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WELCOME TO SOUTH POINTE CHRISTIAN PRESCHOOL!

Hello Parents and Guardians! We are very glad that you and your family are now a part of our fine program. At South Pointe Christian Preschool, we are Christian-based, and we believe in implementing structure and godly principles. Our specially trained teachers are dedicated to helping children develop the skills essential for success in school and in life through creative, hands-on experiences. Our curriculum allows our children to experience different opportunities to help them grow, to develop social interaction, and to improve problem solving, while creating different contexts of fun!

The Family Handbook and Agreement is your guide to our program, and it is a contract agreement between you as the parent or legal guardian and South Pointe Christian Preschool.

We look forward to getting to know you and your child. We pray that you have an awesome school year!

CHILDREN SERVED

South Pointe Christian Preschool provides quality childcare, combined with the latest trends in early childhood education. Programs are available for Infants and Toddlers (six (6) weeks to twenty-four (24) months) and Preschool (ages two (2), three (3), and four (4) years).

ENROLLMENT CRITERIA

Children must be between six (6) weeks and four (4) years of age. The following forms are required by state and should be completed as part of the enrollment process:

1. Child's Application for Enrollment
2. Parent Policy/Financial Agreement
3. Child's Emergency care Information
4. Discipline and Behavior Management Policy
5. Signed Tuition Schedule and Financial Policies
6. Feeding schedule (Infants and toddlers only)
7. Signed "Safe Sleep Policy" Guidelines (Infants only)
8. Medical and Immunization Report

All except the Medical and Immunization Report must be completed by the first day of attendance. The Medical and Immunization Report must be returned to the preschool within thirty (30) days of your child's enrollment date. This form must be completed and signed by your child's physician.

A Registration Fee and signed Parent Policy/ Financial Agreement are required in order to reserve your child's space in the preschool. Your child's space can be reserved for up to two (2) weeks.

We encourage you to visit the preschool with your child before he/she begins attending the Preschool. You are welcome to leave your child for a short visit in his/her prospective classroom while you visit and talk with the director and administrator.

South Pointe Christian Preschool does not discriminate on the basis of sex, race, religion, ethnicity, national origin, or handicapping condition. If, however, the nature of a child's handicap requires special therapy or special staffing, the child will not be enrolled until special arrangements can be made.

Children are admitted on a space available basis. A waiting list is maintained by the director and administrator and will be used when an opening presents itself.

HOURS OF OPERATION

The Preschool is open year-round, Monday through Friday, 6:00 a.m. to 5:30 p.m.

GETTING READY FOR YOUR CHILD'S FIRST DAY

Many families and children are excited about starting preschool and especially at a new school. Our teachers and staff will work to make you and your child's transition as easy as possible. South Pointe Christian Preschool suggests the following to help your transition go smoothly.

- Consider taking a tour of our preschool before your child's start date.
- Talk to your child about how exciting South Pointe Christian Preschool is. Let your child know that the teachers will help make school days fun.
- Please feel free to call and check on your child or you can drop by the school. We have an open door policy.

WHAT TO SEND WITH YOUR CHILD

CLOTHING/SUPPLIES

Parents of **infants** are required to provide an adequate supply of diapers. Each child should have at least two changes of clothing. Additional items include: ointments (with permission form to administer signed by parent/guardian), and bottles. All bottles must be prepared at home and labeled with the child's name and date. All personal items must be labeled.

Parents of **toddlers and two-year-olds** must provide an adequate supply of diapers for any child not yet toilet trained. Parents should also provide two complete changes of clothing and appropriate outdoor wear. In the summer, additional appropriate seasonal clothing is required.

Parents of **preschoolers** (three (3) and four (4) year olds) should provide a change of clothing, and appropriate outdoor clothing. In the summer, additional seasonable clothing is required.

Please label all of your child's clothing to avoid confusion and dress children in play clothes suitable for the weather. Recognize that when children play, they get dirty. Please provide us with one set of extra clothes in the event a change is required.

