



2025-2026

Nursery

Parent Handbook



NURSERY

A ministry of Pensacola Christian Academy

Mailing Address **250 Brent Lane
Pensacola, FL 32503**

Office Hours **7:15 A.M. – 5 P.M.**



Mrs. Ruth Anne Amoson, Director



850-478-8496 *ext. 3095*
alternate *ext. 5210*



nursery@pcci.edu

The Nursery is accredited by the Florida Association of Christian Colleges and Schools, which is recognized by the Florida Association of Academic Nonpublic Schools and the National Council for Private School Accreditation as an official accrediting body for Christian schools and day care facilities.

The objective and purpose of the Nursery is each child's physical and spiritual well-being. While providing care for physical needs, biblical principles are used to establish a good foundation in their young lives. The mission of this day care is to train the children in the way of life presented in the Word of God. The staff at the Nursery realize the solemn responsibility before God in molding the life and character of each child to give a good foundation for their future.

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Nursery Calendar

August

- 11 First Day
11–13 K4 and K5 Children Attend

September

- 1 Labor Day (*PCA Holiday*)

November

- 11 Veterans Day Holiday (*PCA Holiday*)
26–28 Thanksgiving Holiday (*Nursery Closed*)

December

- 22–29, Jan. 1 Christmas (*Nursery Closed*)
22–Jan. 6 PCA/9-month Holiday

January

- 19 M. L. King Holiday (*PCA Holiday*)

February

- 12–13 Faculty Educational Conference (*PCA Holiday*)
16 Presidents Day Holiday (*PCA Holiday*)

April

- 2 PCA Holiday
3–6 Easter/Spring Holiday (*Nursery Closed*)

May

- 25 Memorial Day (*Nursery Closed*)

July

- 3 Independence Day Observed (*Nursery Closed*)

Orientation

Information regarding each child's class, room location, and other pertinent information will be sent through Nursery Teams. It is vital that parents read all information given and verify completion before the child attends the Nursery. Supplies and clothing (*see p. 8*) will need to be brought on the first day of attendance.

Health Records

Florida law requires all children attending the Nursery to have a school entry physical and up-to-date Certificate of Immunization on file in the office.

Immunizations received out-of-state are acceptable; however, immunization must be documented on the Florida Certificate of Immunization form (*DH 680*) and must be signed by a physician practicing in the State of Florida. Immunizations can be taken care of through your physician or local health department.

Expiring immunization form reminders will be sent as the next set of shots come due. *Plan to turn in an updated immunization form (DH 680) after your child's doctor's appointment.*

Physicals are valid for two years and will need to be updated accordingly.

It will be necessary to bring your child's health reports as stated above to the office. *No child may be admitted to the Nursery until this is completed as required by law.*

Daily Attendance

Arrival

Parents should bring each child to his/her classroom.

On days both parents work, children may be dropped off 30 minutes prior to the time both parents are scheduled to begin work. If one parent is scheduled to begin later than the other, the drop-off time is 30 minutes prior to the later start. When both parents are scheduled to begin at 7:30 A.M., children should be dropped off at 7:15 A.M.

All children should be signed in each day. Parents of infants should briefly list specific instructions, as well as the last time your child ate, under *Comments* on the sign-in sheet.

It is best for the parent to leave the child with the teacher on the first day. When the parent remains in the classroom, it makes the period of adjustment more difficult for both the child and the teacher. Helpers are assigned in each classroom to help during the adjustment period and throughout the year.

Dismissal

Children should be picked up on time. Ask your area supervisor to notify the Nursery if additional hours or change of hours is needed.

The parent who gets off from work earliest in the day should pick up the child. This should be done within 15 minutes of the conclusion of the parent's work responsibilities. If a family has children at the Nursery and the Academy, the nursery-age children should be picked up first.

The Nursery closes at 5 P.M. There will be a \$5 late fee if your child is not picked up on time. The fee will increase to \$10 if the child is not picked up by 5:15 P.M.

Based on Florida law, anyone other than a child's legal guardian must have written authorization to take that child from the Nursery. Therefore, identification will be required of those picking up children.

General Information

Absences

When a child is absent or coming in later, please post this information to your child's classroom Microsoft Teams channel by 8:00 a.m.

Please notify the Nursery if your child is absent because of a communicable disease.

Address or Phone Number Change

Anytime an address, phone number or extension (cell or work) is changed, please notify the Nursery.

Communicable Diseases

The Nursery desires to maintain a healthful day care environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person to another person.

The teacher who reasonably suspects that a child is ill shall immediately notify the director. Any child with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from the Nursery while ill and during recognized periods of communicability. Students with communicable diseases for which immunization is not available shall be excluded from the Nursery.

