

Spring Valley Presbyterian Church

Preschool

Parent Handbook



125 Sparkleberry Lane

Columbia, SC 29229

(803)788-4005

General Information

Contact Information

Address:

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Church Website: www.svpc.org

Tax ID Number: 57-0725236

SC License: #21807

Preschool Ages:

We accept two, three and four-year-old children. We use September 1st as the cut off day to be enrolled in each age class.

Hours of Operation:

Preschool Hours: 9:00 am - 12:00 pm

Extended Care Hours: 8-9 am and 12:00-2:30 pm



Spring Valley Presbyterian Church Preschool happily admits students of any race, color, faith, 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.

Philosophy

Our Philosophy here at SVPC Preschool is that each child can learn his/her own way. Therefore, we try, by using all modalities of learning, to help each child be the best that he/she can be. We do all of this in a positive Christian environment.



Administration and Staff

Spring Valley Presbyterian Church Preschool is governed by the Spring Valley Presbyterian Church Preschool Board. We are an outreach ministry of Spring Valley Presbyterian Church.

To see a list of the current staff and members of SVPC Preschool Board of Directors, please visit the website <http://www.svpc.org/>.

Every one of our staff members and substitute teachers has undergone a very thorough background check. Our preschool does not utilize provisional employees.



Learning Knows No Bounds

Learning Environment

The most important goals of our preschool curriculum are for the children to become confident, enthusiastic learners and to get along well with others.

The four objectives for development that address the above goals are as follows:

- Social/Emotional: to help children develop independence, self-confidence, and self-control. To follow rules and routines, to make friends, and to learn what it means to be a part of a group.
- Physical: to increase children's large muscle skills by doing tasks, such as balancing, running, jumping, climbing, throwing and catching. We also concentrate on small muscle or fine motor skills by drawing, cutting, coloring, buttoning, stringing beads, writing, etc.

- Cognitive: to acquire thinking skills, such as the ability to solve problems, ask questions and think logically, as well as, to sort, classify, compare, count, make patterns and use materials and their imaginations 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 to write for a purpose. In addition to all of the opportunities that occur in each classroom, the preschool emergent literacy program provides additional opportunities for exposure to all the facets of all of the objectives.

Every child is a unique individual with different learning styles – visual, auditory, tactile/kinesthetic or a combination of several. Through the activities that are planned in each classroom, the materials chosen, the daily schedules, and the communications among children and adults, we seek to accomplish the goals and objectives to have very successful students, each in his/her own way.

We use utilize portions of Creative Curriculum®, Handwriting Without Tears® and Conscious Discipline® in order to design our curriculum. The staff also incorporates other creative ideas learned through research and training to make our curriculum the best that it can be.

Field Trips

Our preschool may take part in off-site field trips to enhance the curriculum. Parents will be required to transport their child/children to and from the field trip and remain with them the entire time. Parents will be given the necessary information regarding date, time, and place prior to the date of the trip.



Transportation

Spring Valley Presbyterian Church Preschool provides NO transportation for field trips or other off campus events. Parents are required to transport their own children and are responsible for their safety. Parents who give other parents or other adults' permission to transport their children must send written permission to the office so that this permission will be on file. If another person other than the parent transports children, he/she is responsible for the safety of the children. The preschool will not be responsible for any child during this kind of event.



Special Needs

Each child should be given access to health, social services, special education and other opportunities that promote participation in community life. A family-guided process for determining services that are based on the needs of children is supported by the Division for Early Childhood of the Council for Exceptional Children. Inclusion into a classroom supports the rights of all children, regardless of their diverse abilities, to participate in a setting within their community. Such settings include home and family, play groups, preschool programs, kindergartens and school classrooms.

Based on these guidelines, we will

- Recognize strengths in all children and build on those.
- Foster interactions between children with special needs and children who do not have special needs.
- Address needs with parents to learn about services outside of the preschool.

We work closely with the Richland 2 School District Office of Special Services. When situations occur where we feel the need to reach out and seek help, we will work closely with the parents. We will partner with therapists to provide the best care for children with speech, motor and/or cognitive abilities.

We will make every effort to accept all children within the range of agreement with parents and professionals. Under DSS requirements, if the care of any child exceeds the care that can be given by staff members in the classroom, the parents will need to consider alternate care.

Potty Training

Our three and four year old children need to be independently potty trained before the beginning of school. Our two-year-old teachers will partner with the parents to help with the potty training process.