We are asking please do not put on jellies, flip-flops, slide on shoes, sandals or heavy cowboy boots. For their protection, kids need rubber soled shoes or sneakers. Remember, they LOVE to run, jump and climb. We enjoy helping your child become independent. One training opportunity is potty time. Please dress your child in something that is easy for them during their potty time. It can be frustrating for your child if he/she comes dressed in an outfit that is hard for them.

CONFIDENTIALITY

Information relating to your child is confidential and will not be released unless written authorization is provided by a parent or legal guardian. An exception will be made in the event of suspected child abuse. Any such suspicion will be reported to the Administrator for immediate investigation and action with the appropriate authorities.

SAFE ARRIVAL AND DEPARTURE

South Pointe Christian Preschool wants to make sure that you and your child are in a safe and secured environment. Parents are required to walk their child to their classroom or other designated areas each day. You must notify your child's teacher when they arrive and when they depart with you. Parents are required to keep their child close and within their eyesight when they are entering and exiting the school. The school may release your child to you or a person who is authorized that you have listed on the Enrollment Application. If a person is not listed on the Application please contact the front office and your child's teacher they must provide Photo Identification.

SAFETY

Accident Insurance: Unfortunately, accidents do happen and often require medical attention. South Pointe Christian Preschool will make every effort to maintain a safe and healthy environment for your child. If an accident requiring medical attention does occur, accident insurance is provided for your child. Forms should be obtained from the

administrator when needed. Our insurance is a secondary coverage and will pay the balance remaining after your primary personal coverage has paid. If you have no personal insurance, our insurance will then act as primary coverage, paying 100%

PARENTS ARE PARTNERS

Parents are always welcomed here at South Pointe Christian Preschool and are committed to working with families. We strongly encourage them to participate in every aspect of their child's program. Parents are welcome to visit the preschool any time. Our main focus is your child. If you have any concerns or questions, please immediately contact the director.

It is vitally important that you as parents/guardians communicate your needs and desires regarding your child's development openly and honestly with your child's teachers. You are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate.

Parents are welcome at school anytime. Parents are encouraged to share personal interests including hobbies, talents, cultural backgrounds, favorite recipes, etc. Parent involvement is valued and therefore encouraged. Parents should feel free to come and eat lunch or spend other time with their child.

MEALS

South Pointe Christian Preschool serves one (1) meal per day (lunch) and two (2) healthy snacks (morning and afternoon). Meals and snacks are prepared in compliance with federal and state guidelines to assure nutritional value. A monthly menu is posted for inspection and comment.

Infant Meals

For infants, parents are required to provide all prepared bottles with formula. Bottles must be prepared at home, capped, labeled and dated. Parents of children six (6) weeks to fifteen (15) months of age must complete an Infant Feeding Schedule. The parent must update the Infant Feeding Schedule regularly as new foods are added to your child's diet. Once a child is able, and as requested by the parent, he/she will be fed from the regular menu an Agreement form will be given to the parent.

Any variation in diet is permitted only in accordance with the physician's written order or for religious purposes. Please notify us in writing if your child has any food allergies.

REST TIMES

Quiet time is important for a child's health and well being. Such time also allows a child to "re energize" and develop self-control. To that end, we employ the following "schedule":

- Infants (as per their requirements) will rest during the day, but not so much as to cause a disruptive night sleep cycle. All infants sleep in cribs.
- Toddlers will nap and /or rest from 11:15-2:00 p.m. each day. We encourage you to supply your child with a favorite toy or blanket for this time. It has a wonderfully comforting effect.
- Preschoolers will observe quiet/rest time from 12:00-2:00 p.m. each day. We encourage parents to provide your child with a favorite toy or book for use (if necessary) during this time.

The Preschool supplies a cot for all children. They are reserved exclusively for your child. We ask that you provide a sheet to fit his/her cot and a small blanket. Cots are disinfected on a weekly basis.

