

# Welcome

We appreciate your interest in our school, Killearn Lakes Preschool. We realize how important it is to choose a preschool you're comfortable with and one that will provide the educational and social environment you desire for your young child.

Our purpose is to provide a nurturing, healthy, safe and challenging atmosphere for children to grow and develop at their own rate. Children will love, laugh and learn by engaging in meaningful and developmentally appropriate activities, which include drawing, painting, singing, cooking, playing and interacting with others inside and outside.

Our goal is to create a secure environment for children to build self-confidence through successful interactions with teachers and other children. During this early childhood period, our preschool will provide opportunities for children to explore, question, practice and pretend in order to discover the world around them. This foundation of learning will be the beginning of their journey as lifelong learners and creative problem solvers.



# General Information

KLPS offers both full and part time programs for 8 weeks through Pre-Kindergarten. A “before/after school” program is also offered to Kindergartners through First grade. We are open year-round, Monday through Friday, 7AM to 6:00PM. We are closed for all major holidays, some days the week prior to Christmas, and the week between Christmas and New Years. A calendar of these dates will be provided once your child is enrolled.

Please feel free to call or drop by for a tour of our school. Mornings are the best available times as those are when most of the classroom instructional time occurs. An Enrollment form, if space is available, and the Enrollment fee to hold a space for your child is required before a space will be held. If desired, you may place your child on our waiting list and pay the Enrollment fee to secure a space for your child if/ when one becomes available.

## Release and Pick-up

Children will NOT be allowed to leave the preschool with anyone except parents or others designated by the parents. You MUST send in written notification if someone other than yourself will be picking up your child. Children like stability, so please include them in knowing who will be picking them up from school. Verbal messages through your child or another classmate will not be accepted. In the afternoon, we request parents initial the sign-out sheets when picking up their children.

## Health and Well Being

Children must be walked **INTO** the preschool in the morning by an adult to be received and greeted by a staff member. Do not drop your child off in the parking lot or breezeway to walk in by him/herself.

Children who are ill should not be brought to the preschool. **A child MUST be fever free for 24 hours without medication before returning to school.** This is for the well-being of not only your own child, but also for those attending who are healthy. If your child becomes ill while at school, you will be called to pick up your child within an hour.



# Entrance Requirements

Children between 8 weeks and five years of age are eligible to be enrolled in the preschool. Children between Kindergarten and First Grade are eligible for enrollment in the before/afterschool program. An application must be submitted for enrollment with a non-refundable Enrollment & Registration fee.

Within two weeks of enrollment, a State of Florida Health Form (physical) and Immunization Form must be on file. If you are arriving from out-of-state, this information must be transferred to an official State of Florida Form by a licensed physician.



## Supplies Needed

1. Complete change of clothing (appropriate for the current weather) including socks and underwear with their name written on each article of clothing. These items will be kept in your child's classroom in a school provided bag.
2. A crib sized sheet, small pillow and lightweight blanket labeled with their names are optional for naptime. These must fit into their cubby.
3. For children in the 1 and younger 2-year-old classes a sippy cup for water/ milk to be used throughout the day and taken home each night. For our "infants" bottles for each feeding of milk/ formula is needed and any baby food they transition to during their time within the classroom.
4. For children in the 1- and 2-year-old classes diapers and/ or pull ups (wipes are provided by KLPS).

# Hours/Holidays

The preschool is open from 7AM to 6:00PM ~ Monday through Friday  
(With the exception of major holidays)

**The following are the 2023 School holidays:**

Martin Luther King Jr.- January 16th

Presidents Day- February 20<sup>th</sup>

Memorial Day- May 29<sup>th</sup>

Independence Day- July 3<sup>rd</sup> & 4<sup>th</sup>

Labor Day- September 4<sup>th</sup>

Thanksgiving Holiday- November 22<sup>nd</sup> -24<sup>th</sup>

Winter Break- December 22<sup>rd</sup> - January 1st

**Late fees will be assessed to the parents who pick up their children after the following times:**

**11:30AM (for VPK “only”),**

**12:30 PM (lunch bunch and half day)**

**3:00PM (early pickup)**

**6:00PM for Full Time**

**This fee is due IN CASH at the time of the pickup.**

These charges are as follows:

1-5 minutes \$1.00/minute

6-10 minutes \$3.00/minute

11-15 minutes \$5.00/minute

If weather conditions cause the cancellation of Leon Public Schools, the preschool will also be closed. This is for the safety and well-being of children and staff.



