



Jacksonville Classical Academy
Pre-K Handbook
2025-2026

Overview

Jacksonville Classical Academy Pre-K (JXCP) is an expansion program of Jacksonville Classical Academy (JXC), which was founded in 2020. Jacksonville Classical Academy Pre-K will provide an opportunity that matches the rigorous and successful results of the K-12th grade operations. JXCP will build a strong classical foundation for our Pre-K students, which will allow for educational advancement upon entering Kindergarten. Students will be taught to be independent, make their own choices, explore creatively, use critical thinking skills, and become confident individuals who have a true love of learning with instruction in moral character, civic virtue, and knowledge of truth. JXCP follows JXC's calendar and the operation of JXCPK will be governed by the JXC Board of Directors.

Academic Standards

Jacksonville Classical Academy Pre-K prides itself on the academic foundation we provide for our students. We have developed our curriculum based upon Classical Pedagogy, which is in line with VPK Standards. Our Pre-K program will prepare your children to enter JXC's Kindergarten ready to continue their journey of academic success.

Drop off and pick up

All Pre-K students should be dropped off in the school car line. Pre-K staff will be there to greet and direct children to their classrooms. Morning drop off is between 7:30-7:55am. All students should be in class by 8:00am.

11:00 am (5-day) and 1:00 pm (3-day) Pickup - Parents should park and walk up to the Pre-K doors.

Riverside Parking

If you are facing the school, these are the glass doors to the far left of the building closest to the railroad tracks.

Fort Caroline Parking

If you are facing the school, these are the glass doors farthest to the left of the building.

3:00 pm Pickup - Students will be picked up in the carline. Carline runs between 3:00 - 3:25. A late fee will be assessed for all students not picked up by 3:25 pm. Please use the inside lane closest to the building.

5:30 pm Pickup - Parents should park and walk to the front office. School staff will notify teachers and your child will walk to the front office. Parents must notify their child's teacher or the Director in advance if anyone other than who is on your approved pickup list will be picking up your student. We will not release a student to any individual without proper identification.

Tardy Policy

If your child is not in class by 8:05 am they will be counted as late. Our educational morning begins promptly at 8:05 and they will miss valuable teaching time if they arrive late. * **Once a child has incurred 3 or more unexcused tardies it will be counted as an absence.** Excessive tardiness and/or absences could result in your child losing their VPK voucher and their place in our Pre-K program. Tardiness for doctor's appointments will be excused with a doctor's note.

Late Pickup Fee

Any child who is not picked up by 5 minutes after their scheduled dismissal time will be walked back to class. Parents arriving late should go to the front office and their child will be called for dismissal when they arrive. Families will incur a late fee of \$20, plus \$1 per minute they are late. Picking up your child on time ensures smooth transitions for all of our students and teachers throughout the day. All late fees must be paid in order for your child to participate in the Pre-K Christmas Program and the Pre-K Graduation Ceremony.

Parent Communication

JXCP values the conversation that takes place between parents and teachers about the education of a student. Nonetheless, this conversation should follow certain guidelines to be beneficial and to allow teachers to devote themselves to their classes during the day. To protect your child's privacy, conferences do not occur during pick-up. Parents may use any of the following ways to contact or communicate with the JXCP Director or teacher:

- Send messages to faculty and staff via Procare.
- Leave a message with the school receptionist.
- Hold a face-to-face meeting (which must be scheduled, in advance, using one of the means above).

During the school day and both immediately before and after school, teachers are focused on teaching. Parents should schedule, in advance, a phone call or meeting with a teacher rather than trying to communicate through an impromptu chat. This policy applies to parents who are JXC teachers or other employees. Pre-K staff will respond to parents as quickly as possible. Parents should expect to hear from a teacher or the Director within forty-eight (48) hours of contacting the school, barring weekends, holidays, and summer. While a teacher's schedule may not permit an actual meeting within the forty-eight (48) hours, the teacher will attempt to make contact in some way.

Expectations for Parents

We believe parents have the ultimate responsibility for their children's education and that the school's role should be viewed as a supportive one. JXC expects parents to:

- Model good character and insist that their children cultivate good habits and virtues.
- Read to their children on a regular basis, ideally daily.
- Support the Academy's goals through familiarity with this handbook and parts of the website devoted to the mission and philosophy of the school, homework review, getting children to school on time, and holding high expectations and aspirations that contribute positively to the student's success.
- Carline rules and procedures must always be followed. Violation of the procedures will be considered a major violation of the safety of others.
- Any parent that violates the safety of others while on campus will be issued a No Trespass Warrant by the Duval County Sheriff's Office or via certified mail from the administration.

Inclement Weather Conditions/Evacuation

School weather closings are at the discretion of the administration. Please be sure your email and phone numbers are kept current with your student's teacher or the Director so we can keep in contact with you in the event of evacuation.

Emergency Preparedness Plan

In the event of an emergency, the Lead Teachers and teacher assistants will guide the children into the bathroom located in the classroom. The students will be seated close together. The Administration or Lead Teacher will ensure all windows and doors are secure. Parents will be informed of imminent danger and instructed to please wait for the danger to clear. Administration will join teachers and students and periodically check for continued safety. All families may pick up their children after danger has passed.