Discipline Through Guidance

It is the policy of SVPC Preschool to provide a safe, structured and developmentally appropriate environment for each child. As part of our discipline through guidance, we utilize portions of Conscious Discipline© by Dr. Becky Bailey. Each classroom is considered a "school family" and has a family name. This organization leads to connections which enable children to feel like members of a family creating a place where they belong at school. When children contribute to their classroom, they become motivated as "classroom citizens". Real life conflicts and challenging situations allow the teaching opportunity for children to practice and apply skills learned for successful conflict resolution.

For inappropriate behaviors that continue, the following procedures will be used:

- Redirection/Non-verbal Warning: The teacher will direct the child to another activity.
- Verbal Warning: The teacher will talk to the child about the situation at hand.
- Quiet Time: The child will have a very short amount of time away from the other children but close to the group (chair in classroom, bench when outside, office) to regroup. The amount of quiet time will not exceed the child's age in minutes. The child will be able to return as soon as they have had time to calm down and talk, or as soon as the difficult situation is resolved.
- Parent Phone Call or Conference: When the teacher has done all of the above and the child is still showing the behavior, the teacher will partner with the parent to discuss other strategies.

In the event that all options have been exercised and a resolution has not been found, a review would be made by the Preschool Advisory Board. Although we would only dismiss a child under EXTREME circumstances, we must take all matters into strict consideration in order to maintain the quality of our program, as well as, to protect the safety of all children enrolled.

Please note that corporal punishment is NEVER used under any circumstances. This is an acknowledgement of the DSS policy number 114-506B (2).

Extended Care Program

In order to be eligible for our Extended Care Program, children must be enrolled in the preschool, be three years of age, and be 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. *In order to utilize Extended Care services, all tuition balances must be current and paid in full.* The cost is \$6.00 per hour. There is a late fee of \$10.00 plus \$1.00 per minute for every minute after 2:30 PM that a parent is late picking up a child. Your extended care charges and any late pick up fees will be included on your monthly statement. Thank you for your cooperation in picking up your child on time.

IN ORDER TO ADEQUATELY STAFF OUR EXTENDED CARE PROGRAM, RESERVATIONS MUST BE MADE 24 HOURS IN ADVANCE. The only time a child will be accepted without a reservation would be in the event of an emergency. To reserve a space for your child, sign up on our Reservation Sheet on the Extended Care board outside of Room 202. Daily Sign-In sheets are also located on the Extended Care board. You must sign your child in on the morning of the reserved date. If your child will be using Extended Care every day, please see one of the Extended Care Directors, Teresa Dean or Mary Guditis.

Please pack a healthy lunch that requires no refrigeration or reheating. Include a non-carbonated drink. Label the lunch box with your child's name. No glass containers are to be brought. Grapes must be cut in half. NO FAST FOOD PLEASE!

Children will play outside on the playground until 1:00 PM (weather permitting). After washing their hands, they will go into Room 202 to eat lunch. Children will remain in the room or play outside 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 their child. The Extended Care staff will require picture identification of anyone picking up a child other than a parent or legal guardian.

Extended Care Co-Directors: Teresa Dean and Mary Guditis

Tuition and Fee Policies

Monthly Tuition Fees

- 2 day classes \$185.00 (2's and 3's)
- 3 day classes \$210.00 (2's and 3's)
- 5 day classes \$250.00 (3's and 4's)

Monthly Tuition

Tuition is due by the first day 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 1st and the last payment will be due on May 1st. There are three methods to make payments. You can pay by cash or check. Make all checks payable to SVPCP or SVPC Preschool. Please write your child's name on the check and place it in the GREY LOCKBOX located on the wall outside of the Director's office. You can also sign up for Automatic Draft. Please ask for a Tuition Express form from the office. Credit card payments will also be accepted in the preschool office. This can be done over the phone or in person.

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

EACH CHECK RETURNED FOR NON-SUFFICIENT FUNDS WILL BE CHARGED A FEE OF \$25.00.

Questions regarding tuition payments, extended care charges or monthly statements should be directed to the Preschool office. MONTHLY STATEMENTS WILL BE SUBMITTED TO ALL FAMILIES. If you wish to obtain a monthly statement for tax purposes, please contact the Preschool office.

Registration Policy

- Registration for the next school year will take place in December. Children currently enrolled, their siblings, and preschoolers of church members are given the first opportunity to register. The Director will notify the parents of our currently enrolled students about registration and information for the church families will be provided in the bulletin and in the church newsletter. Registration forms will then be distributed to those families who wish to enroll their children and to church members who have contacted the preschool and expressed an interest in enrolling their children.
- Registration is open to the public in January after the currently enrolled families and church members have enrolled.
- 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.

