

Central Presbyterian Church Preschool & Kindergarten

***1404 North Boulevard
Anderson, South Carolina, 29621
864-225-0515
kindergarten@centralpresby.com***

Welcome to the Central Presbyterian Preschool and Kindergarten program. We are delighted and honored to have your child with us. Our main objectives here are to provide a Christian classroom environment that allows your children to develop spiritually, socially, academically, and emotionally with confidence. These ideals will be nurtured through our dedicated teachers in a safe, loving, and fun environment while modeling Christian principles. This is our purpose.

Communication is the key to any successful school. Daily communication and a sense of trust between parents, teachers, and directors is vital. We welcome your comments, questions, concerns, and suggestions.

This handbook will give you the basic information you will need to understand our policies and procedures. The best assurance for the success of your child will be our ability to work together.

Affectionately,

Lisa Moorhead & Shirley Stayanoff

Staff Listing for Central Presbyterian Church and Preschool

Senior Minister

Associate Pastor

Noelle Read

Director of Children's Ministry

Jennifer Poag

Director of Youth & Young Adults

Stephen Price

Church Administrator

Sandy Kallin

Director of Music

Mandy Davis

Co-Director of Preschool

Lisa Moorhead

Co-Director of Preschool

Shirley Stayanoff

Kindergarten Teacher

Magan Hamilton

Four-Year-Old Teacher

Susan Brown
Erin Stallo
Rachel Edsall

Three-Year-Old Teachers

Lacey Vaughn
Toni Eunice

Two-Year-Old Teachers

Sharon Moss
Karen Harbin

Afternoon Care

Sharon Moss
Karen Harbin
Lacey Vaughn

PROGRAM DETAILS AND POLICIES

Student Ages

We have programs for children aged 2 years through 5 years. We use the same "cutoff" date as Anderson School District Five, September 1st. "Borderline cases" are considered.

Health and Records

We can accept only well children. We are depending on you to help us maintain this policy. If symptoms of illness are observed, the child will be required to go home. Please understand if we phone you to come and get your child. Symptoms that are cause for keeping your child home are: coughing, flushed skin, earaches, red eyes (pink eye), sneezing, running nose (unless allergy condition is confirmed by a physician), skin eruptions, upset stomach, diarrhea, sore throat, or fever. If an antibiotic is required, the child should have taken it for 24 hours before returning to school. Also, should a fever occur, the child should be fever free without medication for 24 hours before coming back to school. If anyone in your household test positive for Covid, please keep your children at home and follow CDC guidelines for returning to school.

If your child is not well enough to go outside on the playground, please keep him/her home because we go outside every day the weather permits. **If your child should contract a contagious disease, please let us know. If your child is not coming to school on a particular day, please email, telephone the office or text their teacher.**

If you child has any allergy food or otherwise, please let the teacher know right away.

We will need the information from your doctor on file at the school and a permission form to administer medications such as an EpiPen. The form needed to give the Preschool permission to administer prescription medications is in the office. Please see your child's teacher or one of the directors to get one.

It is very important that all children have an updated general information sheet completed when he first enters the program. On this sheet you will find a section on opting out on sharing personal information with other parents. If you would not like your information shared, please sign the form in the designated space. Typically, we will share phone numbers with other parents so you can coordinate class parties and gatherings and that is all. All student information is kept in student files in the Preschool Office. The Office is locked each day and only the office staff and the child's teacher has access to student information.

An immunization form is also required for all children in the school program. The State Law requires DHEC Form 4024 for all children. **Note:** when your child gets additional immunizations, please bring in the updated form ASAP. Once the form expires, you have 30 days to have a new one to us or under state law the child may not return to school without it. If your child has an "Exemption Form" we will need the original copy notarized.

These records are necessary to guide the teachers in setting up a program to meet the needs of your child and for information in case of an emergency. If there is an emergency with your child, we will call 911 if needed and then call the numbers you have provided. Central Presbyterian Preschool has an emergency plan in place in case a child needs outside medical attention.

All records are in the preschool office and are kept confidential and under lock and key. We shall maintain confidentiality and shall respect the family's rights to privacy, refraining from disclosure of confidential information

and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, it is permissible to share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest.

