

Table of Contents

1. Contact Information	2
2. Hours of Operation	2
3. Tax ID #	2
4. Vision and Mission	3
5. Director's Welcome	3
6. School Year Calendar	4
7. Goals of Creative Curriculum	5
8. Message to Parents	5
9. Tuition and Fee Policies	6
10. Extended Care Program	7
11. Registration Policy	8
12. Guidance and Discipline Policy	9
13. Health Care Policies	11, 12, 13
14. Morning Drop Off	14
15. Security	14
16. End of Day Pickup - Carpool	15
17. End of Day Pickup - Classroom	15
18. Clothing	16
19. Toys	16
20. Birthdays	16
21. Snacks/Allergies	16
22. Special Events	16

CONTACT INFORMATION

Mailing Address: Spring Valley Presbyterian Church Preschool
125 Sparkleberry Lane
Columbia, SC 29229-4338

E-Mail Address: pwade@SVPC.org

Telephone: (803) 788-4005

HOURS OF OPERATION

Preschool Hours: 9:00 AM to 12:00 PM

Extended Care Hours: 8:00 AM to 9:00 AM
12:00 Noon to 2:30 PM

TAX ID NUMBER

57-0725236

SC LICENSE

#21807

Spring Valley Presbyterian Church Preschool admits students of any race,
color and national or ethnic origin.

VISION

Nurturing our Children to be Confident Learners for Life

MISSION

We at SVPC Preschool, together with Families, Church and Community, will nurture and encourage the social, academic and spiritual growth of our children within a loving Christian environment by providing developmentally appropriate play experiences as the medium for learning.

DIRECTOR'S LETTER

Dear Parents,

On behalf of the faculty; the staff; and the SVPC Preschool Advisory Board; Welcome to Spring Valley Presbyterian Church Preschool. As you and your family are now a part of our preschool family, we wish to provide your children with a loving, stimulating, safe and happy preschool experience. We want all of our children to learn through play about themselves and their place in God's world.

This handbook is designed to help you understand our philosophy, program, and policies. Please read it carefully, for we think you will find it beneficial for your present and future reference. I am filled with excitement as we begin our new school year together. I look forward to experience with you and your children the great plan God has for us at SVPC Preschool. Should you ever have any questions or concerns, my door is always open.

Thank you for entrusting your children to us.

Sincerely,

*Pamela H. Wade
Director*

CREATIVE CURRICULUM

The most important goals of our preschool curriculum are for children to get along well with others and become enthusiastic learners. We want children to become independent, self-confident, curious learners who can work well with others. We're teaching them how to learn, not just in preschool, but all through their lives. We do this by creating purposeful productive play experiences that help children grow in all areas.

Our curriculum identifies goals in four areas of development.

- **Social/Emotional:** to help children develop independence, self confidence and self-control, follow rules and routines, make friends, and learn what it means to be a part of a group.
- **Physical:** to increase children's large muscle skills – balancing, running, jumping, throwing and catching-and use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing, and writing.
- **Cognitive:** to acquire thinking skills such as the ability to solve problems, to ask questions, and to think logically-sorting, classifying, comparing, counting, and making patterns-and to use materials and their imagination to show what they have learned.
- **Language:** to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin writing for a purpose.

Through the activities we plan and the way we organize the classroom, select toys and materials, plan the daily schedule, and talk with children, we seek to accomplish the goals of our curriculum and give your child a successful start in school.

MESSAGE TO PARENTS

While preschool children are alike in many ways, no other child is exactly like your child. And no one knows your child better than you do. You know how your child learns and reacts to new situations, so you can help your child's teachers. Please share with us what is happening at home- the arrival of a new baby, the death of a pet, nightmares, temper

tantrums, trips, separation, or divorce. We can support positive and difficult events through reassuring stories, soothing art activities, imaginative dramatic play, and extra love and attention.

All parents have the right to free and full access to their child without prior notice, while in our preschool's care. The access must not disrupt instructional or classroom activities. Exceptions would include a court order limiting a parental access.

