

Back to School

2018 - 2019

Welcome to Preschool

First Day of School

Monday, August 6th

Full-time Program
2, 3 & 4 yr olds
(6:30 am – 6:00 pm)

Friday, August 10th

Part-time 3-day Program &
Part-time VPK
(8:30 am – 11:30 am or 12:30 pm)

Tuesday, August 14th

Part-time 2-day Program
(8:30 am – 11:30 am)



BAY HOPE
DAY SCHOOL

Bay Hope Day School welcomes our new and returning students and families! We know you are excited for your child to experience all the preschool activities we have been planning for this new school year.

Please plan to attend Parent Orientation. This should last no more than 30 minutes. During Parent Orientation your child will have a chance to meet their teachers, become familiar with their classroom environment, and get to know other children in the class. Parents will receive important information about their child's preschool experience, become acquainted with other parents and have a chance to visit one-on-one with teachers.

Classroom assignments will be posted at the Day School entrance. Sometimes it is necessary to make last minute changes - you will not be notified in advance about your child's teacher or classroom assignment.

If you will not be attending Parent Orientation or if your child will not attend on the 1st day of school, please let us know – call 813-960-1694.

Preschool Orientation

Friday, August 3rd / 9:00 am

(Full-time Program - 6:30 am to 6:00 pm)
(2, 3 & 4 year olds)

Thursday, August 9th

(Part-time Program / 8:30 am – 11:30 am or 8:30 – 12:30 pm)
MWF & VPK Program / 9:00 am
Tuesday/Thursday Program / 10:00 am

Child Information Sheets



During Parent Orientation, you will be receiving a copy of your child's Information Sheet. Please make sure the information is accurate by correcting any errors. You may also make changes, such as, adding and deleting individuals to your child's pick up list, and changing your address or telephone numbers. Please initial your child's Information Sheet and leave it with your child's teacher. You will be able to update any information as necessary throughout the year.

Medical Records

We need a copy of your child's Immunization Record and Physical from their last well visit. This is a licensing requirement – children must have current medical records on file in order to attend school. For new students, bring your child's medical records to Parent Orientation. For returning students, remember to update your child's medical records at their next check up. An updated Physical and Immunization record must be turned in to the Day School upon each subsequent well visit.

Dressing for Preschool



Have children wear comfortable play clothing appropriate for classroom projects and playground activities. Avoid excessive snaps and buttons. Closed-toe shoes are a MUST! Tennis shoes or soft sole shoes are best. Boots, sandals, crocs, and flip flops are not be worn to preschool. For safety reasons, children wearing inappropriate shoes will not be able to use the playground equipment. Remember to bring an extra set of clothing to Parent Orientation. (Please include underwear, socks, a shirt and shorts or pants) in a Ziploc bag labeled with your child's name. Note: Children enrolled in a 3 & 4-year old program need to be fully potty-trained (out of diapers and pull-ups).



Be “In the Know” at all times!

Website: The Day School website contains important information that you can use throughout the year. This includes the Parent Handbook and the Day School Calendar. During Parent Orientation you will be asked to sign documentation verifying that you have reviewed the Parent Handbook. Please take the time to read it over to become familiar with the Day School's policies and procedures.

Email: Going Paperless! You will be receiving information via email throughout the year. This includes Day School newsletters, special announcements, and invoices for Lunch Bunch or past due accounts. Emailing parents is the preferred method of communication regarding these matters. Thank you for your cooperation!

Security & Emergency Texting Feature

Security: The Day School has a Keyless Entry System. Each parent will have a security code to enter the building for student drop off and pick up. Your child's teacher will explain more about this system at Parent Orientation. In addition, all classroom doors are locked while children are inside. Please be patient when dropping off and pick up your child by waiting at the classroom door until a teacher can assist you.

Emergency Texting Service: The Day School is able to text groups of parents or an individual parent to their mobile device in the case of an emergency or if your child becomes ill or injured while at school. More information will be available at Parent Orientation. Parents must have a completed Text Messaging Agreement on file.