Dropping off and picking up a Child

Your child will be sent home only with persons known by the staff and who are on the authorized list on the student information sheet filled out by the parent. Any changes will need to be conveyed to the teacher or the office before 11:00. Our doors open at 8:45 and we start loading for dismissal at 11:45 a.m. Please use the carpool cards we provide for you at carpool.

When driving your child to school or when coming for your child, turn **right** off the Boulevard in the church drive. Do Not turn into the parking lot by turning left off the Boulevard. In the morning, please park in the main parking lot and walk your child up to the door. Be sure your child is inside the building before you leave. At dismissal, a staff member will put your child in the car. Once your child is in the car, you may pull down to Hiawatha Drive or somewhere out of the line, like in a parking space to buckle in your child. If it is raining, we will load the cars under the breezeway between our building and the big playground. Please be patient and careful in the parking lot. All children should be picked up before 12:05. **There will be a \$15.00 fine for every fifteen-minute period after that time that you are late unless there is an emergency, and you notify us.**

Food

A snack will be provided each day. We do have special tasting days, cooking activities and birthday parties, as well. Parents should notify their child's teacher if the child has any food allergies.

"Snack Baskets" are a special way for the student to bring a special snack for their class. Schedules for the Snack Basket are sent home by the teachers in August.

Note: We Are a Peanut Safe Facility!! No peanuts of any description allowed.

Clothes and Potty Training

Please dress children in comfortable, washable play clothes so they can freely take part in the daily activities. **A change of clothes for twos and three year old students** is necessary and will be kept in the child's cubby in case of an accident.

All personal belongings should be marked with the child's name such as jackets and coats.

All three-year-olds must be potty trained. If a child in the three year-old class or older has more than three accidents, the parents will be called to come and pick up the child. At this time the child will have to stay home for 1 week to work on getting their potty training completed. A child's spot can be held but tuition must continue to be paid.

Toys

We have toys and equipment in the center, please do not send in toys with your children unless approved by the teacher. We encourage the children to respect the school's property. We discourage children from bringing toys from home except for "Share A Toy" day which will be designated by the child's teachers.

If you have a favorite book, a record, or something that pertains to the "unit of study" that you want to share, that is acceptable with the teacher's approval.

Teacher Assignments, Parent Teacher Conferences and Child Assessments

The school will contact each parent by email during the summer for class assignments. The teachers will meet the children in their classrooms prior to the opening of school at orientation.

Child Assessments will be done in all 3-year-old thru kindergarten classes each year. Assessments are important to understand and support a child's development. The four- and five-year-old classes will have Parent-Teacher conferences in April unless needed or requested earlier.

Field Trips

Your child will go on field trips during the year that relate to the "units of study" and give them firsthand experiences. Each classroom will have designated chaperones that will help to drive and watch the children on trips. If you are interested, please let the teacher know.

The teacher will send home a permission slips a few days before the trip. You **must** sign this slip and return it to the teacher for the child to go on the field trip. We cannot accept phone calls. If your child does not have a signed slip, they will have to stay at the center. This is necessary for legal protection. If for any reason you do not wish your child to make a trip, please notify us.

Things to be Furnished

We ask that each child bring a tote bag or backpack. They will carry their belongings and teacher's notes, letters, etc. from school to home and vice versa. Folders will be provided with some classes to carry papers to and from home. Please keep up with these. Some of the bags are too bulky for the "cubbies," so please limit the size.

These bags need to be brought to school every day. We may not have something to send home every day, but the child will be in the habit of carrying their belongings in their bag and hopefully we will cut down on the number of "lost articles."

Each class has a "needs list". They are posted on the church website.

Holidays and Refunds

There will be no refunds for days your child misses because of illness or being on vacation. Registration and Material fees are non-refundable.

Withdrawals

We request that you inform us a least thirty days before withdrawing your child so we can prepare to fill that vacancy. If you do not inform us, you will be required to pay that month's tuition. Remember that this center operates only on money obtained from tuition. It is, therefore, important that you keep us will informed of your plans so that we can provide quality care for our students.

Birthdays

A child's birthday is a very important day. They will receive recognition and be given special honors on that day. Your teacher will help plan a special snack you can bring in to help celebrate. Please do not bring balloons.