TUITION AND FEE POLICIES

MONTHLY TUITION

2 Year/2 Day	\$160.00
2 Year/3 Day	\$170.00
3 Year/2 Day	\$160.00
3 Year/3 Day	\$170.00
3 Year/5 Day	\$195.00
4 Year/5 Day	\$205.00

TUITION POLICY

Tuition is due by the tenth (10th) of each month and remains the same regardless of the number of holidays, breaks, or absences. The first tuition payment will be due on September 10th and the last will be due on May 10th. Make all checks payable to SVPCP or SVPC Preschool. Please write your child's name on the check and place it in the Gray Lockbox located on the wall outside of the Director's office.

Late payments will be charged \$5.00 for each school day after the 10th of the month. (You will not be charged the \$5.00 late payment fee for days that the school is closed.) If the late fees and tuition have not been paid by the 10th of the following month, the matter will be brought to the attention of the Preschool Advisory Board. The Preschool Advisory Board will decide on the appropriate action and reserves the right to dismiss your child from

our program in the event that timely payment of tuition continues to be a problem.

If you are under a serious financial hardship, you need to inform the Director and make alternate arrangements in advance of the tuition due date. The director will be happy to help assist you in finding support for your needs.

Each check returned for non-sufficient funds will be charged \$25.00.

Questions regarding tuition payments, extended care charges or monthly statements should be directed to our Administrative Assistant. **Monthly statements will be submitted to all families and those families, who have incurred Extended Care Charges or Late Payment Fees.** If you wish to obtain a monthly statement for tax purposes, please submit your request in writing to our Administrative Assistant, Melanie Dotson.

EXTENDED CARE PROGRAM

In order to be eligible for our Extended Care Program, children must be enrolled in the preschool, three years of age and completely and independently toilet trained.

The program is offered Monday – Friday, 8:00 AM to 9:00 AM and 12:00 Noon to 2:30 PM. The cost is \$5.00 per hour. There is a late fee of \$1.00 per minute for every minute after 2:30 PM that a parent is late picking up a child. You will receive a Monthly Statement for Extended Care Charges and any Late Pick-up fees. Extended Care Charges may be added to your child's Monthly Tuition Charge.

In Order to Adequately Staff our Extended Care Program, Reservations Must be Made 24 Hours in Advance.

To reserve a space for your child, sign up on our Extended Care bulletin board outside of Room 202. Daily Sign-In and Sign-Out sheets are also located on the Extended Care Bulletin Board. You must sign your child in on the morning of the reserved date and you must sign your child out in the

afternoon. If your child will be using Extended Care every day, please see the Extended Care Director or Co-Director.

Please pack a healthy sandwich style lunch that requires no refrigeration. Include a non-carbonated drink. Label the lunch box with your child's name. No glass containers. Grapes must be cut in half. **No Fast Food.**

Children will play outside on the playground until 1:00 (weather permitting) and then they go into room 202 to eat lunch. Children will remain in the room and play until 2:30 or until such time as they are picked up by a parent or legal guardian.

A child will be released only to those persons authorized by the parents. Parents must notify the Extended Care Staff in writing if anyone other than a parent or legal guardian will be picking up your child. The Extended Care Staff will require picture identification of anyone picking up a child other than a parent or legal guardian.

Extended Care Director: Preston Meynardie
Co-Director: Teresa Dean

REGISTRATION POLICY

Our official Registration for the next school year will take place in January. Children currently enrolled and their siblings are given the first opportunity to register. The Director will distribute registration surveys to each of our families the first of January. Registration forms will then be distributed to those families who completed the survey and who wish to enroll their children or siblings of those children for the following school year. Registration Forms and Registration Fees must be turned in to the Director's office to ensure enrollment. Class placement is not completed until the summer months.

Your child or children will receive a letter from their teachers and a letter from the Director in July, giving the exact dates and times for our Parents' Night and Open House in August.

Children of Members of Spring Valley Presbyterian Church are given the next opportunity to register. Information will be published in the Church Bulletin and in the Church Scroll. If any spaces remain, registration will then be open to the general public.

Registration Fees are non-refundable and are not applied to any future tuition charges.

In order to be eligible for the four year old program, your child must turn four on or before September 1.

In order to be eligible for the three year old program, your child must turn three on or before September 1.

