parkway Christian Schools has a Crisis Management Plan in place.

## **Emergency Weather Procedures**

In the case of an emergency, such as severe weather warning, flooding, etc., parents are requested to take their children home immediately. Broadcasts over radio, television, and/or social media announcing severe conditions and the closing of Broward County Public Schools will automatically mean that our school and the Morning Care/Aftercare Program will also be closed. However, we can reopen before the public schools. You should call PCPS and listen to our special announcement alerting you to when we will reopen.

## **Health Requirements**

In Accordance with the Department of Children and Families (DCF) health regulations, PCPS must have the following two health forms for every student: 1) State of Florida School Entry Health Exam Form (DH3040) and 2) Florida Certification of Immunization (Form 680) or a "Religious Exemption from Immunization." These Health Forms can be obtained from your pediatrician or the Broward County Health Department.

The School Entry Health Exam Form is valid for two years from the date of exam, and the Florida Certification of Immunization Form must have an expiration date on it, unless it is a certificate of exemption. Both these forms must be signed, stamped, and dated by the child's physician.

You will receive a reminder approximately one month before your child's medical forms expire. We ask for your prompt attention to attaining updated health forms, as a student may be excluded from school if their records are out of compliance.

## Insurance

The school carries supplemental accident insurance. Please contact the school office for further information.

## Illness

If your child is ill, please keep them home for their comfort and for the benefit of the other children in the class. A child must be without fever, and no vomiting or diarrhea without the use of medication for 48 hours before they may return to school. If your child becomes ill at school, you will be notified immediately and requested to take them home. Children who are ill when they arrive in the morning will not be allowed to stay at school that day. After a contagious illness, you may be asked to obtain a “well statement” from your physician before your child will be readmitted to school.

As you know, germs and illness can spread quickly and easily in a preschool setting. Therefore, we ask for your understanding and cooperation in our Illness Policy.

## Medication

Medication can **NOT** be dispensed at school by our teachers. If your child is over the contagious period, and is just finishing the last of a prescribed medication, you may send the medication to the school office. You must sign an Authorization for Medication form #5 and give the clearly labeled medication to the front office. The medication must arrive at the school in its original container. It is your responsibility to remember to pick up the medication at the end of the day. A medication that needs to be available to your child at any time will be kept in the office, not the classroom.

Please do not send lip balm, cough drops, sunscreen, or insect repellent to school in your child’s backpack or lunchbox. These items would need to be kept in the office and dispensed as needed.

## Lunch

Before our meals, our preschool students are taught to pray. The children eat lunch in the classroom with their teachers and classmates. Your child may bring their lunch and beverage in a lunchbox, or purchase a lunch through the school’s hot lunch program. If your child brings lunch, we ask that you include an ice pack, as we cannot accommodate the lunches in our refrigerator. Also, do not send lunches that need to be warmed or heated. Those items may be sent in thermal containers. Please label all lunchboxes and food containers with your child’s name. You must Dojo your child’s teacher by 9AM to sign up for hot lunch. Please note if your child would like milk, chocolate milk, juice, or water. It is the parent’s responsibility to set up an SLA Management account for payment and to maintain a positive balance in the account.

## Snacks

Parents will need to provide a snack for their child every day that they are in attendance, unless electing to use PCPS Snack Services. Please mark your child’s snack so

that the teacher can easily decipher it from their lunch. If your child will stay for aftercare, please provide an additional snack for the afternoon. Snacks will be enjoyed before 10am daily, and be given at 2:30 pm in the aftercare program. It is the parent's responsibility to provide nourishing snacks, unless utilizing PCPS Snack Services

## ClassDojo

ClassDojo is the preferred method of communication at Parkway Christian Preschool. Parents will need to sign up for an account that will give them access to their child's classroom information. ClassDojo is a great way for parents to stay connected and communicate directly with the teacher, other parents in the classroom, as well as share in their child's day. Teachers will post photos, videos, announcements, reminders, etc. to this app.

**ClassDojo is NOT to be used to discuss personal matters, have negative discussions, or speak ill of other students, families, the teacher, or the preschool. If you have concerns, please contact the Preschool Director.**

Content from ClassDojo SHOULD NOT be shared on social media platforms and/or via text/email. Parents who have children attending our school choose which way their children's photos will be used. Please be respectful of their wishes by keeping photos off of other social media sites.

## Parent-Teacher Conferences

In March, all parents will have an opportunity to schedule a personal conference with their child's teacher. The teachers are always available for conferences, **but an appointment must be made in advance**. Children are not to be in attendance during conferences.

## Parent Teacher Organization (PTO)

The Parent-Teacher Organization is made up of parents of the children enrolled in Parkway Christian Preschool. Its main purpose is to provide a supportive arm to the school and to foster Christian fellowship between families. Parents may volunteer their time and talents to help in many areas. The PTO is very active, sponsors a lot of projects/events, and makes purchases for the Preschool through their fundraising efforts. The PTO is a vital part of Parkway Christian Preschool and we encourage all parents to become involved.

## Parking

Parking is permitted on the northwest side of our campus, in front of the church and fields. In order to maintain safety for all, and follow all fire codes, PLEASE do not park by the curb, do not double-park, and do not block the drive way or any exits. You must park in a

marked space, respecting any spaces that are “reserved”. Kindly take a few minutes to review our traffic control map on the last page of this handbook so that safe and effective traffic flow is maintained. The speed limit is 15 mph. Thank you for helping to keep our children safe.

## Field Trips

All classes will have the opportunity to participate in In-House field trips. Permission forms must be completed, signed, and returned for each event in order to allow your child to participate. If a child does not have a completed permission slip, they will not be able to participate.

## Show & Tell

**No toys may be brought to school unless it is a child’s Show & Tell day.** Children may share their special belongings on their “show and tell” day only. Books may be shared at any time. **NO** guns or weapons of any kind are allowed at school. Please label all items with your child’s name. Children sometimes place an object in one of their pockets, and then forget that it is there. If your child brings home an item that does not belong to him/her, please return it to school.

## Smoking

Smoking is prohibited both in and around the preschool, including all outdoor areas of the campus.

## Solicitation

At various times throughout the school year, you will have an opportunity to promote your family business. Therefore, we ask that you do **not** use our school as a means of advertising your business (i.e. distribution of flyers, brochures, business cards, etc.).

## Visitor Procedures

We allow visitors on campus for special events, celebrations, and class parties. However, any person entering the building outside of our normal drop off and pick up times, must sign in the “Visitor Book” located inside the front office. After signing in, you must put on a “Visitor Pass” and wear it at all times while you are in the building. As you leave the building, please remember to sign out in the “Visitor Book”. Due to safety issues, when you are helping in your child’s classroom, you will need to arrange childcare for any siblings.

## Parkway Preschool Parking Procedure