Please do not bring invitations to home birthday parties unless you are inviting the whole class.

Daycare and Early Birds

We offer Day Care until 3:00 pm. Morning hours are 7:30 a.m. to 8:45 a.m. and in the afternoon, the hours are 12:00 noon to 3:00 p.m. If you need just an early morning drop-off service, this is called Early Birds. If you need only occasional early morning or occasional afternoon care, this can be provided **by reservation only and is billed at the end of the month.** You will be billed a flat fee of \$4.00 per morning. The occasional afternoon care is called Lunch Bunch. The fee is \$4.00 per hour, unless you pay the daycare rate which is due at the beginning of each month. Children should be picked up before 3:00. If you are late, there will be a \$5:00 charge per 15 minute period you are late. Parents who continue to be late will not be able to continue using this service.

Closings and Openings Due to Weather

We will follow school District Five's decision concerning "snow days." If Anderson School District Five is closed, we are closed.

If there is a one (1) hour delay, we will open at 9:00 a.m. Children are to arrive between 9:00 a.m. and 9:15 a.m. Early Birds will open at 8:30 a.m.

If there is a two (2) hour delay, we will open at 10:00 a.m. Children should arrive between 10:00 a.m. and 10: 15 a.m. Early Birds will open at 9:30 a.m. Dismissal will be the regular time - 11:45-12:00.

Any children arriving before 9:00 a.m. or before 10:00 a.m. will be charged the Early Bird fee.

Fees and Tuition

The school is financed by registration and monthly tuition fees. A registration/material fee is required at the time of enrollment to reserve a place for your child. This is a non-refundable fee. If you pay for the entire year upfront you can receive a \$100 discount. If you withdraw during the year, you forfeit the \$100.

For students staying for the following school year, your August tuition will be due the last day of the current school year. This will ensure your spot for the coming year. If tuition is not paid at this time, you forgo the spot and the fees paid in February at registration. The August tuition once paid is also non-refundable.

Monthly tuition payments are due, **in advance**, at the first of each month. We suggest that all payments be made by check. However, if you choose to pay by cash, a receipt from the office is needed. **The church will not be responsible for cash unless one has a receipt for it.** Do **NOT** send cash in the child's school bag. If payment is **not** made by the fifth of the month, a notice is sent home. On the 10th of the month a late charge of \$5.00 will be added. If an account becomes 60 days in arrears, the child's name may be dropped from the class roll and the vacancy filled from a waiting list. If an Early Bird/Lunch Bunch account becomes 30 days in arrears from the billing date, the child will not be allowed to use the Early Bird or Lunch Bunch program until the account is paid in full. There will be a \$25.00 charge for returned checks.

All outstanding fees from the previous year must be paid in full before a child can begin a new school year at Central.

Attendance & Tracking of Students

Each teacher will take attendance and be responsible for the location of each child while at school.

Parents of Kindergarten children (5's) who are absent more than 10 days will be contacted by the Directors for a

conference. (Please remember to call or email the office when your child is going to be absent.) Teachers will maintain the attendance of each child in an attendance book, and it will be always kept with the class. If a child should leave early the child will be marked in the attendance book as having left for the day.

Discipline

We use the “time out” method of discipline. We strive to encourage our students with positive discipline motivation. We feel as though this will help them to develop social and thinking skills to prepare them for better decision making in their future school careers.

The Kindergarten Committee has adopted the following policy:

“Central Presbyterian Preschool and Kindergarten reserves the right to remove from our program any child who is a threat to others or who is unable to adapt or conform to our program about discipline and safety rules.”

Evacuation, Relocation and Emergency Procedures

In the event of fire, gas leak, etc. that would require the children to be evacuated Preschool students and staff would be relocated to Boulevard Baptist Church, 700 Boulevard, Anderson, SC. Teachers would have their lists with emergency contact numbers with them. Parents would be notified as soon as events would permit.

The school has in place an emergency plan in case of an accident that would require more than just simple first aid. In the event a child is injured and requires immediate attention, 911 will be called and then the parents will be contacted by using the numbers you have provided. If a child is taken to the emergency room, a staff member will stay with the child until the parents/guardian arrive.

Thank you for sharing your children with us!!