

Meet the Preschool Administration Team

Renee Carbia/*Director*

Kim Richardson/*Asst. Director*

Hello and Welcome! Kim and I are so blessed to serve your family this year at Lakeside Preschool. We are here to partner with you as we embark on the important journey of laying the foundation of your child's early developmental stages of social, emotional and cognitive learning. Even more importantly, we are here to help lay the foundation for all of our children to learn about God and his great love for us. As preschool administration we are responsible for the daily operation and integrity of the preschool and the programs offered. We also work hard to ensure that the preschool is in compliance with all licensing regulations of the state and county. All of these together help us keep the safety and well-being of our staff, children and parents a top priority. Please feel free to reach out if you have questions or concerns.

Thank you for entrusting your child to our care and we look forward to a fantastic year at Lakeside Preschool!

Calendar

Our program observes the same holidays and days off as the Seminole County School District, with a few exceptions. School calendars will be distributed on the first day of school.

Curriculum

Our teaching staff is dedicated to making the Lakeside Preschool an interactive and fun learning experience for children. Our classrooms for 18 months through five years old are arranged into play-learning centers. Children will be provided with a variety of activities and materials from which to choose, thereby learning and developing his/her own God-given uniqueness.

We have a well-planned curriculum that provides a teaching theme & Bible Story for each week. The activities are organized around the themes, using learning centers that include: art, dramatic play, science/nature, fine motor skills, math, finger plays, rhymes, and group time. The weekly schedule also includes enrichment classes in Music, Story Time, Art, as well as an expanded playground time to include a certified outdoor classroom. School wide Chap-



121 N. Henderson Lane
Sanford, FL 32771
407-330-6560
www.lakesideumc.net
One block west
of the Lake Forest Publix.



lakesideumc.net
Martí Pacheco—
mpacheco@lakesideumc.net
Phone: 407-330-6560

Lakeside UMC Preschool 2024-2025



Welcoming Growing Serving

“Children are a gift from the Lord;
they are a reward from Him.”

Renee Carbia, Director

DCF# C18SE0299 VPK# 11591 501C3
Lakeside United Methodist Preschool

Teacher

Requirements

All staff members are required to have 45 hours from 4C in Early Childhood Education. Teachers have CDA/CDS certifications, a B.A. degree in Elementary or Early Childhood Education, or are currently working towards a degree or certification. All staff members are fingerprinted and background checked by local, state, and federal agencies.

All staff members have an annual 15 hour continuing education requirement and are also certified in child First Aid and CPR.

Classroom Ratio

There will be one teacher and one assistant in each classroom. The class sizes will follow licensing guidelines set by the State of Florida Department of Children & Families.



Purpose

The Lakeside Preschool program is a part of our ministry at Lakeside UMC. It is a Christian weekday early childhood education program for children between the ages of 18 months and five years. We are committed to providing a safe and loving environment where each child will be guided to grow spiritually, cognitively, emotionally, socially, and physically through developmentally appropriate practices that allow them to grow as God designed. It is our highest goal that each child experience God's love and the foundation be laid that will ultimately lead them into a personal relationship with our Lord, Jesus Christ.

Philosophy

God's word says children are "a gift from the Lord" (Psalm 127:3). Because this preschool is Bible-based and Christ-centered, we see each child as highly valued and unique. We recognize that every child develops differently and therefore, will be loved, encouraged, respected, protected, and taught as the individual God created them to be.

Waiting List

After a classroom's enrollment is filled, a waiting list is formed. Once there is an opening, the parent first on the list is called to fill that spot.



Schedule

4 YEAR OLD PROGRAM

M-F 9 a.m.—Noon
VPK Only

M-F 9 a.m.—2 p.m.
VPK Wrap Around

3 YEAR OLD PROGRAM

T/TH 9 a.m.—2 p.m.

M/W/F 9 a.m.—2 p.m.

M-F 9 a.m.—2 p.m.

Older 2 YEAR OLD PROGRAM

Must be 2 1/2 by Sept. 1, 2024

T/TH 9 a.m.—Noon

M/W/F 9 a.m.—Noon

M-F 9 a.m.—Noon

Younger 2 YEAR OLD PROGRAM

T/TH 9 a.m.—Noon

M/W/F 9 a.m.—Noon

(starting at 18 months)

Your child must be the class age on or before September 1st of the current year.