- **Registration fees are non-refundable and are not applied to 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.
- In order to be eligible for the two year old program, your child must turn two on or before September 1. This will ensure that they remain with the age appropriate class and enter kindergarten in compliance with district and state requirements.
- In July or August the Director will notify the parents of the exact dates and times for our Parent's Night and Open House for the children. Our preschool teachers will send a Welcome Letter to the parents to let them know the schedule for the first few days of school and a few important details.



After School Activities Offered at SVPC Preschool

After the regular school day
At this time SVPC Preschool offers the following "for-a-fee" services.

Monday – Soccer – Elite Soccer with Coach David
 Tuesday – Music and Movement – Ms. Jaq
 Wednesday- Karate with Mike Genova- Mr. Mike
 Thursday – Art with Karina Coffey (4's)
 Thursday/Friday – Piano with Ms. Dawn
 Friday- Dance with Ashley Tolson- Miss Ashley

Parents please sign up directly with the teachers from each activity and pay those teachers. If extended care is needed for the students, parents must sign up with the extended care program and pay extended care fees.



Daily Essentials

The following requirements will help each day go more smoothly for both the children and the staff.

Clothing

- Comfortable, washable, play clothes are the most suitable for your child. Tennis shoes (sneakers) are the best. Please no flip flops, jellies, crocs, sandals, heels, or 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, your child may not be allowed to play on the playground. Parents may go home and get the proper shoes and promptly bring them back. We do have some extra socks and shoes that the children may borrow but we prefer not to make this a habit.
- Please mark all coats, hats, gloves, and sweaters with your child's name using a permanent 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.

Morning Drop Off

Upon arrival in the church parking lot, please park on the side near the apartments close to the portico and enter the building through the double glass doors under the portico. You will need the security code to enter the building. You will then either drop your child off in his/her classroom or take them to the Extended Care room. Please sign your child into his/her class everyday on the board outside the classroom. Since each class has a daily schedule and teachers plan a morning full of creative activities, please have your child at school by 9:00 am. Teachers will be ready to accept children no earlier than 8:55 am and will be ready to begin activities by 9:05. If you arrive earlier than 8:55, you will be asked to take your child to the Extended Care room (charges will be added to your account), or you may wait in the atrium lobby until the teachers are ready. Late arrivals will miss wonderful opportunities for learning and social interaction. If you are using extended care in the morning, the rules for extended care will be discussed under the topic of Extended Care.

End of Day Pick-up

Carpool

Please enter the church property via the driveway on the Pelican's side of the church. Drive slowly around the church building and enter the portico. The name(s) of the child(ren) you are picking up should be displayed on the dashboard with the carpool sign your child's teacher gave you at Open House. 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.** Our Preschool staff is not allowed to place your child in the car or car seat. Your child is to be secured in his/her car seat before you drive out from under the portico. It is a State Law that your child be placed in an appropriate car seat for his/her age and size.

Please be sure to be in the carpool line at 12:00 pm. We have a wonderful system and it moves pretty quickly. In the event you are late picking up your

child, (after 12:10), he/she will be signed in to Extended Care at the cost of our standard Extended Care fees. This cost is \$6 per hour which will be billed monthly. Thank you for your cooperation in picking your child up on time.

To ensure the safety of the children, the [carpool line is a CELL PHONE FREE ZONE.](#)

Classroom Pick-up

Parents picking up their children in the classroom are asked to enter the property via the driveway on the Pelican's side. Please park in the front parking lot right across the street from Spring Valley High School. A member of the preschool staff will monitor the door to allow entry from 11:55 until 12:05. Come straight down the hall to the main hallway. Once you have picked up your child and all of their belongings, we ask that you exit through the same doors you entered. This keeps our carpool area free of distractions. DO NOT LEAVE YOUR CHILD UNATTENDED INSIDE OR OUTSIDE OF THE BUILDING. THE DOORS ARE VERY HEAVY AND THEY CLOSE FAST. CHILDREN ARE NOT ALLOWED TO PLAY IN THE CHURCH MEMORIAL GARDEN. ONCE THE CHILD LEAVES THE CLASSROOM, THEY BECOME YOUR RESPONSIBILITY.

After securing your child into their car seat, please exit the parking lot by driving in front of the church and out of the parking lot on the Spring Valley Apartment side. This is the same side that the carpool uses to exit the parking lot.