Initial registration of the two year old class is limited to children who turn two before September 1; however, if your child turns two in September, October, or November, you may place your child on the waiting list for the younger 2's class (meets Tuesday and Thursday). Your child will remain on the waiting list until your child turns two and will not lose a spot on the waiting list. If there is an opening after your child turns two, and your child is at the top of the waiting list, your child will be welcomed into the class. Any openings that occur before your child turns two may be filled with older children who may be lower on the waiting list. Children turning two on or after September 1 who are admitted to the 2 day class will be enrolled in the 2 year/3 day class the following year. This will ensure that they remain with the age appropriate class and enter Kindergarten in compliance with district requirements.

HEALTH CARE POLICIES

Our preschool is licensed and equipped to care for well children only. To protect the health and well being of the entire school, the following policies have been established regarding immunization requirements, sick children, and medication administration.

IMMUNIZATIONS

A current South Carolina Immunization Record for each child (DHEC Form 1148) must be on file in the school office the first week of school. Parents are required to obtain and turn in an updated record each time their child receives an immunization.

SYMPTOMS REQUIRING CHILDREN TO REMAIN AT HOME

Spring Valley Presbyterian Church Preschool staff assumes that responsible parents will not send a child to school if the child exhibits any symptoms of

illness. The following symptoms or illnesses are causes for keeping the child at home, or for picking up the child early from the preschool. Following each illness is the criteria for allowing the child to return to class.

*Fever and or chills: a fever of 100 degrees or above. **Children must be fever free for 24 hours prior to returning to the preschool.**

*Eye problems: conjunctivitis, pink-eye, mucus or discharge from the eye. **Child must stay home until there is no discharge from the eye and the child must have used prescription antibiotic eye drops for at least 24 hours before returning to preschool.**

*Diarrhea, increased number of stools, increased stool water and/or decreased form that is not contained by the diaper or toilet use. **Child must be diarrhea free for 24 hours prior to returning to preschool.**

*Vomiting and or/ nausea: two or more episodes of vomiting in the previous 24 hours. **Child must stay home until vomiting resolves.**

*Constant, uncontrolled nasal discharge or constant, uncontrolled cough. **Child must stay home until symptoms clear.**

*Ear ache, headache, or other acute pain. **Child must stay home until pain subsides.**

*Scabies, head lice or other infestation: **Child must stay home until 24 hours after treatment has been initiated.**

*Symptoms of possible severe illness, such as lethargy, irritability, persistent crying, difficulty breathing, or other unusual signs.

*Mouth sores with drooling unless a physician or health official determines the condition as non-infectious.

*Rash with fever or behavior change: until a physician determines that it is not a communicable disease.

*Impetigo: **Child must stay home until 24 hours after the initial treatment has been initiated.**

*Streptococcal pharyngitis: **until 24 hours after initial treatment & fever free for 24 hours.**

*Pinworm or ringworm infection: **Until 24 hours after initial treatment.**

*Chicken Pox: **Until all lesions have dried and crusted.**

WHEN CHILDREN BECOME ILL AT PRESCHOOL

We recognize the dilemma created for working parents when a child becomes ill. However, as previously stated, we are licensed and equipped to care for well children only. We are also committed to the well being of all

children enrolled in the program and want to prevent the spread of disease to other children and staff members. If you are a working parent, we encourage you to have back-up plans in place at the start of the school year.

*If possible, the child will be isolated from other children but will still be under the supervision of a caregiver until the parents arrive to pick up the child.

*The parents will be contacted and are expected to pick up the child immediately. If parents are unable to be contacted, the contact persons listed on the child's registration form will be contacted and asked to pick up the child immediately. Please be sure that individuals named on the emergency contact sheet are aware of this responsibility.

*If the child appears to be seriously ill and time is of the essence, an ambulance will be called and the child will be transported to the hospital. A preschool staff member will accompany the child in the ambulance.

*The Director reserves the right to contact parents to pick up a child who exhibits any symptoms which may be of concern in the prevention of the spread of disease.

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

Upon enrolling a child, parents will complete forms authorizing emergency medical aid and listing emergency contacts.

HIV POLICY

It is the preschool's policy to treat all bodily fluid exposure incidences as potentially infectious.

MEDICATION POLICY

Spring Valley Presbyterian Church Preschool does not administer any medication to children. The only exception would be medication needed for life threatening allergies.

The Director must be notified regarding children with a history of severe allergic reactions. Parents must provide appropriate medications and coordinate procedures with the Director. The procedure will be documented and signed by the parent, teacher, director, and physician agreeing to the established procedure for the child.

