

Shining Bright Preschool
Policy Book
2025-2026

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SECTION 1 - ABOUT THE CENTER

1.1 Our Philosophy

Shining Bright Preschool offers a developmentally appropriate early childhood education program focused on the "whole child" and the power of play. We provide a positive, loving, and supportive environment where children develop at their own pace. Our curriculum respects each child's age and individual needs, fostering physical, intellectual, emotional, social, cognitive, and spiritual development. We support families in guiding every child's growth and well-being.

1.2 Admissions and Non-Discrimination Policy

Shining Bright Preschool admits students of any race, religion, color, national, and ethnic origin without entrance exams. Parents should discuss any significant educational, social, or developmental concerns with the director before the child's first day. We strive to create an appropriate learning environment and may place children in classes based on age, gender, and developmental level. We do not discriminate in our educational and admission policies.

SECTION 2 – FEES

2.1 Tuition Policy

Tuition is a **yearly commitment** covering the academic school year, which runs from **August 11, 2025, through May 28, 2026**, in alignment with the Duval County Public Schools calendar. Tuition is based on **reserved enrollment**, not on attendance.

All weeks within this school year must be paid in full, regardless of holidays, student absences, illness, emergency closings, or personal vacations. There are **no credits or reductions** for missed days.

While tuition may be paid on a **weekly basis**, it is due **every Monday**, even if the child is absent. Tuition must be paid in full for your child to attend school that week.

[\[Click here to view the current Tuition Price List\]](#)

2.2 Sibling Discount

Families with more than one child enrolled at Shining Bright Preschool will receive a **\$10 per week discount** for each additional sibling.

2.3 Late Payment and Declined Payment Policy

Tuition is due on **Monday of each week**. A **\$25 late fee** will be applied if payment is not received by the end of the day Monday.

If tuition and the late fee are **not paid by Tuesday morning**, the child **may not attend school** until payment is received in full.

A fee of \$30 will be charged for any **declined payments**.

2.4 Registration Fee

An **annual, non-refundable registration fee of \$150** is due at the time of enrollment and **every August** thereafter to secure a spot for the new school year. This fee covers administrative costs and materials for enrollment processing.

2.5 Supplies

Families have two options to meet supply needs:

1. **Provide all items listed on the school supply list**, OR
2. **Pay a supply fee**, which allows the school to purchase the required items on your behalf.

[\[Click here to view the current School Supply List.\]](#)

2.6 Returned Checks

Checks must be drawn on a local bank and dated the day they are written. Post-dated checks will not be accepted.

A **\$38.00 returned check fee** will be charged for any check returned by the bank. After one returned check, all future payments must be made via cash, money order, or electronic transfer. Child care services will be suspended until all outstanding fees are paid in full.

2.7 Late Pick-Up Fees

Our school day ends promptly at the scheduled pick-up time. A **late pick-up fee of \$2.00 per minute** will be charged for any child not picked up on time. This fee must be paid at the time of pick-up or before the child's next day of attendance.

2.8 Holidays

Shining Bright Preschool is closed on **major holidays**, including but not limited to: Yom Kippur (Day of Atonement), Labor Day, Thanksgiving Break, Christmas, New Year's Day, Martin Luther King Jr. Day and Memorial Day. The **yearly calendar** is provided in August.

Tuition remains the same during weeks that include holidays, as these are considered part of the regular academic year.

2.9 Attendance

Consistent attendance is essential for a child's routine and development. **Arrivals after 8:30 a.m.** may disrupt classroom flow and learning activities. Please contact the director in advance if your child will be arriving late.

2.10 Tuition Agreement

A [tuition agreement](#) must be filled and signed upon enrollment.

SECTION 3 – ENROLLMENT

3.1 Enrollment Requirements

Before a child may attend Shining Bright Preschool, the following enrollment steps **must be completed**. All required documentation must be submitted **in order for the child to begin school**:

1. **We require all new students to come in for a tour and interview prior to registration.**
2. **Procure Online Enrollment Form**
All families must complete the digital enrollment form through the **Procure system**. This form collects essential family information, emergency contacts, and health history.
3. **Download and Set Up the Procure App**
Parents must download the **Procure Parent App**, which is used daily for **signing in and out, school communications**, and receiving real-time updates, newsletters, and reminders.
4. **Tuition Contract**
Parents must sign and return the [Tuition Contract](#) confirming financial responsibility for the duration of the school year. This contract will be provided at the time of enrollment and must be signed **before the child's first day of attendance**.
5. **Florida Health Forms**
As required by the **Child Care Facility Handbook**:
 - **Form 3040 – Physical Examination** (current within the past 12 months)
 - **Form 680 or 681 – Florida Certificate of Immunization**
6. **VPK Certificate of Eligibility** (VPK students only)
Families enrolling in the VPK program must provide the **VPK Certificate of Eligibility** issued by the Early Learning Coalition.
7. **Policy Acknowledgement Form**
Parents must review and sign the [Liability Waiver](#)
Parents must review and sign the [Policy Acknowledgment Form](#), which includes confirmation of receipt or agreement to the following:
 - Screening and Assessment Policies
 - VPK Attendance Policies (for VPK students)
 - Permission to Participate in Dance Class
 - Photo Release Authorization
 - Acknowledgment of Receipt of the [Influenza Virus Informational Pamphlet](#)
 - Acknowledgment of Receipt of the [Distracted Adult Pamphlet](#) from the Florida Department of Children and Families.
 - Awareness that **Form 3040 (physical)** and **Form 680 or 681 (immunization)** are to be turned in