Toys

Toys should only be brought for Show and Tell or the Mystery Box. No violent toys should be brought for either of the above. Toy guns or toy knives should not be brought to school under any circumstances.

Umbrellas can also be dangerous. Only parents should handle them.

Pets

Pets are not allowed at the preschool. They are neither appropriate for Show and Tell or the Mystery Box. Children can always bring a picture of their pet.

Birthdays

Birthdays can be celebrated by the birthday child's parent bringing cupcakes or iced cookies for each child in the classroom. 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 each child in the class.

Parties

Parties will be held three times a year: Halloween, Valentine's Day, and Easter. We will celebrate Christmas as an entire group during "Cookies and Carols".

Snacks

We do not prepare and serve meals at SVPC Preschool. Parents will be assigned to provide the snack on a rotating basis. Please provide a healthy snack as opposed to sugary snacks. No popcorn or peanuts should be provided, and grapes should be cut in half for the 2's and 3's. Ask your child's teacher for healthy snack suggestions. Water is our drink of choice at the preschool and will be provided to go along with our snack. Please check with your child's teacher before bringing other drinks for snack.

Allergies

Please alert your child's teacher of any allergy and any associated hazardous food. If a child has any type of food allergy, we ask that parents provide a special snack for their child. The preschool cannot be responsible for foods brought by other parents. The parents will be alerted to any allergies present and the need for careful food selection. The teachers will do their best to monitor what is offered.

Open Door Policy

Parents are welcome in the preschool at any time. Before a parent goes to the classroom, we ask that you stop by the Director's office to let us know you are in the building. Since there are certain times of the day that our preschoolers are learning, we ask that parents not interrupt during an activity unless there is an emergency. Once the activity is over, the parents may go into the room and speak with the teacher.

Parent Conferences

Parents of children in the 4 year old program will have the opportunity for up to two conferences per year. There will be the option of one in the fall and one in the spring. The staff will have an assessment by which they can inform the parents as to what has been observed and addressed for his/her child. Additional conferences can also be set up throughout the year as needed. Parents of 2 and 3 year olds may request a conference at any time. Conferences are a very helpful tool. Parents can bring up any information which he/she feels is important for the teachers to know. It is also a way for the teachers and parents to share in the joys of all the great things the children have

learned, as well as, identify areas that might need a little more support, practice, and involvement.

Parent Connections

Several times throughout the year, we will offer sessions called Parent Connections. These will be on given dates right after drop off. There will be a different topic discussed at each Connection. Some of the topics are:

- What are Social/Emotional Skills and How Does My Child Learn Through Play
- Kindergarten Choices and What Is School Choice
- Fine Motor Skills and My Child

Parent Involvement

Our preschool loves when parents become involved in their children's lives at school. Parents will have an opportunity at the beginning of the school year to sign up for the privilege of being involved with our different preschool parties. There will be other times when we ask for parent assistance during the day.

Communication with Parents

Our preschool staff utilizes a variety of ways to communicate with parents. We often use newsletters, notes sent home, telephone calls, conferences, and emails to send out this communication. We welcome communication from the parents as well.

Inclement Weather Policy

In case of inclement weather, the preschool follows Richland County School District Two's decision on school closings. If the preschool is already in session when Richland Two calls for an early closing, children will remain at the preschool until a parent or a designated person comes to pick them up. If a teacher must leave to attend to her own children's needs, her classroom will be covered by the Director and other personnel until the parents arrive. If Richland Two calls for a one hour delay due to inclement weather, the preschool will open one hour late. If Richland Two calls for a two hour delay, the preschool will not open. If school is closed for 3 consecutive days, those days will not have make up days. Any days the school is closed after that will be made up.

On days of inclement weather, tune into WIS-TV for verification that the preschool will be closed, due to safety concerns in the area. Remember to look for Richland 2 delays and closings.

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:

- records of required immunizations,
- symptoms requiring children to remain at home,
- children becoming ill at school,
- authorization for medication administration,
- blood borne pathogens,
- accidents,
- emergency medical care

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. No other form is acceptable to DHEC. Parents are required to obtain and turn in an updated record each time their child receives any immunization. After the child's 4th birthday, you have no more than 30 days to turn in the updated form. Your child will not be able to attend preschool unless we have this form on file.

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.

-Fever or chills: CHILDREN MUST BE FEVER FREE WITHOUT MEDICATION FOR 24 HOURS PRIOR TO RETURNING TO THE PRESCHOOL.