Absenteeism

The Florida Department of Children and Families, Office of Child Care Licensing adopted a new regulation into the Florida Administrative Codes for all Licensed Child Care Centers regarding child absenteeism. Parents need to call the Day School by or before 9:00 a.m. if their child will not be in attendance. The Day School telephone number is 813-960-1694 or email at dayschool@bayhope.com

VPK Program: According to the VPK Attendance Policy set forth by the State of Florida, your child is allowed to miss 36 days per program year. The State will not pay the Day School for any absences beyond 36 days. Please be conscientious of your child's attendance by sending your child to school if they are not ill. Important VPK Standards and Kindergarten Objectives are being taught each day. In the case of excessive absences, beyond 36 days, you may be asked to withdraw your child from the program. Parents will need to sign the VPK Attendance Policy at Parent Orientation. (The VPK Attendance Policy is online in the Parent Handbook).

Classroom Supplies

We do not have a Supply List. A Supply Fee is collected in June to help cover the cost of the items your child will be using in the classroom, such as paint, paper, puzzles, toys and games. (Part-time VPK students are not charged a supply fee as mandated by the State.)

All classrooms will have a "Wish List" at Preschool Orientation for any additional items the teacher would like to use in the classroom. Please volunteer to bring in an item or two if you are able. Please keep in mind that the Day School staff members are not allowed to accept cash, checks or gift cards toward supply purchases. If you wish to donate to the classroom, you MUST purchase the item and give it to the teacher. Supply donations are greatly appreciated!



Lunch Bunch (Part-time 3's & 4's)

Lunch Bunch is available for children enrolled in our part-time 3 and 4 -year old classes. Children will enjoy lunch with their friends, have Center Time in the Lunch Bunch classroom and go outside for additional playground time. You will not need to enroll in the Lunch Bunch program...just send your child to school with a packed lunch. Please print your child's name on the OUTSIDE of his/her lunchbox with permanent marker. Remember to include a spoon or fork in your child's lunchbox. The Day School will not be able to heat or refrigerate lunches-remember to place a cold pack to keep lunches cold.

Lunch Bunch is available after preschool (11:30 or 12:30) until 2:00 pm at the rate of \$7 per hour and prorated to the quarter hour. You will be billed monthly via email for any Lunch Bunch hours at the beginning of the following month.

Lunch Bunch will start on Monday, August 13st.



Financial Q & A

When is my Tuition due?

Part-Time Programs (8:30 am to 11:30 am or 8:30 am to 12:30 pm): Yearly tuition for part-time students is divided into ten (10) equal payments and is expected from August—May. Tuition is paid on a monthly basis and is subject to a late payment fee of \$10 if not received by the 10th day of each month. Generally, you will not receive a monthly invoice for preschool tuition.

Lunch Bunch (part-time 3 & 4 year olds): You will be billed monthly via email by the 5th of the following month for any Lunch Bunch hours. Please remit payment for Lunch Bunch hours upon receipt of invoice or by the 10th of the month. A late fee of \$10 will be accessed on Lunch Bunch hours that exceed \$25 and remain unpaid by the 15th day of month.

Full-Time Program (6:30 am—6:00 pm): Weekly tuition for our full-time students is due on Monday of each week and is considered late if not paid by noon on Wednesday. A late payment fee of \$10 will be charged to all late payments.

How do I make payments to Bay Hope Day School?

Tuition Express:

Tuition Express is our preferred payment method. You authorize Bay Hope Day School to do an automatic EFT (electronic funds transfer) through your checking or savings account. Withdrawals will be set up for transfer on Wednesdays of each week for full-time students and the 1st Wednesday of each month for part-time preschool tuition. Lunch Bunch hours will be deducted the 2nd Wednesday of each month. Tuition Express forms can be picked up in the Day School office or downloaded from our school website. When enrolled in Tuition Express, you never have to worry about writing a check or missing a payment!

Other Payment Options:

We accept checks and money orders made payable to Bay Hope Day School. These may be dropped off at the front desk in the Tuition box. We do not have the equipment to process debit and credit cards. We cannot accept cash for tuition payment.

We also accept online payments through your bank. To set up, use Bay Hope Day School as payee, use mailing address below. Use your child's first & last name as the account number. It is important that you arrange this at least a week before your payment is due so that we receive payment on time, otherwise you will be charged a late payment fee. Please send bank payments to: Bay Hope Day School, P.O. Box 340396, Tampa, FL 33694.