- Acknowledgment of receiving the “[Know Your Child Care Facility](#)” brochure (CF/PI 175-24).
- Acknowledgment of receipt of our [Discipline and Expulsion Policy](#) as required under Section 2.8 of the Child Care Facility Handbook
- Confirmation that all submitted enrollment information is complete and accurate

3.2 Medication Authorization Form (If Applicable)

If your child requires **prescription or nonprescription medication** while at school, a [Medication Authorization Form](#) must be completed and signed by both a parent and the child’s physician. All medications must be in original containers with a clear pharmacy or manufacturer label.

3.3 Arrival and Attendance Policy

- Children must be signed in and out daily by a parent or authorized guardian using the **Procare App**.
- Children may not be dropped off before the school’s opening time and may not be left unattended at any time.
- Frequent late arrivals are disruptive to the classroom routine. Please notify the school in advance if your child will be absent or late.

3.4 Illness and Communicable Disease Policy

Children showing signs of illness (fever, rash, diarrhea, vomiting, etc.) should be kept home and may return after being **symptom-free for 24 hours without medication**. If symptoms arise at school, parents will be called for immediate pickup.

Please notify the school of any **diagnosed communicable illnesses** so proper precautions and notifications can be made.

3.5 Emergency Preparedness and Health Communication

- Families must keep **emergency contact information current** via the Procare App.
- In case of an emergency, parents will be contacted by **text and/or phone call**.
- Please inform us of **any health conditions, allergies, or medications** that affect your child’s daily care and well-being.

SECTION 4 – PARENT INVOLVEMENT AND OPEN DOOR POLICY

4.1 Shining Bright Preschool Open Door Policy

At Shining Bright Preschool, we value the involvement of parents and guardians in the education and care of their children. To ensure transparency and strengthen our partnership with families, we have established an Open Door Policy that encourages and supports parental participation.

4.2 Parental Access

Parents or guardians are welcome to visit our classrooms and observe their child at any time during school hours. No prior notice is required, as we believe in maintaining open access for families to see their child's learning environment and daily interactions.

4.3 Safety and Security

To ensure the safety of all children, we use the Procare system for signing students in and out. All visitors, including parents and guardians, are required to check in at the front office and follow proper security protocols when entering the facility, which include signing in and out and showing proper ID.

4.4 Communication and Updates

We use Procare not only for attendance and security but also as a communication tool. Through Procare, parents can:

- Send and receive messages directly from teachers and staff.
- Receive updates about their child's progress and daily activities.
- View and contribute to their child's online portfolio, where we document milestones, photos, and other important information.

We encourage parents to use Procare to stay informed and engaged with their child's educational journey.

4.5 Collaboration and Engagement

Parents are encouraged to actively participate in school activities, special events, and classroom projects when possible. We believe that collaboration between home and school greatly benefits the child's overall development. Parents volunteers must have a background screening if they volunteer more than 10 hours a month.

4.6 At-Home Activities

We recommend that parents spend time reading, talking, and doing fun activities with their children instead of traditional homework.

4.3 Parent-Teacher Conferences

Parent -Teacher conferences are held in the fall and spring to discuss each child's progress.

SECTION 5 - TERMINATION OR WITHDRAWAL POLICY

5.1 Adjustment Period

The first two weeks are an adjustment period. Either party can terminate the contract in writing within these two weeks.

5.2 Two-Week Notice

Parents must provide a two-week written notice (by the first of the month for the following month). Fees remain due if the child is withdrawn without notice or during the notice period. A month's fees/deposit can be paid instead of notice.

5.3 Provider Notice

We will give a two-week written notice if we can no longer care for your child. Fees are due during this period, regardless of attendance.

5.4 Immediate Termination

We may terminate care immediately for reasons including:

- Contract non-compliance
- Persistent destructive behavior
- Non-payment or recurring late payments
- Unexplained absence for 5 days
- Incomplete required forms
- Inability to meet the child's needs
- Disrespect towards provider/family
- Bringing a knowingly ill child
- Parent/provider conflict
- Extreme behaviors

SECTION 6 - PICK-UP POLICY

6.1 Sign-Out

All children must be signed in and out using the Procure App at the Front Desk.

6.2 Timely Pick-Up

Children must be picked up on time. Late pick-up incurs a fee due upon arrival.

6.3 Early Pick-Up

Follow sign-out procedures with the Procure App.

SECTION 7 - AUTHORIZED PERSONS FOR PICK-UP OR EMERGENCIES

7.1 Notification

Inform the teacher if someone other than the usual person will pick up your child.