2024-2025 PRESCHOOL ENROLLMENT PACKET

Return completed application along with required paperwork to the office for notarization and payment options. Please fill out both sides of page completely.

Today's date: / /

CHILD'S NAME:	
Non-refundable Registration Fee of \$200..... <i>If you have a child who is a current Lakeside student, may we bill the card on file for registration? Yes ___ No ___ (due at time of registration)</i>	
Non-refundable Curriculum Fee <i>If you have a child who is a current Lakeside student, may we bill the card on file for registration? Yes ___ No ___ (due at time of registration)</i>	
A copy of your child's Birth Certificate <i>(due at time of registration)</i>	
Current School Health Entry Exam <i>(due at time of registration)</i>	
Current Immunization Record <i>(due at time of registration)</i>	
A copy of your driver's license	
Current copy of Medical Insurance Card	
Registration Form (attached)	
Release of Child Form (attached)	
Tuition Policy signed (page 2)	
Release of Medical Information Form (attached) <i>Notary services are available in the main office. Please bring a copy of your driver's license with you for identification.</i>	
Release of Limited Personal Information Form (attached)	

Please Note: If your child has attended preschool at Lakeside previously, a copy of your child's birth certificate is on file. However, current health forms are required.

Thank you!

For questions or additional information, please contact Marti Pacheco at mpacheco@lakesideumc.net ,
Renee Carbia at preschool@lakesideumc.net or call the preschool office at 407.330.6560.

TUITION POLICIES AND STANDARDS

Thank you for choosing Lakeside! Please let us know if you have any further questions regarding tuition once you have read the following information.

Preschool registration fees and curriculum fees are non-refundable. We have two methods of payment; monthly ACH automatic bank withdrawal and monthly automatic debit or credit card tuition payments. **A 3% service fee will be assessed for Debit or Credit Card.**

The first tuition payment for the school year is due by the first day your child attends school and thereafter automatically on the first of the month. The cost of tuition is based on an annual rate and has been broken into 10 equal monthly payments for your convenience. This is why the same amount is due regardless of vacation days, holidays and teacher work days.

TUITION RATES AND FEES

PROGRAM	DAYS	TIME	*REGISTRATION (Includes T-Shirt)	*CURRICULUM FEE	MONTHLY TUITION
Younger 2 YR OLD (starting at 18 months)	T/TH	9-12	\$200	\$130	\$400
Younger 2 YR OLD (starting at 18 months)	M/W/F	9-12	\$200	\$130	\$430
Younger 2 YR OLD (starting at 18 months)	*M-F	9-12	\$200	\$130	\$525
Older 2 YR OLD (24 months by Sept 1st)	T/TH	9-12	\$200	\$130	\$400
Older 2 YR OLD (24 months by Sept 1st)	M/W/F	9-12	\$200	\$130	\$430
Older 2 YR OLD (24 months by Sept 1st)	*M-F	9-12	\$200	\$130	\$525
3 YR OLD	T/ TH	9-2	\$200	\$140	\$490
3 YR OLD	M/W/F	9-2	\$200	\$140	\$530
3 YR OLD	*M-F	9-2	\$200	\$140	\$650
4 YR OLD (VPK ONLY)	M – F	9-12	\$15 T-shirt fee	**DONATION OF \$210	FREE
4 YR OLD (WRAP AROUND)	M - F	9-2	\$200	\$210	\$365
4 YR NON VPK	M-F	9-2	\$200	\$210	\$650
PAYMENT DUE			At Registration	1 st day of school	Monthly/1st

* Space is limited for the 5 Day/2 and 3-year-old programs
The Registration & Curriculum Fees are both non-refundable.

TUITION POLICIES

1. Tuition is due on the first of the month and is late after the fifth of the month.
2. A late fee of \$35 will be assessed after the fifth for each child. Late fees will be assessed to your account.
3. There will be a \$35 fee for any ACH returns or denied credit/debit cards. **(This will include expired cards.)**
4. This school operates on an academic calendar. Enrollment is intended for the entire school term, August through May.
5. **A two-week notice, in writing, must be given in advance of a withdrawal.** No refund of tuition will be given through this two-week period. You will be responsible for tuition through this two-week period.