"SAFE SLEEP POLICY"

The Department of Social Services, the American Academy of Pediatrics (AAP) and other SIDS organizations recommend that healthy babies up to one year of age should sleep on their back.

SIDS

- is the unexplained death of a baby for whom no cause of death can be found after an autopsy, a death scene investigation, and a review of the baby's medical history.
- is the leading cause of infant death between 1 month and 1 year of age.
- causes are not clearly understood, but steps can be taken to reduce SIDS risks.

Deaths have decreased nationwide by 42% since 1992 when doctors began to recommend that healthy babies be positioned on their back to sleep.

The rule is easy: "Stomach to Play...Back to Sleep"

Awake babies need "stomach to play" opportunities for normal development. South Pointe Christian Preschool will provide awake babies with supervised "tummy time" for exercise, for play and to help them explore their world. To reduce the chances of SIDS, South Pointe Christian Preschool will follow "Safe Sleep Practices".

1. Healthy babies will be placed on the back to sleep for naps.
2. The "Feet to Foot" rule will be followed-babies will be placed toward the foot of the crib. A light blanket will be placed underneath the baby's armpits and tucked along the sides of the mattress and the foot of the crib.

3. A baby's face will never be covered with blankets or bedding.
4. For safety, babies should not be allowed to overheat. Dress your baby in layers that can be removed as needed.

South Pointe Christian Preschool will create a "safe sleep environment" by assuring the following:

1. Safety-approved cribs with a firm mattress will be used.
2. Sofas, chairs or pillows are NOT safe sleep surfaces for babies, and will not be used.
3. Stuffed animals, toys, excess blankets, comforters, pillows or bumper pads will be kept out of the crib when babies are sleeping.
4. Room temperature will be comfortable, not too hot (68-72 degrees F, if possible).
5. The air in the infant room will be free of secondhand tobacco smoke. No one is allowed to smoke cigarettes, pipes, cigars, etc. around babies or other children.

CELEBRATIONS

South Pointe Christian Preschool encourages you to celebrate birthdays and holidays with your child. We are happy to suggest healthy snacks such as crackers, fruit, party mix, and any cake or cupcakes. Unfortunately, we are restricted from allowing rubber and/or mylar balloons or homemade (made in a home kitchen) cakes or foods for the school. **Please make sure that you speak with your child's teacher so that you can be aware of any food related allergies.** If you would like to celebrate with your child's class, please discuss the time and event with the director. K3-K4 classes are the only ones that can have parent or guardian attendance due to their eating in the cafeteria. If you would like to celebrate with your child please discuss the time and event with our preschool director.

HOLIDAYS

South Pointe Christian Preschool operates year-round, Monday through Friday, except holidays. The school will be closed on the following days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- Martin Luther King Jr.

UNEXPECTED SCHOOL CLOSURES

If the preschool is required to close unexpectedly for inclement weather or other reasons before the school day begins, the administration will attempt to notify the parents in advance using our school's emergency plan. If the school is required to close unexpectedly during the day, the school will notify parents and if necessary, emergency contacts using available contact information. **No tuition waivers or credits will be given in the event of an emergency school closure or inclement weather.**

OUTDOOR ACTIVITY

If your child requires an accommodation to remain indoors during designated outdoor times due to any qualifying disability or medical condition, please notify the preschool in writing of that need and accommodations will be made if possible by the preschool and Staff.

PRESCHOOL CLEANLINESS

South Pointe Christian Preschool recognizes the importance of proper sanitation and cleanliness in providing a safe and healthy environment for your children. For this reason the following guidelines for proper sanitation and cleanliness have been established.