Custody/Legal Disputes

Occasionally situations arise when we may deem it unsafe to release your child. Please do not arrive intoxicated or under the influence of drugs that may hinder your judgment and put the safety of your child at risk. Parental and Custody Disputes should be resolved between the parties involved and legal decisions submitted in writing to the Director. Legally, the only orders JXCP can follow are those listed in legal documents and/or Orders of Protection. Both parents have equal rights under the law unless these rights have been specifically removed by a judge. Parent requests that are not in line with the judge's orders will not be granted and the local police will be called before the child can be released from JXCP.

Lunch

If your child is staying for lunch, please follow these guidelines:

- It is your responsibility to send your child a healthy lunch, snacks and a reusable water bottle filled with **plain water** each day. No juices or sodas are permitted. If your child is picked up at 11:00 / 1:00 / 3:00, they should bring one snack. If your child is staying past 3:30, please send two snacks - one for the morning and one for the afternoon.
- Be sure to include an ice pack in your child's lunch if it requires refrigeration. JXCP does not provide refrigeration and does not heat food. If you would like your child to have warm food, please warm it at home and send it in a thermos container.
- We do not provide food services for VPK.
- Please let us know of any allergies your child may have, as we do food related activities, parties, and crafts throughout the year.
- Please do not send candy in your child's lunch.
- Please follow the USDA Food Recommendations when packing your child's lunch.
- All lunch boxes, bowls, spoons, water bottles, and food containers must be labeled with your child's first and last name. Please do not send glass containers.
- Please keep in mind, all food needs to be cut up and ready to serve your child. We want to proactively keep your child safe from choking hazards. An example would be whole grapes or hot dogs. Unless they are cut up, they will be returned home.

Parties/Celebrations

We love to celebrate special occasions with your child! If you would like to send in a special treat to share with the class, please talk to your child's teacher about any allergies present in their room and let the teacher know what day you are sending in treats. We do have parties for many occasions/holidays throughout the year. Your child's teacher or Room Mom will send a list of needed items through Procare or via email. If you are willing and able to donate, we welcome you to do so.

Labeling

All your child's belongings must be labeled with their first and last name. Label all lunch bags, food containers, water cups, utensils, extra clothing including shoes, coats, mittens, hats, backpacks, and everything else you can fit a label on. You may consider ordering labels online, or masking tape and a sharpie marker work as well.

Dress Code

We will be following the dress code of our Lower School. Please see the uniform dress code on our website and where to order your uniforms. Children are required to wear socks and fully enclosed tennis shoes each day. Crocs, flip-flops, boots, and sandals are not permitted. On formal days, your student may wear dress shoes or tennis shoes for VPK.

Occasionally a child may have an accident. Please send in a seasonally appropriate complete change of clothing including a shirt, underwear, pants/shorts, and socks. All clothing and shoes must be labeled with your child's first and last name and will be stored in their backpack during the year.

Potty Training Policy

Children are expected to use the restroom and wash their hands independently. Our classrooms are not equipped with a diaper changing table/station or diapering supplies. If a child has three or more accidents, the child will be required to stay home for one week until able to return and use the restroom independently.

Medications

All medications require a completed and signed authorization form. These forms are available from the Director and on the school website. You may consider taking a few forms home with you to fill out for future use to save time at drop off.

1. All medications must be administered from the original container with the label intact and legible.
2. All prescription medication must be identified with the child's name on the original label.
3. No medication will be given after the expiration date on the bottle.
4. Label restrictions and guidelines cannot be altered without a doctor's statement.
5. Prescription medication can only be given to the child whose name is on the bottle unless a doctor's note dictates differently.
6. Do not add medication to your child's cup or bottle.
7. All medication must be age appropriate and administered according to the directions on the label.
8. Diaper creams and Insect Repellant ARE considered medications and require Medication Authorization Forms to be filled out and signed by the parent.

Fees and Tuition for Extended Day Enrichment Program

The Enrollment Fee of \$100.00 per family is due upon registration. The payment method for monthly fees is due on the first day of each month and is only accepted through Procare or via check made out to "Jacksonville Classical Academy." A late fee of \$25 will be added to payments received after the due date. Students with past balance may not remain in the Extended Day Program unless their account balances are current. Continual problems with overdue payments may result in a child not being allowed to remain in or return to the program. Please do not attempt to give payment to any teachers, as they cannot accept money.

Refund Policy:

The only time a refund will be given is when students withdraw from the program. Refunds of \$10 or less will not be given. No claims for refunds will be made more than 30 days after the withdrawal date.

Emergency Drop-In

An "emergency" is considered any unplanned event without special arrangement. Emergencies may not exceed six times per school year. Please notify the Pre-K Director if you need drop-in care. Drop-In fee will apply.

Child Abuse and Neglect

ALL teachers and childcare workers are mandated by the state of Florida to report ALL suspicions of child abuse and/or neglect to The Department of Children and Family Services. We take this responsibility very seriously.

