



# Annunciation Catholic School VPK Family Handbook 2025-2026

*“Growing Together in God’s Love”*

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## **Mission Statement**

Inspired by the Annunciation of Our Lord, and rooted in our Catholic faith, the mission of Annunciation Catholic School is to develop the potential of every child, to promote academic excellence, and to foster the Christian ideals of love, witness, and service in partnership with our families and parishes.

## **Introduction**

The Annunciation Catholic School Pre-Kindergarten is designed to provide a happy and secure place where each child will have a variety of experiences. The philosophy for the Program at Annunciation is a value-oriented one based on the teachings of the Catholic Church. The program integrates prayer, church, social skills, academic knowledge, and service to others. The learning style, needs, and abilities of the individual child are priorities in the developmentally appropriate curriculum.

Annunciation believes in a child-centered active learning environment for the young child. The young child is filled with energy, is curious about life, is ready to discover and is actively involved in learning. Children should initiate their own learning experiences with supportive adults. These adults strive daily to nourish the trust and confidence required for every healthy learning experience. Through daily planning and evaluation sessions, adults create the conditions for a child’s active learning and generate strategies to challenge a child’s emerging abilities. The goal is to work with parents in order to provide many and varied opportunities for the child to develop spiritually, physically, socially, emotionally, and cognitively as a total person.

With its multi-sensory, integrated learning approach, Annunciation gives four-to-five-year-olds a solid foundation of academic readiness skills and a broad knowledge base upon which to build. Encouraging the child's love for learning, the program prepares the child for formal academics with a natural, built-in format of beginning phonics, math readiness, and the essential skills which enhance and develop the learning process for the child.

## **Ready, Set, Learn!**

Parents should understand that Pre-Kindergarten is a time of school readiness for a child. Youngsters should not be pressured to perform beyond developmental maturity. The Pre-Kindergarten year should be a pleasant introduction to the school experience. It should also be an enjoyable year for the child and the child's family. The program fits naturally into family life as it develops the child's love for learning, for the world, and love for others as part of the Christian faith.

## **Eligibility Certificate**

Obtain by visiting [www.ecs4kids.org](http://www.ecs4kids.org). This organization pays for your child's participation in our program.

## **Requirements**

- Your child must be 4 years old by September 1, 2025.
- Your child must be **completely toilet trained** and not dependent on pull ups, diapers or need bathroom assistance.
- Your child must be able to follow directions from adults.
- Your child must speak and understand English.
- You must submit the following documents to school for review and registration acceptance.

## **Required Documents**

\*\*\*Student may not attend the program at all until Annunciation has these **five** documents:

- ACS Admission Application
- Clear copy of child's **Birth Certificate**
- Florida DH 680 Immunization Form (Medical exemptions must be pre-approved through the Diocesan Superintendent's Office.)
- Florida DH 3040 Physical Form  
these must be less than one year old
- VPK Eligibility Certificate ([www.ecs4kids.org](http://www.ecs4kids.org))

\*\*\*Student has five days from starting the program to submit these **two** documents:

- Copy of Social Security Card
- Copy of child's Baptismal Certificate (from any faith tradition)

## **Emergency and Family Contact**

In case of accident or illness, the parent designated on the school emergency form will be contacted immediately by the school office. Any change of address or telephone number should be reported promptly to the school office so as to keep family information current. Parents are also asked to complete the school form listing the adults to whom the child may be released from school.

## **Orientation**

Orientation for families and children is held on the day before school begins.

### **Tuition**

The VPK program is FREE for certified children, regardless of family income. Fees paid by Episcopal Children's Services for VPK are contingent on attendance. Out of pocket cost will be determined for the school year and must be paid incrementally by April 2026.

### **Dress**

Boys and girls will wear the school P.E. uniform as their daily uniform. Uniforms can be purchased from the school office. One outfit is \$26.00.

On cooler days, children may wear sweat suits OVER THEIR UNIFORMS of hunter green, charcoal gray, or navy blue (no logos, zippers, hoods, or tie-strings) purchased from any local store.

**Send a change of clothing (including underwear and socks) in a labeled and sealed plastic bag to be kept in student's school cubbie. Label all belongings.**

### **Identification**

Parents are asked to label all of a child's possessions (clothes, lunch/snack boxes, personal supplies, etc.) in a permanent manner with the family name. This assists greatly in returning lost items to the proper owner.

### **Arrival and Dismissal**

Parents are to use the school carline for drop-off and dismissal.

### **Calendar**

The Pre-Kindergarten school calendar follows the same schedule of school days as the K-8 school for its opening and closing dates for the academic year. Wraparound is not available on days when there is no school. Wraparound is not available on days when the school dismisses early.

### **Academic Day**

Pre-Kindergarten's academic day is 7:45 am to 10:45 am.

Wraparound services are available at a cost to the family. This service is explained in the booklet.

### **Lunch/Snack/ Allergies**

Pre-Kindergarten students should bring a healthy snack and water bottle to school every day. If a child attends Wraparound, a healthy lunch and additional drink are also needed.

It is vital that parents inform the school office and the classroom teacher of any food allergies or health conditions or medicines required for the child.

### **Birthdays**

If a student wishes to celebrate a birthday with the class, parents are asked to advise the teacher a few days in advance. **Store-bought, nut-free treats** that are already individual serving size, such as cookies or doughnuts are suggested, but not actual cakes. Parents should supply napkins with any food items.

Invitations for birthdays may be distributed in school as long as there is one for each child in the class.

## **Toys**

Students are not to bring toys to school unless requested by the teacher. Toys may be sent in on Share Days or for special occasions. Parents will be informed about these days. Books may be brought in any day.