-Eye problems: Conjunctivitis, pink eye, mucus or discharge from the eye. THE 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 SCHOOL.

-Diarrhea: increased number of stools, increased 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. CHILDREN MUST STAY HOME UNTIL ALL SYMPTOMS ARE CLEAR.

-Earache, headache, or other acute pain: CHILD MUST STAY HOME UNTIL PAIN SUBSIDES.

-Scabies, head lice or other infestations: CHILDREN MUST STAY HOME UNTIL 24 HOURS AFTER TREATMENT HAS BEEN INITIATED. Child must be checked by a staff member prior to returning to the classroom.

-Symptoms of possible severe illnesses: such as lethargy, irritability, persistent crying, difficulty breathing, or other unusual signs. THE PRESCHOOL MUST HAVE INFORMATION STATING THAT THE CHILDREN ARE ABLE TO BE PRESENT AT THE PRESCHOOL.

-Mouth sores with drooling: A PHYSICIAN OR HEALTH CARE OFFICIAL MUST DETERMINE THAT THE CONDITION IS NON-INFECTIOUS.

-Rash with fever or behavioral change: IT MUST BE DETERMINED BY A PHYSICIAN THAT THIS IS NOT A COMMUNICABLE DISEASE.

-Impetigo: CHILDREN MUST STAY HOME UNTIL 24 HOURS AFTER THE INITIAL TREATMENT HAS BEGUN.

-Streptococcal pharyngitis: CHILDREN MUST REMAIN AT HOME UNTIL FEVER FREE AND 24 HOURS AFTER THE INITIAL TREATMENT HAS BEEN GIVEN .

-Pinworm or ringworm infection: CHILDREN MUST REMAIN AT HOME UNTIL 24 HOURS AFTER INITIAL TREATMENT.

-Chicken Pox: CHILDREN MUST REMAIN AT HOME UNTIL ALL LESIONS HAVE DRIED AND CRUSTED.

When children become ill at school:

The Preschool staff recognizes the dilemma created for working parents when a child becomes ill. However, as previously stated, 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 a back-up plan in place at the start of the school year.

At the preschool, the staff will do the following:

-If possible, the child will be isolated from the 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 person listed on the child's registration form will be contacted and asked to pick up the child immediately. Please be sure the 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 medication administration:

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.

Blood borne pathogens:

It is the preschool's policy to treat all bodily fluid exposure incidences as potentially infectious. The staff is trained in the use of appropriate protective equipment and gloves are provided to protect the child and the preschool staff.

Accidents:

In case of an accident while the children are at school, the following procedures will take place:

- If minor, first aid will be administered at school. The school has a supply of Band-Aids, wound cleaner and topical antibiotic cream. 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, SEE THE EMERGENCY MEDICAL PLAN which follows.

Emergency Medical Plan:

Emergency care will be provided if the situation, whether a serious illness or serious accident, warrants more treatment than can be provided by a trained staff member. Below is a list of medical emergencies that would require immediate treatment by a health care provider:

- Loss of consciousness
- Semi-consciousness
- Breathing difficulties
- Severe bleeding
- Unequal pupils
- Seizure
- Neck or back injury
- Continuous clear drainage from nose/ears after a blow to the head
- Severe headache
- Stiff neck or neck pain when head is moved
- Hives that appear quickly
- Very sick child who seems to be getting worse quickly
- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- Abdominal pain after a blow to the abdomen
- Possible broken bones
- Shock

IN A MEDICAL EMERGENCY, THE FOLLOWING WILL OCCUR:

- The parent will be notified.
 - If the parents cannot be reached, an emergency contact person listed on the child's emergency will be notified.
 - 911 will be called.
 - Providence Northeast Hospital is the closest to our facility and will be utilized unless the preschool has in writing that another facility is to be used.
 - A member of the staff will ride in the ambulance with the child. This staff member will carry the child's medical records with her to the hospital.
 - The staff member will remain with the child until the parent(s) or the emergency contact arrives (if unable to reach the parents).
- The preschool ensures correct student/teacher ratios are in place in each class at all times.

Other Emergency Procedures

Spring Valley Presbyterian Church Preschool will ensure the safety of all children and staff members in the event of emergencies. Medical emergencies have been discussed. In this section the procedures to address other types of emergencies will be discussed.

Fire

Fire drills are conducted every month the preschool is open. 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 records of drills, inspections, and reports.

Hurricane/Tornado drills

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 knees with hands over their heads). The children are instructed on how the turtle shells will protect them in the event the weather turns "dark" or "very windy".