The Department of Children and Families Abuse Hotline - Reports are accepted 24 hours a day, seven days a week. You may remain anonymous. Phone: 1-800-962-2873, Fax: 1-800-914-0004.

Incident/Accident Reports

Incident reports are written when your student injures another student, gets injured by another student, or has ongoing behavioral issues not conducive to our classroom environment. Accident reports are written when your student has an accident independent of other students and it results in self-injury. Parents must review and sign the Incident/Accident reports when picking up their child daily. A copy will be given to the parents on the next business day. If a student receives more than two incident reports in a day for the same issue (i.e., biting, spitting, hitting others, hurting others, etc.) or if a student poses an ongoing distraction, behaviorally or physically, the parent will be called to remove their student from JXCP for the remainder of the day. Ongoing issues that are unable to be resolved will lead to the child being dismissed from JXCP.

Aggression and Tantrums

Aggression toward others and tantrums are more common when children are unable to communicate their needs effectively whether verbally challenged with an impairment, or just too young to speak. We will work closely with parents to help see that the student's communication needs are improved upon, and that aggression and subsequent tantrums are resolved. When aggressive behavior and tantrums are unable to be resolved or become harmful to other students/staff and distracting to the overall classroom environment, the student's enrollment at JXCP will be in jeopardy and potentially dismissed as deemed necessary.

Health and Illness Policy

Our top concern for students is their wellbeing. For this reason, JXCP will be performing visual health checks upon each student's arrival at the school each day. If the student is running a fever or has other symptoms indicating they are sick, a parent will be called to pick up their student.

If your student is exhibiting the following symptoms, please keep them at home:

- Fever or vomited within the last 48 hours. Fever must stay home for 48 hours without a fever aid before the child may return to the JXCP.
- Diarrhea, (two or more loose stools a day).
- Pink Eye or Conjunctivitis (indicated by redness, burning and a thick discharge around eyes). The student may not return to the center until symptom-free.
- Croupy cough or cough accompanied by rapid or difficult breathing or wheezing.
- Clear, runny nose.
- Rashes that the parent cannot identify or have not been diagnosed by a physician.
- If the student is exhibiting symptoms of a contagious disease such as measles, chicken pox, mumps, rosella, etc.
- If a doctor diagnoses an infection and places the child on an antibiotic, the student should remain home until on medication for 24 hours.

Communicable Disease Control

If your child is exhibiting any symptoms of a communicable and/or airborne disease or has been exposed to a communicable/airborne disease, they will not be allowed to enter JXCP. If they start showing signs while attending, they will be isolated immediately, and the parents will be called to get their student.

The following are signs and/or symptoms of suspected communicable diseases:

- Severe coughing
- Difficult or rapid breathing
- Diarrhea, (two or more loose stools a day)
- Pink Eye or Conjunctivitis (indicated by redness, burning and a thick discharge around eyes).
- Yellowish skin or eyes
- Exposed, open skin lesions

The child will not be able to return to school until they have been symptom free for 48 hours.

Bloodborne Pathogens

Every classroom and the front office at JXC have a first aid kit. A child that has open wounds, skin lesions, or open cuts will not be permitted in JXCP. All open wounds must be always covered to reduce infections and eliminate the ability to transmit blood borne pathogens.

Immunizations and Statute Requirements

- Section 65C-22.001(7)(m) requires that parent(s) receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24)
- Section 65C-22.001(7)(n) requires that parent(s) receive a copy of the Child Care Facility Brochure, "Influenza Virus, Guide to Parents" (CF1PI 175-70)
- Section 65C-22.001 (7)(o) requires an up to date "Florida Certificate of Immunization" (Form DH680)
- If Religious Exemption applies, Section 65c-22.001 (7)(p) requires an up to date "Religious Exemption from Immunization" (Form DH681)
- Section 65C-22.001 (7)(q) requires an up to date "School Entry Health Exam" (Form DH3040)

Miscellaneous Information

Please always notify JXCP if you have any changes to your address, phone number, email addresses, or changes in your child's medications. Please also let us know about any major changes that your child may be processing (divorce, death, moving, new pets, etc.) We have found that the smallest changes have huge impacts on children.

JXCP aims to provide your students with a happy, safe, positive, fun, and encouraging introduction to school. This is most easily accomplished when teachers and parents work together. If we feel that we are not the most appropriate place or if we are unable to offer services your child needs, we reserve the right to dismiss your child from JXCP and request that you find another Pre-K program for your child.

2025-2026 Jacksonville Classical Academy Pre-K Handbook Acknowledgment

Please Sign & Return to your child's teacher.

This Handbook is an important document intended to help you become acquainted with JXC. This document is intended to provide guidelines and general descriptions only. It is not the final word in all cases. Individual circumstances may call for individual attention.

Because JXC's operations may change, the contents of the Handbook may be changed at any time.

By signing below, you indicate your receipt and acknowledgement of the Jacksonville Classical Academy Pre-K Handbook.

Parent/Guardian's Name (Please Print): _____

Student Name: _____

Teacher: _____

Parent/Guardian's Signature: _____

Date: _____

The signed copy of this acknowledgement will be kept on file at the school. You must complete a separate Acknowledgement Form for each Pre-K student.