For more information regarding policies and procedures, please refer to your Parent Handbook online at www.bayhopedayschool.com

Mission Statement:

To lead children and families into a growing relationship with Jesus Christ by providing superior childcare and preschool services where children receive the love and support they need in order to reach their full potential.

Philosophy Statement:

Our primary objective is to provide superior Christian education in a nurturing atmosphere embracing the whole child. We believe that children should learn in a stress-free, safe environment where guided and free expression activities are combined to enhance each child's spiritual, emotional, social, physical, and cognitive development.

Bay Hope Day School

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Lutz, Florida 33558
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General Email: dayschool@bayhope.com

Day School Director: Liliana Rogers
lrogers@bayhopedayschool.com

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kdonnelly@bayhopedayschool.com

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tvanhof@bayhopedayschool.com

2018-2019 Fee Schedule

PART-TIME PROGRAMS

(8:30 am—11:30 am or 8:30 am to 12:30 pm)

ALL children who attend morning only classes including the VPK 4's who attend 5-days/week are considered PART-TIME students.

The 1st month's tuition payment is due by August 10th for children enrolled in a part-time program. Monthly tuition is due on the 10th of each month – (August – May).

Part-time 2-Year Old Class

\$205/month (Tuesday/Thursday)

\$245/month (M/W/F)

Part-time 3-Year Old Class

\$195/month (Tuesday/Thursday)

\$235/month (M/W/F)

Part-time 4-Year Old Class (Monday—Friday)

VPK 4's (8:30 -11:30) State-funded

VPK 4's (8:30-12:30) \$120/mo

Non-VPK 4's (8:30-12:30) \$360/mo

FULL-TIME PROGRAMS

(6:30 am—6:00 pm)

2-year olds \$185/wk

3-year old \$155/wk

4-year olds with VPK \$110/wk

4-year olds non-VPK \$155/wk

Elementary After School \$85/wk

Due by Monday of each week / Late fee of \$10 if not paid by Wednesday



Dates / Calendar of Events

August 3, 2018	Preschool Orientation 9:00 am / Full-time Program
August 6, 2018	First Day / Full-time Students including Elementary
August 9, 2018	Preschool Orientation 9 am or 10 am / Part-time Program
August 10, 2018	First Day / Part-time Students / Part-time VPK & MWF Program
August 14, 2018	First Day / Part-time Students / Part-time T/Th Program
October 4 & 5, 2018	Open House (More Information TBA from Classroom News)
October 23 & 24, 2018	Noah's Ark Parade & Family Chapel / 10:45 am (FT- Wed 24 th)
December 7, 2018	Christmas Program - 9:30 am / (3 & 4-year old Students)
May 30, 2019	4- year old Graduation / 9:30 am (Part-time & Full-time Students)
May 31, 2019	Last Day / Part-time Students / (Last day T/Th Program May 30 th)
May 31, 2019	Last Day / Full-time (Students not attending Summer Program)
June 3, 2019	Summer Program Begins / Enrolled Full-time Students



Dates / School Closings

September 3, 2018	Labor Day – School Closed
November 12, 2018	Part-time Closed / Full-time Open
November 19 – 23, 2018	Thanksgiving Holiday / Part-time Closed
November 21, 2018	Day School closes at 3 pm
November 22 & 23, 2018	Thanksgiving Holiday / School Closed
December 24 – Jan 7, 2019	Christmas Holiday / Part-time Closed
December 24 – Jan 1, 2019	Christmas Holiday / Full-time Closed
January 21, 2019	Part-time Closed / Full-time Open
February 8, 2019	Hillsborough County Fair Day / School closed for Conferences
February 18, 2019	Part-time Closed / Full-time Open
March 4, 2019	Part-time Closed / Full-time Open
March 18 – 25, 2019	Spring Break / Part-time Closed / Full-time Open
April 8, 2018	Part-time Closed / Full-time Open
April 19, 2019	Good Friday / School Closed
May 27, 2019	Memorial Day / School Closed
July 4, 2019	Independence Day / School Closed
July 17, 18 & 19, 2019	School Closed for Staff Training