ACCIDENTS

In case of an accident while the child is at school, the following procedures will be followed:

If minor, first aid will be administered at school. An incident/accident report will be completed. One copy of this report will be sent home and one copy will remain in the preschool office.

If serious, the child's parent will be called immediately. If the parents cannot be reached and the injury needs attention, the child's physician will be notified. If time is of the essence, an ambulance will be called and the child will be transported to the hospital. The parent will be notified at the same time. The above named paperwork recording the injury will also be completed.

TRANSPORTATION

Spring Valley Presbyterian Church Preschool provides NO transportation for field trips or other off campus events. Parents are required to transport their own child and are responsible for their safety. Parents may have another parent or adult provide transportation for their child, but that adult chosen will be in charge and responsible for our child's safety. The preschool will not be responsible for any child during this kind of event.

EMERGENCY PROCEDURES

Spring Valley Presbyterian Church Preschool will ensure the safety of all children and staff member in the event of fire or other emergency. Upon initial registration of students, all medical information, emergency authorized person, and hospital choice request are included in the student's registration form. Our staff is trained on emergency procedures involving Evacuation and "Lock Down" procedures. New employees are trained on all these procedures, while having returning staff review procedures at the beginning of each school year.

Fire drills are conducted monthly. Fire evacuation routes are posted inside each classroom. Regulations require everyone to evacuate the Preschool. The state's Fire Marshall sends an inspector twice during the school year to inspect our fire alarm system, smoke detectors, fire extinguishers, door

locks, and exits. The preschool director maintains current required record of drills, inspections, and reports.

Hurricane/tornado drills are conducted twice a year during the “severe weather season”. Children are evacuated to an area in the church that does not have windows or glass doors. Children are taught to get in their “Turtle Shells” (on their knees, hands over heads). The children are instructed on how the turtle shells will protect them in the event the weather turns “dark” or “very windy”.

A SAFE HAVEN

In the event that SVPC and Preschool should come under attack by a bomb or any weapon threat, or actual attack of the school or in close proximity, we will retreat to the following locations. Spring Valley High School located across the street from the preschool. We will gather in the soccer stadium. Should a second location be necessary, we will direct the children to Bailey Fine Arts, located behind the soccer field.

Parents may request detailed emergency procedures from the preschool office at any time.

MORNING DROP-OFF

Teachers will be ready to accept children at 8:55 and not before. We ask that you have your child at school on time in order to begin the day smoothly. Each class has a daily schedule and teachers plan a full morning of activities. Late arriving children miss precious opportunities for learning and peer interaction.

Please park in a designated parking space. To ensure the safety of all children and parents that will be walking into the building, **PLEASE DO NOT PARK UNDER THE PORTICO.**

Please walk with your child into the building and into the classroom. For safety reasons, please do not leave other children unattended in your car. Lock your car so valuables remain secure. After dropping off your child, use the bulletin board outside of the classroom door to sign up for afternoon carpool or afternoon classroom pick-up and to indicate if your child will be

staying for extended care. This is in addition to the Extended Care sign-up outside of room 202.

Because teachers need to provide the best supervision for their students, please schedule a parent-teacher conference after 12:00pm, if you have matters you wish to discuss.

SECURITY

In order maximize the safety of our children; the church building is locked at all times. You may enter the building only through the Atrium door and only by means of an electric keypad. You will be given a four digit code during the first week of school. This code will allow entry into the building Monday – Friday, 8:00AM to 2:45 PM.

EXTREMELY IMPORTANT – As this is a security measure, your child or children should not know the code and should never be allowed to press any digits on the keypad. This code should be given to no one. Please do not hold the door open for any person that you do not recognize as a preschool parent, preschool staff member or church staff member. Persons who do not have security codes should not be in the building.

Security cameras, monitors and recorders are installed throughout the building for the safety of all children and staff.

END OF DAY PICK-UP / CARPOOL

Please enter the church property via the driveway at the Bruester's side of the property. Drive slowly around the church building and enter the portico one at a time. The name(s) of the children you are picking up should be displayed on the dashboard.

Delivery of the children to the cars will begin at 12 noon.