- ❑ Classrooms will be cleaned daily.
- ❑ Classroom tables will be sanitized before and after lunch or snacks.
- ❑ Children's hands will be washed before and after lunch or snacks.
- ❑ Children's hands will be washed after diapering or using the restroom.
- ❑ Children's hands will be washed after messy activity or outdoor time.
- ❑ Restrooms will have paper towels, toilet paper and soap dispensers and will be refilled when necessary.
- ❑ Trash containers will be emptied daily as needed and sanitized weekly.\
- ❑ Toys will be cleaned and sanitized at least weekly and more often if necessary.
- ❑ Toys will be cleaned and sanitized daily in **infant** and **toddler** classrooms.

CRAFTS, ARTWORK AND OTHER CREATIVE PROJECTS

Almost everything your child does during the day represents a learning experience. The act of creating a craft or piece of artwork is such an experience. We enjoy sharing this creative experience with your child. Sometimes he/she will bring home artwork, crafts or other finished activities. At other times, the "finished product" will be saved as part of a larger project or posted on the classroom wall. We encourage you to engage your child in discussion about their class activities and projects. It's a fun way to bond and share in your child's creative experiences.

CUBBIES

A cubby or wall hook is provided for each child at our preschool. Please hang coats, hats, etc. there in the morning. Again, please label all of your child's belongings.

Parents are strongly discouraged from bringing in expensive or treasured toys from home. To avoid hurt feelings, breakage, or loss of children's treasures, we need your cooperation. Children may bring in stuffed animals, books or other comfort objects for use at naptime. The older children may also bring in a "special" toy from home on "Show and Tell" Day. These objects will be stored in the child's cubby until it is time to use them. At no time are children permitted to bring in toys associated with violence including toy guns, knives, swords, etc.

POTTY TRAINING

We hope that children, from older two (2) year olds on up, will be toilet trained. We strive to have all children potty-trained by the time they enter the 3-year-old class. If they are not, it is not a problem. We are happy to work with them to achieve this important milestone. We focus on positive reinforcement.

We feel there is a window of opportunity that comes at approximately 2.5 years of age. We try to maximize this opportunity. We will do our best to support your at-home initiatives.

BEHAVIOR AND POSITIVE GUIDANCE

Our expectation is for your child to adhere to our policies and help us provide a safe and caring environment. "Even a child makes himself known by his acts, by whether his conduct is pure and upright." Proverbs 20:11. South Pointe Christian Preschool uses positive guidance to promote positive behavior in our Preschool Program. In case of serious and ongoing issues, South Pointe Christian Preschool may be forced to suspend or permanently disenroll a child when the behavior becomes **overly aggressive** in the classroom. Specific violations include the following:

- Hitting the Teacher
- Hitting Classmates
- Refusal to follow directions (defiance)
- Screaming at Teachers and Staff
- Excessive Biting
- Throwing chairs and objects

The following steps will be taken for any or all of these behavioral actions:

- Your child will be given a verbal warning and redirection.
- South Pointe Christian Preschool will meet with parents/guardians to work on a plan to help the child's behavior in the classroom.
- Child will be suspended from South Pointe Christian Preschool for **3 days**.
- South Pointe Christian Preschool will schedule a final meeting with parents/guardians to see any other options that would be beneficial.
- Child will be suspended from South Pointe Christian Preschool for **5 days**.
- Child will be disenrolled from South Pointe Christian Preschool for the remainder of the school year.

HEALTH CARE

Because of our concern for the health of your child and all other children in the Preschool, the following guidelines have been created. We appreciate your cooperation in complying with them. Children who become ill during the day will be sent home. In all cases, the preschool reserves the right to send home a child with suspicious or prolonged symptoms. It will be the responsibility of the director to make that determination based on his best judgment. Re-admittance is at the discretion of the director and administrator. When a child is absent due to illness, the parent is asked to notify the preschool as early as possible in the morning.