IT IS ESSENTIAL TO THE OPERATION OF THE SCHOOL THAT TUITION AND FEES BE PAID ON TIME. ANY PROBLEM WITH MEETING TUITION PAYMENTS MUST BE BROUGHT TO THE ATTENTION OF THE DIRECTOR PRIOR TO THE PAYMENT DATE. THANK YOU FOR YOUR COOPERATION AND UNDERSTANDING IN THESE MATTERS.

X _____ **DATE** _____

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REGISTRATION FORM

CHILD INFORMATION

Child's Name	Child's Preferred Name
Date of Birth	Please Circle: Male Female
<i>How did you hear about us?</i>	Allergies (Please circle any that apply)
Friend _____	Medication Food Insect Environmental
Other _____	Describe: _____ *note from doctor listing allergies is required
T-Shirt Size (anticipated size for August 2024)	
3T _____ 4T _____ 5T _____ 6T _____	

PARENT/GUARDIAN & FAMILY INFORMATION

Child lives with (Circle all that apply) Both Parents Mother Father Guardian Other

Parents relationship to each other (Please circle) *Please note that, if separated or divorced, a copy of the Divorce Decree noting guardianship, days of visitation and pertinent information must accompany this form. Married *Divorced *Separated Single

Mother/Guardian Name	Father/Guardian Name
Address & Subdivision	Address (If Different) & Subdivision
City State Zip	City State Zip
Home Phone	Home Phone
Cell Phone Number/Carrier	Cell Phone Number/Carrier
Work Phone	Work Phone
Occupation/Employer	Occupation/Employer
Email	Email
Mother/Guardian Driver's License #	Father/Guardian Driver's License #
Siblings' Names and Ages	
Church Affiliation/Religious Preference	

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Child's Name _____

Today's date _____

PROGRAM SELECTION

PROGRAM	DAYS	TIME	PLEASE CHECK YOUR SELECTION <input checked="" type="checkbox"/>	PARENT/GUARDIAN INITIALS
Younger 2 YR OLD	T/TH	9-12		
Younger 2 YR OLD	M/W/F	9-12		
Younger 2 YR OLD	M-F	9-12	Limited enrollment with prior approval	
2 YEAR OLD	T/TH	9-12		
2 YEAR OLD	M/W/F	9-12		
2 YEAR OLD	M-F	9-12	Limited enrollment with prior approval	
3 YEAR OLD	T/TH	9-2		
3 YEAR OLD	M/ W/ F	9-2		
3 YEAR OLD	M-F	9-2	Limited enrollment with prior approval	
4 YEAR OLD VPK ONLY	M-F	9-12		
4 YEAR OLD	M F	9-2		
4 YEAR OLD NON VPK-PRIVATE PAY	M-F	9-2		

FOR OFFICE USE ONLY

Class Assignment	Date
Registration Fee Amount	Check # Date
Curriculum Fee Amount	Check # Date
Start Date	Year
VPK Certificate Number	

PLEASE CHOOSE METHOD OF PAYMENT

*Forms may be picked up in the school office.	PLEASE CHECK YOUR SELECTION <input checked="" type="checkbox"/>	PARENT INITIALS
DEBIT/CREDIT CARD WITHDRAWAL (3% service fee assessed)		
ACH BANK WITHDRAWAL		

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RELEASE OF CHILD FORM

Today's Date _____

I, _____ authorize that my child, _____, be released by Lakeside Preschool to the following persons:

EMERGENCY CONTACT INFORMATION OTHER THAN PARENT OR GUARDIAN	
Name	Relationship to Child
Address	City Zip
Home Phone	Cell Phone
Work Phone	Best Number <i>(please circle one)</i> Home Cell Work

Name	Relationship to Child
Home Phone	Cell Phone
Work Phone	Best Number <i>(please circle one)</i> Home Cell Work

Name	Relationship to Child
Home Phone	Cell Phone
Work Phone	Best Number <i>(please circle one)</i> Home Cell Work

Name	Relationship to Child
Home Phone	Cell Phone
Work Phone	Best Number <i>(please circle one)</i> Home Cell Work

Name	Relationship to Child
Home Phone	Cell Phone
Work Phone	Best Number <i>(please circle one)</i> Home Cell Work

Name	Relationship to Child
Home Phone	Cell Phone
Work Phone	Best Number <i>(please circle one)</i> Home Cell Work

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RELEASE OF MEDICAL INFORMATION FORM

Child's Name _____ Birthday ___month___day___year

EMERGENCY MEDICAL CARE

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize Lakeside Preschool UMC to arrange transportation for my child via emergency vehicle to an Emergency Room.