# Tuition

## Registration Fees

All registration fees are **non-refundable** and collected in March each year for the upcoming Summer and School year. The fee covers all class supplies.

\$95 Infants & Afterschool

\$170 Preschool (12 months & up)

\$75 Summer Afterschool & Rising Kindergarteners

\*\*There is a **ONE-TIME non-refundable** fee of \$75 for enrollment\*\*

## Preschool Age Children

### Full Time

\$905 (potty trained) ~ \$955 (1 year- not potty trained) ~ \$995 (8 weeks- 1 year)

### Part Time

Two Full Days \$535/ \$585\*/ \$595

Three Full Days \$715/ \$765\*/ \$805

Five mornings until 12:30 \$625/ \$675\*/ \$715

Three mornings until 12:30 \$475/ \$525\*/ \$565

Two days until 3PM \$495/ \$545\*/ \$555

Three days until 3PM \$655/ \$705\*/ \$745

Five days until 3PM \$750/ \$800\*/ \$920

(\*additional charge for children not potty trained)

## 4-year-old Program

Full Time \$790

Part time- priced individually, see Director

## Before/ Afterschool Program

Afterschool \$290/ month (includes Before School care)

Before school \$5/ day if NOT enrolled in our Afterschool program

Afterschool SUMMER CAMP \$175/wk enrolled

## Teacher Planning Day/ Holiday- Afterschool age children

Enrolled \$40/ day

Unenrolled \$45/ day

Leon County Schools Early Release days

Enrolled \$20/ day

Unenrolled \$30/ day

\*If you sign up for a Teacher Planning Day, Holiday or Early Release Day and fail to come you are still responsible for payment.

## Discounts

10% for multiple children (discount taken off the youngest child's monthly rate)

It is the preschool policy to make NO refunds on registration or tuition fees due to absences illness, vacations or any other reason. **Parents are required to give 2 weeks' notice to the center if it becomes necessary to withdraw their child.**

**Tuition can be paid monthly or semi-monthly on 1<sup>st</sup> & 15<sup>th</sup>**

**\*\*Late fees for overdue accounts assessed at a rate of \$20.00 every 2 weeks\*\***

**There is an annual increase in tuition\*\*Prices effective as of 9/1/2023**

# Snacks/ Lunches

Morning and afternoon snacks are provided by the school and included in tuition. Most morning snacks are “breakfast type” items (waffles, cheese biscuits, muffin squares, Nutrigrain bars, cheese toast, dry cereal, etc) but you are still asked to feed your child breakfast prior to bringing them to school. Afternoon snacks vary from cheese and crackers, chips, brownies, granola bars, graham crackers, chex mix, etc. Allergy lists are posted in each classroom and snacks and purchased lunches are distributed from the kitchen under supervision and with consideration and special attention to allergies.

For an additional charge, we offer hot lunch Monday, Tuesday, Wednesday, and Friday. An entree, vegetable, fruit, cookie and milk are served. A lunch form is sent home every month for you to fill out and return with CASH or auto debit from your account. **Lunch IS NOT served on Thursday.** \$5.00 per day is the cost. Menu items include but are not limited to: Spaghetti, Sub Sandwiches, Chicken pot pie, Grilled chicken, Cheese Quesadillas, Corn Dogs, Macaroni & Cheese, Cheese Ravioli, Breakfast, Fish sticks, Chicken Nuggets, and Pizza. New items are introduced throughout the year and notices are sent out with the monthly lunch forms.