If the nature of the disease and circumstances warrant, the Nursery may require an independent physician's examination of the child to verify the diagnosis of communicable disease. The Nursery reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the day care (complete list on next page).

Acquired Immune Deficiency Syndrome (AIDS)	Hemorrhagic Fevers	Rocky Mt. Spotted Fever (R. Rickettsia)
Aids Related Complex (ARC)	Hepatitis	Rubella including congenital
Amebiasis	Histoplasmosis	Salmonellosis
Anthrax	Human Immunodeficiency Virus (HIV)	Scabies
Bite by a potentially rabid animal	Legionnaires' Disease	Schistosomiasis
Botulism	Leptospirosis	Shigellosis
Brucellosis	Lymphogranuloma Venereum	Smallpox
Campylobacteriosis	Malaria	Syphilis
Chancroi	Measles (rubeola)	Tetanus
Chickenpox	Meningitis	Toxoplasmosis acute
COVID-19	Meningococcal Disease	Trichinosis
Dengue	Mumps	Tuberculosis
Diphtheria	Paralytic Shellfish Poisoning	Tularemia
Encephalitis	Pertussis	Typhoid Fever
Enterovirus D68	Pesticide Poisoning	Typhus
Giardiasis (acute)	Pink Eye	Vibrio Cholera
Gonorrhea	Plague	Vibrio Infections
Granuloma Inguinale	Poliomyelitis	Yellow Fever
Hand, Foot, and Mouth Disease	Psittacosis	
Hansen's Disease (Leprosy)	Rabies	
	Relapsing Fever	
	Ringworm	

Illness

For the welfare of your child and others in the Nursery, all children who are sick must be kept at home. Should your child require an oral medication, you will need to make plans to come and give it throughout the day.

When a child falls ill while at the Nursery and a parent is notified to pick them up, the parent must arrive within 15 minutes of being informed.

During a parent's illness, the child may come to the Nursery during the sick parent's normal work hours. The following list of childhood diseases is a guideline for when your child may return to the Nursery.

- chicken pox/hand, foot, and mouth—*after all lesions are crusted*
- diarrhea—*when stool is firm*
- fevers—*must be fever-free 24 hours (children are considered to have a fever at 100.4 without fever reducer)*
- lice—*after medicated shampoo and no nits are present*
- impetigo—*after all lesions are crusted or covered with a bandage*
- measles—*5th day after rash appears*
- pinkeye—*on medication 24 hours and without redness or discharge*
- pinworm—*after a dose of medication*
- rashes (unknown origin)—*when rash has disappeared*
- respiratory syncytial virus (RSV)—*when cough and runny nose has stopped—usually 5 to 7 days*
- ringworm—*after medication for 24 hours; then area covered at day care until gone*

- roseola—*fever free for 24 hours without fever reducer*
- rotavirus—*after diarrhea stops*
- rubella—*fifth day after rash first appears*
- scabies—*24 hours after treatment and with written permission from physician*
- strep throat—*after medication for 24 hours*
- thrush—*after medication for 24 hours or doctor's note to return.*

Conduct

Believing that discipline is necessary for the welfare of the child as well as the entire Nursery, each teacher will make and enforce classroom guidelines in accordance with Christian principles. *The Nursery expects full cooperation from both child and parent in the education of the student. When the Nursery feels that student/parent cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates an uncooperative spirit, he may be requested to transfer.*

Dress

Children are requested not to wear casual, beach-style flip-flops or strapless shoes.

Emergency Notification Messages

The Nursery utilizes a critical alert system to efficiently handle prompt communication from the Nursery to the parent. Emergency notification messages will be sent via voicemail, email, and text message to inform parents of pertinent information. Go to PensacolaChristianAcademy.com to manage your contact information. In the event of a hurricane or storm conditions, school closing announcements will be sent through the alert system.

Half-Day Moms

If you are a half-day mom, you will need to pick up your child by 12:45 P.M. Should you need to stay late to work, let us know, and we will put your child down for a nap. If you are later than 1 P.M., your child will be put down for a nap.

Maternity Leave

Childcare is available for enrolled nursery-age siblings during the mother's normal work hours.

Meals

Breakfast should be finished at home. (This includes infants who need a bottle or cereal before 8:00 a.m.)

A morning snack, lunch, and afternoon snack are served to older infants, toddlers, two- and three-year-olds. Please inform your child's teacher when you feel your child is ready to eat a school lunch. Please call extension 5210 by 8:15 A.M. if your child will be coming late and will need a lunch. **Be sure to inform your child's teacher of any food allergies.** The children's lunch menu is available on Nursery Teams under general files. If there are things you know your child will not eat, it is helpful if you send a lunch for him that day.

Nursing Mothers

A private room is provided for mothers who wish to nurse their babies. To help our workers, please pick up your child from the half door in the gym.