**Toy weapons are NEVER allowed in the VPK classroom or playground.**

## **General Activities**

The Pre-Kindergarten Program activities include: Prayer; Pledge of Allegiance; Calendar Recognition and Use; Religion, Science, PE, Music, Art, Social Studies; Large Group Activities; Snack and Playground Time; Learning Stations; Storytelling. Lunch should be brought for extended stays.

## **Discipline**

Good behavior is expected of all children in the program in order to provide a safe and happy environment in which all can learn. Any child who continues to demonstrate disruptive behavior after parents are notified may be dismissed from the program.

## **Parent Teacher Conferences**

The Pre-Kindergarten teachers periodically inform parents of their child's development both academically and socially.

There are always opportunities throughout the year to have a conference with the teacher. To schedule an appointment, parents should contact the teacher in writing, by email or by phone, or contact the school office. All educational and behavioral questions should be directed only to the teacher.

## **School Visitors and Security**

All volunteers and visitors must report to the office to get a volunteer or visitor tag before entry into the school. Parents should not go directly to the classroom during school time. All volunteers are required to complete the Safe Environment Program which includes background screening and attendance at a workshop called "Protecting God's Children." Parents wishing to visit the classroom must make arrangements ahead of time with the teacher.

## **Supplies**

The class supply list is distributed to families upon registration in the Annunciation Pre-Kindergarten Program. Parents may bring the supplies to the class on the day before school begins at the Orientation for families and students.

Pre-K Families also have the option that is available to K-8 families for a "bulk buy-in" of the supplies on the list.

## **Pre-Kindergarten Newsletter**

Parents will receive a newsletter every month from the Pre-Kindergarten teacher to inform them of activities, curriculum, and special events. Parents are asked to read the newsletter and stay informed about their child's life at school. The school also sends an "all-school" newsletter with information affecting all students and families.

### **Attendance and Tardiness [policies in conjunction with ECS]**

Students who are late to school miss the class's morning activities such as roll call, opening prayer, and Pledge of Allegiance. Parents are encouraged to have students to school on time each day. A late student should be brought to the office by the parent. The office staff alerts the teacher and an authorized adult brings the student to the classroom.

Daily attendance is important, even at this first stage of the school experience. Excessive absences may lead to a conference with the teacher and the school principal so that the family may be assisted in correcting this situation.

Parents should contact the school if a child is going to be tardy or absent. It is not necessary for a parent to write a note after a single absence.

### **Program Compliance**

Families are advised that to remain in the program, all state and local requirements and requirements of Annunciation and the Diocese of St. Augustine must be observed.

A Parent/Student Handbook is given to each student at the beginning of the school year. Annunciation may amend policies for fairness and safety as new situations arise. Amendments will be provided to all families in writing.

### **PK Wraparound (or, Extended Day)**

We offer "wraparound" for our Pre-Kindergarten students for an additional charge, from 7:00 am until 7:15 am, from 10:45 am until 3:00 pm, or from 10:45 am until 6:00 pm. This program is optional for families who are enrolled in Annunciation's VPK program. Please ask the office for a registration form for Extended Day.

Wraparound is only available to PK students who have attended class for one-and-a-half or more hours of instructional class. Wraparound (Extended Day) is **not open when school is not in session or when there is an early dismissal day for the rest of the school**. See the school calendar for these days.

These fees are NOT covered by the VPK program or any scholarships. All fees for this program must be paid by the families who choose to register for it. It is *possible* that the **FES-UA scholarship** will reimburse an awarded student.

PK students are **NOT** eligible to order from the school's lunch program. Healthy lunch and drink, labeled with the student's name should come from home.

Students who stay for wraparound will also need to bring a nap mat, a lightweight blanket, and a pillow, all labeled with the student's name.

Full year daily wraparound charges are eligible for monthly payment plans and **must** be paid through **FACTS Tuition Management**. Enroll at <https://online.factsmgmt.com>.

Daily wraparound charges are billed through Family Portal as an incidental charge/

**Families may lose their eligibility to continue in the VPK program if their Extended Day account with Annunciation becomes delinquent.**

## PK Wraparound (or, Extended Day) Rates

### 1. Full Year Rates, Non-Refundable

Mornings: 1 Child	\$ 420.00 (7:00-7:15am)
Mornings: Each Additional Child	\$ 220.00 (7:00-7:15am)
PK Extension: Each Child to 3:00	\$3,300.00
PK Extension: Each Child to 6:00	\$4,800.00

Late Pick Up: After 6:00 p.m., per minute, per child\$ 5.00

### 2. Daily Rates, Per Stay, Per Child—Billed to Family Portal

Mornings: 1 Child	\$ 5.00
Mornings: Each Additional Child	\$ 3.75

PK Extension: Each Child to 3:00	\$24.00
PK Extension: Each Child to 6:00	\$35.00

Late Pick Up: After 6:00 p.m., per minute, per child\$ 5.00

## Acknowledgement

Parents must sign the VPK Attendance Policy for this school year and return it to the school office or to the student's teacher.

Parents must complete and sign the VPK Attendance Form at the end of each month to ensure that Annunciation is paid appropriately for having educated your student in the environment you selected.

**Episcopal Children's Services allows for 30 absences, excused or unexcused, per academic year.**

### **Important Notes:**

- 1. Enrollment in the VPK programs at Annunciation Catholic School or St. Luke Child Care does not guarantee a spot in kindergarten at Annunciation Catholic School in the next academic year.**
- 2. Enrollment in Kindergarten at Annunciation Catholic School requires successful completion of Pre-Kindergarten.**