ILLNESS/SICKNESS/MEDICATIONS

In the event any of the following occur, we ask you to keep your child at home:

- ❑ A temperature of 100⁰ or above, or any fever accompanied by:
 - ❑ A deep cough
 - ❑ Earache or draining ear
 - ❑ Spasms of cough
 - ❑ Sore throat
- ❑ A rash of any kind until diagnosed, treated or declared harmless by a physician
- ❑ Very bad colds with purulent discharge, diarrhea or vomiting the previous evening or before morning-child needs to be free from vomiting or diarrhea for 24 hours before returning to school
- ❑ Red, runny or matted eyes-may be pink eye (conjunctivitis)- please call your doctor
- ❑ Bronchitis-if your child is coughing frequently
- ❑ Any symptoms of a contagious disease or infection

We are a preschool for “healthy” children. A child who is not well does not benefit from our program and can adversely affect the health of our other children. If you have any doubts about your child’s health, please keep your child home and contact your family doctor.

In the event your child becomes sick while at the school, you will be promptly notified. We expect that you will come to the preschool as quickly as possible to take your child home.

In case of any medical emergency requiring urgent attention, we will try to reach the parents first. If we cannot locate the parents or designated adult, we will call the child’s physician. If he/she cannot be reached, we will take your child to the hospital indicated on the Emergency Care Information form. Note: At Administrator’s discretion, the child may be taken to the nearest hospital emergency room.

WHEN YOU SHOULD KEEP YOUR CHILD AT HOME

ILLNESS CHART*

Illness:	May Return:
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (Pink eye)	24 hours after start of treatment (If specifically, drainage and excessive tearing have stopped)
Croup	After illness has subsided
Diarrhea-GastroEnteritis	24 hours after last stool or after 1 normal bowel movement
Rubella	At least 7 days and 24 hours after symptoms end
Hepatitis A	At least 7 days after onset of jaundice
Impetigo	24 hours after treatment has started
Fever	24 hours after temperature is normal
Influenza	24 hours after symptoms have subsided
Measles	At least 4 days after onset of rash.
Lice	When hair is free of lice and nits (eggs)
Whooping cough	At least 7 days after therapy has started
Pinworms	after treatment is completed
Roseola	After illness has subsided
Scabies	24 hours after start of treatment
Strep throat	24 hours after start of treatment
Poison Ivy	After lesions have dried up
Pneumonia or Epiglottitis	Written note from physician (If flu to H-Flu, Health Department must give order)
Bacterial (Spinal) Meningitis	When Health Department gives OK
Mumps	14 days after swelling begins
Covid-19	Positive test or potential exposure- (Speak with Director)

**Source: US Department of Health & Human Services*

MEDICATION POLICIES

South Pointe Christian School will administer medication (prescribed or over the counter.) The prescription medication must be in the original container and labeled with the child's complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date and physician's name and license number. **All parents must complete a Medication Authorization Form in order for the teacher to administer medication.**

Topical ointments may be applied as needed for protection against the sun or diaper rash under written parental instructions. Topical ointments should be given to your child's teacher and never left in cubbies. All topical ointments will be kept beyond the reach of children at all times.

***Medication Authorization Forms can be obtained from the director or by visiting our school's website www.southpointechristianschool.org. These forms will be maintained and kept in your child's file.**

IMMUNIZATIONS AND PHYSICALS

South Pointe Christian Preschool work to protect the health and safety of our staff and students. It is a requirement that all children receive all immunizations and examinations that are required by the state law before attending Preschool. If you do not comply with the requirements South Pointe Christian Preschool may separate your child from the preschool until your immunization file has been updated. The only exception will be because of religious reasons and you have to have an exemption letter from DHEC.

TUITION AND PAYMENT POLICY

Upon acceptance, a non-refundable registration and book and supply fee is required. Tuition payment is due the 1st of each month starting July 1st, of the current year. South Pointe Christian Preschool will impose a late payment fee of \$50.00 after the 10th of the month. Students will be withdrawn if payment is not received by the 16th of the month. Please pay by cash, money order, or a check made payable to South Pointe Christian School.

Please keep in mind that you must pay for the whole month regardless if your child is out for any reason. This will include sickness, parents being laid-off from work, visiting relatives, being on vacation, holidays or inclement weather.