Potty Training

Potty training will begin when children enter a 2-year-old class. Consistency at the Nursery and at home will help your child achieve success more quickly. Encourage your child to become independent in caring for himself in the restroom. Pull-Ups should be worn at this time. The child may wear regular underwear after going two weeks without an accident. Children must be potty trained and in regular underwear to go to the three-year-old class.

Safety

When entering or exiting the building, please make sure that doors close behind you. Our doors are locked to ensure the safety of your children. Also, please do not allow other people into the building.

When you fill out your child's enrollment form, you will be able to list anyone you would like to have permission to pick up your child. Verbal confirmation to the teacher of the day of the change is necessary to be able to help us know that you have given that person permission that day to pick up your child. When someone other than you comes to pick up your child, a Nursery worker will ask to see an ID through the glass door before that person enters the

building. Please make sure that the person you have given approval to for picking up your child is aware of this procedure. If you would like someone not listed on the enrollment form to pick your child up, you will need to give written permission to your child's teacher on the day that person will be picking up your child.

Tap access is given to parents who are on faculty and staff. In order to have tap access, please email your name and ID number to nursery@pcci.edu.

Supplies

The following supplies are to be provided by the parents:

Infants	Disposable diapers and cream (if needed), one bottle per feeding plus one extra, two sleep sacks (or an authorization from a doctor for your child to sleep with a blanket), two crib sheets to fit a 2" mattress (37x23), two changes of clothing (including socks)
Toddlers	Disposable diapers, two changes of clothing (including socks)
2- & 3-year-olds	Pull-Ups (if not potty trained), two changes of clothing (including socks and underwear)

All personal items, including bottles and food, must be clearly marked with your child's name.

Notification will be given when supplies are running low. Please be sure all supplies are on hand so that the best possible care can be given to your child. *If supplies are not at the Nursery when requested, you will be asked to fill the need before returning to work.*

Infant sheets will be sent home every week and should be returned within two days.

Work Hours

Any temporary or permanent changes in a parent's work hours that affect a child's arrival or dismissal time should be communicated to the Nursery through an *employee's supervisor*. Approval must be given before additional time is worked.

Financial Information

Supply Fee

A \$115 supply fee is charged each semester to purchase workbooks, snacks, tissues, and wet wipes. This fee will be billed in September and February. Summer supply fee of \$65 will be billed in June.

Tuition and Extended Hours

Fall/Spring

The tuition rate is \$255 per payment. Extended hours (children at the nursery longer than 5 hours/day) is \$160 per payment.

The tuition and fees for extended hours has been divided into 10 equal payments. Each payment covers approximately one-tenth of the total number of days during the school year.

Payment is due by the first of the month and is late if received after 4:15 P.M. on the tenth of the month. If the tenth falls on a weekend, this deadline is extended through Mon.

Payment Schedule

Payment Dates	Late after 4:15 P.M. on	Covers Services From To
<i>Summer 2024</i>		
June 2	June 2	May 22..... Aug. 7
<i>Fall/Spring</i>		
July 1	July 10	Aug. 8.....Sept. 3
Sept. 2	Sept. 10	Sept. 4Sept. 30
Oct. 1	Oct. 10	Oct. 1 Oct. 24
Nov. 3	Nov. 10	Oct. 27.....Nov. 20
Dec. 1	Dec. 10	Nov. 21Dec. 19
Jan. 7	Jan. 12	Jan. 7.....Jan. 30
Feb. 2	Feb. 10	Feb. 2 Feb. 27
Mar. 2	Mar. 10	Mar. 2.....Mar. 25
Apr. 1	Apr. 10	Mar. 26 Apr. 23
May 1	May 11	Apr. 24..... May 20

Financial Policies

Prior to each payment date, the account holder will receive an email notification that his statement is ready to view. Payments can be made online at PensacolaChristianAcademy.com by using Visa, MasterCard, Discover, or American Express. If mailing payment, include account number on check and send to

Pensacola Christian Academy
10 Brent Lane
Pensacola, FL 32503

A late fee of \$15 will be charged on any account showing a balance of \$10 or more after the close of office hours on the tenth of the month. (When the tenth falls on a weekend, tuition payment may be made on Mon. without paying the \$15 penalty.) Children will not be admitted to Nursery and no schoolwork given if payments are one month in arrears. Children enrolled one day or more of any period will owe the full period's tuition. There is a \$25 charge for all checks returned to us by your bank for any reason. If two checks are returned, the account is on a cash basis (including the Academy Bookstore and lunch payments). We are unable to accept postdated checks.

All monthly extended hours fees are payable with the tuition payments and should be included in the same check. It is our policy not to prorate charges if any of these services are dropped or added after a new period has begun.

Charges for lunch will appear at the end of the month on your monthly statement. Payment should be included with your tuition.

All prices are subject to change.



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