Child's Physician's Name	Phone
Address	City State Zip
Preferred Hospital	Special Medical Instructions
Allergies (Please circle and list all that apply) Medication Food Insect Environmental	Describe Specific Allergic Reaction

Medical Insurance Carrier Name	Phone
Address (P.O. Box)	City State Zip
Group Number	Policy Number
Insured's Name	Insured's Social Security #

PLEASE INCLUDE A COPY OF THE INSURANCE CARD WITH YOUR REGISTRATION

I give consent for any and all treatment deemed necessary by the attending physician.

Parent/Guardian Signature

NOTARY PUBLIC

(Available at your bank and may be available in the preschool/ office)

Seminole County, Florida, United States of America

This instrument was acknowledged before me on (date) _____, by

Notary Signature

- Please check one: Known Personally
- Produced Identification

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RELEASE OF LIMITED PERSONAL INFORMATION FORM

Child's Name _____

PHOTO RELEASE

Photos and videos will be taken during the school year for various reasons such as class parties, events and special moments in the classroom. From time to time we may want to use these pictures to promote the school through our church website (www.lakesideumc.net), Private Preschool FB page, church FB page, through power point during Sunday services or through VPK Assessment. In order to do this, we will need your permission to use your child's photo. Your child's name will not be posted with their photograph. Please check one of the following and sign below.

Permission Statement	Please Check
Yes, Lakeside Preschool may use my child's photo.	
No, Lakeside Preschool may NOT use my child's photo and or video.	

Parent/Guardian Signature: _____ Date: _____

EMAIL ADDRESS

Your email will be used for communication between you the parents, and the teachers or the Director. You may also receive information about events here at Lakeside United Methodist Church.

Permission Statement	Please Check
Yes, Lakeside Preschool may use my email.	
No, Lakeside Preschool may NOT use my email.	

Parent/Guardian Signature: _____ Date: _____

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Student Information

Child's Name _____ Birthdate: _____

1. What language/s is your child fluent in? _____

2. What do you wish for your child to gain from this school experience? _____

3. Has your child attended another preschool/group? Yes No
If yes, where? _____

4. Has your child ever been asked to leave a preschool/group or have you withdrawn your child from another program?
Yes No
If yes, please explain?

5. What are your child's favorite toys, games and activities?

6. Does your child have any particular fears or habits?

7. Does your child have any special medical/behavioral problems or conditions that we should be aware of? (e.g. allergies, hearing or vision problems, asthma, eczema, etc)

cont. next page

Student Information Form cont.

8. If your child has allergies, describe the signs/symptoms of his/her allergic reaction and treatment.

9. Does your child have any special dietary requirements or restrictions that we should be aware of (eg., vegetarian, gluten-free, dairy-free).

10. Is there any other information about your child that you feel would be pertinent for us to know?

11. Is your child *fully* potty-trained (wearing underwear)? Please explain any special circumstances as related to toileting. Lakeside Preschool policy is that a child must be fully potty-trained before entering the 3-year-old program.

12. Does your family regularly attend church/religious services? Yes No

If so, where?

Parent Signature: _____

VPK Registration

STEPS FOR ONLINE REGISTRATION

APPLY ONLINE

Apply online at <https://familyservices.floridaearlylearning.com>

1. Create an account
2. Enter parent/child data
3. Upload proof of residency (one of the following)
 - Valid driver's license with current address (not expired)
 - Valid FL ID card with current address
 - Current utility bill in your name
 - Current employment pay stub with current address
 - Current residential rental agreement (signed)
4. Upload proof of child's age (one of the following)
 - Current immunization record on form DOH 680
 - Birth certificate
 - Valid military dependent ID card with child's date of birth
 - Passport or certificate of arrival in the U.S. with child's date of birth
5. Allow 7-10 days for ELC to verify data entered
(VPK certificate will be emailed to parents upon data verification)
6. Print certificate of eligibility at home
7. Bring your certificate to the Lakeside Preschool office

Lakeside Preschool
121 N. Henderson Lane
Sanford, FL 32771
407.330.6560