As you enter the portico area, stop, put the car in park and put on your emergency brake. The parent is to exit the car and meet the child and teacher on the sidewalk. Parents are responsible for putting the child into the car seat safely before re-entering the car and driving away. Preschool staff is not

allowed to place your child in the car or car seat. Your child is to be secured in his car seat before you drive out from under the portico.

It is State Law that you child be placed in an appropriate car seat for their size and age.

In the event of late pickup, after 12:00, your child will be signed into extended care at the cost of extended care fees. The cost is \$5.00 per hour, which will be billed monthly. There will be a late fee of \$1.00 per minute after 2:30, if a parent is late in picking up after care. Our Extended Care workers have to leave in time to pick up their school children. Thank you for your cooperation in picking up on time.

In order to ensure the safety of our children, cell phone use is prohibited. The children look forward to having your full attention when they see you.

END OF THE DAY PICK-UP / CLASSROOM

Parents picking up their children in the classroom are asked to enter the church property via the driveway at the Bruesters' side of the property. Please park in the front parking lot immediately after you enter the property. Enter the building via the center door off the front parking lot. (See attached map.) A member of the preschool staff will monitor the door to allow entry from 11:55 to 12:05. Come straight down the hall and turn right to get to the preschool classrooms. At this time, we ask that you do not conference with your child's teachers, but do sign up to talk with the teacher if you need to do so or the teachers would be happy to call you at home once the school day has ended. Once you have picked up your child and all of your child's belongings, please exit the building through the same door you entered. **No child should be unattended inside or outside of the building. The doors at this entrance are heavy and they close fast. Children should not be allowed to play in the church Memorial Garden. Once your child or children leave the classroom with you, they become your responsibility.** After securing your child in the car seat, please exit by driving in front of the church building and out of the parking lot at the Spring Valley Apartments side of the property.

CLOTHING

*Comfortable, washable, play clothes are the most suitable for your child. Sneakers are best. Please, no flip flop, jellies, crocks, sandals, heels or cowboy boots. This kind of footwear is not safe when children are on the playground or participating in activities involving gross motor skills. Should your child arrive at school with shoes that are inappropriate, parents will have the option of taking their child home or returning with their child wearing shoes that allow them to be safe.

*Please mark all coats, hats, gloves, and sweaters with your child's name using a permanent laundry marker.

*Children must have an extra change of clothing, clearly labeled in a clear plastic zip-lock bag which will be kept at the preschool.

*Disposable diapers for toddlers are to be furnished by the parents on a daily basis. Please send an ample amount. Unused diapers will be returned at the end of the day.

TOYS

Toys should only be brought for Show and Tell.

Toy guns or toy knives should not be brought to school under any circumstances.

Umbrellas can also be dangerous. Only parents should handle them. No violent toys should be brought for Show and Tell.

PETS

Pets are not allowed at the preschool. No turtles, no rodents, no critters of any kind.

BIRTHDAYS

Birthdays can be celebrated by the birthday child's parent bringing cupcakes or iced cookies and juice for each child in the class. The birthday child's cupcake may have one candle. **Balloons are prohibited, due to safety reasons.** Party invitations should not be distributed in class unless there is one for every child.

SNACKS

Parents will be assigned to provide the snack on a rotating basis. Please provide healthy snacks as opposed to sugary snacks. No popcorn or peanuts

and grapes should be cut in half for 2 and 3 year olds. Ask your teachers for healthy snack suggestions. We provide water every day with snack.

ALLERGIES

If a child has any type of food allergies, parents are to provide a special snack. The preschool cannot be responsible for foods brought by other parents, but will alert them to the allergy and the need for careful food selection. Please alert your child's teacher of any allergy and any associated hazardous foods.

SPECIAL EVENTS

Please refer to the calendar on page 4 and put all of these Special Events on your personal calendar. Each of these events will be a wonderful and unforgettable experience for you and your child. Please make every effort to attend.

PRESCHOOL CHAPEL

Your child will attend chapel every other week in our church Sanctuary. These services are designed to reflect God's love for all children. The Chapel service will include celebrations of Christ through movement, singing, story and a prayer. Dr. Rob Blumer will share with the children Bible stories while our music teacher provides fun and appropriate Christian music for our children. This is intended to be a positive and enriching experience.

Thank you for giving us the opportunity to love and care for your children. We trust that these policies will help you better understand our program and our day to day operations.