7.2 Authorization

Provide written notification (note/email) if someone other than a parent or authorized person will pick up the child and add them to your child's Procure account. Include the person's full name and inform them to bring ID.

7.3 Safety

Staff will observe the state of the person picking up the child. If they suspect the person is under the influence, impaired, or angry, they may refuse to release the child and request another authorized adult to pick up.

SECTION 8 – HEALTH AND SAFETY

8.1 Child Abuse and Neglect Reporting

All staff members are mandated reporters of child abuse and neglect. Training on recognizing and reporting abuse is conducted annually. Any suspicions are to be reported to the director immediately, who will handle further actions.

8.2 Confidentiality of Records

Child information is confidential and released only with written authorization from parents, except in cases of suspected abuse. Court-ordered requests for records will take two weeks to process.

8.3 Emergency Closing and Inclement Weather

SBP follows the Duval County Public School calendar for weather-related closures. Emergency plans and communication procedures are in place, with annual drills and training for staff.

8.4 Screening and Assessments

Children undergo developmental screenings twice a year, with results discussed during parent-teacher conferences. Portfolios are maintained for each child, and referrals for further evaluation are made if necessary.

8.5 Dress Code

Children should wear comfortable, weather-appropriate clothing suitable for play. Closed-toe shoes are required for safety. Extra clothing should be provided for accidents.

8.6 Meals

Children must bring nutritious snacks and lunches, including protein, fruits, vegetables, and whole grains. Candy and sugary drinks are discouraged. SBP supports breastfeeding mothers with appropriate facilities and policies.

8.7 Dietary Restrictions and Allergies

Staff must be informed of any child allergies, which will be posted in relevant areas. Emergency procedures for allergen exposure are in place.

8.8 Physical Activity Policy

Children are provided with at least one hour of physical activity for every four hours of attendance. Staff model and encourage active behavior, and physical activity is never used as punishment.

8.9 Screen Time Policy

Television viewing and computer use are limited to age-appropriate and educational content, with strict time limits and supervision.

8.10 Positive Discipline

SBP promotes a safe and positive learning environment. Teachers model appropriate behavior and guide positive interactions. Persistent behavioral issues are addressed collaboratively with parents to develop strategies for improvement.

SECTION 9 – VPK POLICY

9.1 Program Overview

Shining Bright Preschool offers a **Voluntary Prekindergarten (VPK)** program operating **3.75 instructional hours per day, Monday through Thursday**, for a total of **144 instructional days**. A calendar with scheduled days off is provided to all enrolled VPK families.

9.2 Attendance Requirements

Regular, on-time attendance is essential for VPK participation and continued enrollment. Attendance is monitored monthly and verified by parents.

- Families are required to sign the **VPK Attendance and Tardiness Policy** upon enrollment.
- Excessive absences or tardiness may result in withdrawal from the VPK program.

9.3 Arrival and Tardiness

VPK instruction begins **promptly at 8:30 a.m.**

- **Late arrivals disrupt the classroom environment** and impact learning.
- Occasional tardiness may be excused, but **frequent tardiness can lead to dismissal** from the program.

9.4 Dismissal and Late Pick-Up

VPK-only students must be picked up promptly at **12:15 p.m.**

- A **late fee of \$2.00 per minute** will be charged for pick-ups after **12:30 p.m.**
- Repeated late pick-ups may jeopardize continued enrollment.

9.5 Absence Policy

Consistent daily attendance is critical for student growth. VPK students are allowed:

- Up to **two excused absences per month** without documentation.
- Up to **five additional excused absences per program year** with written documentation for the following reasons:
 - Illness or medical appointments
 - Bereavement

- Court obligations
- Special education or related services
- Religious observances
- Family vacation (limited to 5 excused absences per year)

Four (4) consecutive instructional day absences without documentation will result in **automatic withdrawal** from the VPK program, with **no option for re-enrollment**.

One-time documented absences of up to 5 consecutive days may be approved with advance written notice.

9.6 Monthly Attendance Verification

At the end of each month, **parents must visit the office** to review and sign their child's official attendance record.

- This signature **verifies attendance** and authorizes the **Early Learning Coalition of Duval** to issue payment to Shining Bright Preschool on behalf of the VPK program.

9.7 Parent Agreement

Enrollment in the VPK program signifies agreement with all policies outlined in this section. Parent signatures on the **Policy Acknowledgment Form** confirm understanding and acceptance of the VPK Attendance and Tardiness Policy.

9.8 VPK Calendar and Holidays

VPK classes are held **Monday through Thursday**, with the following scheduled holidays and closures for the 2025–2026 school year:

- **September 1** – Labor Day
- **October 13–14** – Teacher Planning
- **November 11** – Veteran's Day
- **November 26–27** – Thanksgiving Break
- **December 22 – January 6** – Winter Holidays
- **January 19** – Martin Luther King Jr. Day
- **February 16** – President's Day
- **March 16–23** – Spring Break
- **April 7** – Teacher Planning
- **May 25** – Memorial Day

The VPK school year begins on **August 11, 2025**, and concludes on **May 28, 2026**.