Threat from bombs or weapons

In the event that SVPC and the Preschool should come under attack by a bomb or any other weapon (or threat of attack) to the school itself or in close proximity to the school, the students and staff will retreat to the following location. Our SAFE HAVEN is Spring Valley High School located across the street from the preschool. The group will gather in the soccer stadium. We will contact parents first and only transport the children who were not able to be picked up. We are required to take our First Aid bags, flashlights and cell phones. Our first priority always would be to get the children out of the building and away from any impending danger.

The staff will be informed orally in a staff meeting and also obtain written direction as to what needs to occur in any of the other emergency situations.

Safety and Security

In order to 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 you entry into the building Monday-Friday from 8:00am until 2:45pm.

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 you do not recognize as a preschool parent, church or preschool 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.

Bathroom Security

When children arrive at school and need to go to the restroom before they go to class, parents are asked to take them to the adult bathrooms in the atrium.

Parking Security

If you are picking your child up from the classroom and are parking to come in the side door, please do not park on the side of the church near Pelican's. You must park in the lot by the side door facing Spring Valley High School. It is safer for the children and the parents backing out if they are not moving into the flow of the carpool line. We do not want any child to run into traffic or have a parent back into someone entering to get in the carpool line. **Remember the speed limit for the parking lot is SLOW! Also, do not leave any child in the car unattended, you must bring the child with you or in the case of a sick sibling, come to the preschool entrance and press the call button. Someone will gladly escort your child to their classroom.**

We will provide a map of the carpool flow route and parking for classroom pickup to help alleviate any confusion. Please ask if you have any questions.

Release of Children to Parents and Others

Children will only be released to a parent or another individual who must be listed on the child's form as someone who can pick up the child. This individual must provide an ID or code word for that child that has been stated on the DSS form.

Suspected Child Abuse or Neglect

The preschool staff is mandated by law to report suspected child abuse or suspected neglect to the local protective agency.

Tracking Children during the Day at the Facility

Parents will walk with their child to their classroom each morning and sign their child in on the sign in board outside the classroom. On this board, the parent will mark how the child is going to go home at the end of the school day. If parents are bringing their child to school early for extended care, parents will have to sign in their child in 2 places; once at the extended care room and then again at their classroom.

The extended care teachers check the list to see who is present and double check the number of children in the classroom.

During the day, each classroom shall have a list of all students in the class. The names will be checked as each child enters and exits the classroom. The teachers utilize name to face recognition when tracking each child.

At the end of the day, one teacher from each class walks the car riders down to the atrium where the children and the teacher wait inside until the child's parent or designated person pulls up and places the child into the car.

The other teacher waits in the classroom with the extended care and in-class pickups. When the in-class pickups have been picked up by their parents, the

teacher walks the extended care children to the extended care room and checks them in.

During emergency drills, the teachers carry the list of students present and check against this list to make sure everyone is accounted for at the designated spot.

The Director and the office staff are available to help in the classroom if at any time a teacher may need assistance.

Confidential Security

Children's' Records

A separate record for each child shall be maintained at the preschool under lock and key and must be made available upon request to DSS, the Director, the Office Manager, the child's teachers, and the parents or guardians. Access to the records is limited to the above unless requested by a court order.

Contents Required by DSS for a Childs Record

The following items are items required by DSS. These items must be readily accessible in the office during the preschool year.

- Child's full legal name, nickname, birth date, date of enrollment, current home address and home telephone number
- Full name of both parents/guardians, work and home telephone numbers, or telephone number(s) where they can be reached during the time the child is in the preschool
- Names, addresses, and telephone numbers of people who can assume responsibility for the child in an emergency if the parents or guardians cannot be reached
- Name, address, and telephone number of family physician or health resource
- Names, addresses, and verification of identification, such as a valid driver's license, other picture identification, or personal family code word of persons authorized to take the child from the preschool
- Accurate records of daily attendance for each child

- Authorizations from parent/guardian for the child to obtain emergency medical treatment
- A written statement, signed by the parents, acknowledging their understanding and acceptance of the policies of the preschool
- A health record shall be maintained in the center for each child enrolled, and it shall include all of the following information:
 - A signed statement of the child's health prior to admission to the preschool on the appropriate DSS form
 - A current South Carolina certificate of Immunization and
 - Other health information deemed necessary by the director of the preschool and/or parents/guardians

EVERY
CHILD IS A
different KIND OF *flower,*
AND ALL TOGETHER,
MAKE THIS WORLD
A *Beautiful*
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