

south  **inte**
CHRISTIAN SCHOOL

PRECHOOL

Parent-Student Handbook



2023-2024

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SC DSS License # 21875
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ARRIVAL

Our motto during off time is “the shorter the goodbye the shorter the cry.” We know from experience that after your child has been here a few times, the “fuss” will be less, if at all. Children have a unique capacity to make new friends quickly. Feel free to discuss any information you feel pertinent about your child with his/her teacher each morning.

BIRTHDAYS & HOLIDAY PARTIES

We love birthday celebrations and holiday parties and look forward to sharing this special day with your child. Parents are encouraged to make this day special by providing a “birthday celebration” for your child and his/her friends. Suggestions for treats include: cookies, cupcakes, ice cream, fresh fruit, or other such items. Due to health/sanitation regulations, all baked goods must be pre-packaged. Please consider the nutritional value of any snacks you bring. We will strive to make your child’s special day as memorable as possible.

CENTER CLEANLINESS

South Pointe Christian School 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.

CHILDREN SERVED

South Pointe Christian School provides quality childcare, combined with the latest trends in early childhood education. Programs are available for Infants and Toddlers (eight (8) weeks to twenty-four (24) months) and Preschool (ages two (2), three (3), and four (4) years).

CLOTHING/SUPPLIES

Children are required to be fully dressed upon arrival.

Parents of **infants** are required to provide an adequate supply of diapers. Each child should have three 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 child's name and date. All personal items must be labeled. Please provide a plastic bag for soiled clothes.

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. Girl's dress code: underpants must not show when bending over.

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.

Please, no 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.

Children will go outside daily if weather permits.

We enjoy helping your child become independent. It can be frustrating for your child if he/she comes dressed in an outfit that zippers or buttons down the back or with a belt. We enjoy seeing those big smiles and confident looks that say "I did it by myself!"

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.

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 center. 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.

DISCIPLINE

One of our goals is to help your child develop a positive self image. We recognize that children need clearly defined limits set in a non-threatening yet firm manner. Children are encouraged to be self directed and exhibit self control. In order to achieve these goals, we apply principles that build individual esteem through close supervision, gentle guidance, and redirection. When all else fails, we will utilize a brief timeout. This practice is rarely employed and never overused. We do not employ corporal punishment as a means of discipline.

EMERGENCY CLOSING

Due to inclement weather, it may be necessary for South Pointe Christian School to open late or close early. We will make every effort to open the center; however, safety of our staff, children and families is of utmost concern. Announcements will be made on South Pointe Christian School's Facebook page and by Notify Plus phone tree.

ENROLLMENT CRITERIA

Children must be between eight (8) weeks and four (4) years of age. The following forms are required and should be completed as part of the enrollment process:

1. Application for Enrollment
2. Immunization Certificate-updated
3. Discipline and Behavior Management Policy form
4. Medical Instruction Form
5. Birth Certificate (Child must be 4 years old by September 1 for K4 preschool)

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 center 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 center. Your child's space can be reserved for up to two (2) weeks.

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

South Pointe Christian School 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 will be used when an opening presents itself.

A BEKA CURRICULUM

South Pointe Christian Preschool will be using A Beka curriculum for K-2, K-3, and K-4 classes. The A Beka curriculum helps prepare our children for kindergarten.

- K-2 will learn language development and listening skills, simple counting 1 - 25, and Bible verses, hymns/choruses.
- K-3 will learn language development, vowels and consonants, listening skills, counting 1 - 30, Bible lessons, hymns/choruses and memory verses.
- K-4 will learn language arts with phonics and reading, poetry, number recognition and counting, Bible lessons, memory verses and hymns/choruses.

Classes for K-2, K-3, and K-4 will begin at 8 AM. Please have your child here and fed breakfast by that time so he/she won't miss pledges and Bible time.

HEALTH CARE

Because of our concern for the health of your child and all other children in the center, 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 center 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 judgement. Re-admittance is at the discretion of the Director. When a child is absent due to illness, the parent is asked to notify the center as early as possible in the morning.

HOURS OF OPERATION

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

HOLIDAYS

The center will provide a list of holidays annually.

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 or 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 in the morning
- 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

Children need to be fever free and free from vomiting or diarrhea for 24 hours before returning to school.

We are a center 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 center, you will be promptly notified. We expect that you will come to the center as quickly as possible to take your child home.

Note: At the Director's/Administrator's discretion, an injured child may be taken to the nearest hospital emergency room.

The following steps will be followed:

1. First aid will be immediately administered
2. 911 will be called
3. The parent/guardian or emergency contact person listed on the enrollment application will be notified

ILLNESS CHART*

Illness:

Chicken Pox
Conjunctivitis (Pink eye)

Croup
Diarrhea-Gastro Enteritis

Rubella
Hepatitis A

Impetigo
Fever

Influenza
Measles

Lice
Whooping cough

Pin worms
Roseola

Scabies
Strep throat

Poison Ivy
Pneumonia or Epiglottitis

Bacterial (Spinal) Meningitis
Mumps

*Source: US Department of Health & Human Services

May Return:

24 hours after lesions have crusted

24 hours after start of treatment
(if specifically drainage and excessive
tearing have stopped)

After illness has subsided

24 hours after last stool or
after 1 normal bowel movement

At least 7 days & 24 hours after symptoms end

At least 7 days after onset of jaundice

24 hours after treatment has started

24 hours after temperature is normal

24 hours after symptoms have subsided

At least 4 days after onset of rash.

When hair is free of lice and nits(eggs)

At least 7 days after therapy has started

After treatment is completed

After illness has subsided

24 hours after start of treatment

24 hours after start of treatment

After lesions have dried up

Written note from physician

When Health Department gives OK

14 days after swelling begins

MEDICATION POLICIES

South Pointe Christian School will administer medication (prescribed or over the counter.)

The above 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 Student Medication Form prior to teachers administering any medicines. Student Medication Forms can be obtained from the Director, secretary, or teacher. These forms will be maintained and filed in your child's file.

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.

MEALS

Due to the number of children arriving early, we cannot prepare breakfast foods in our kitchen. If you wish to send breakfast for your child, please send foods he can feed himself that morning. Use only disposable containers.

South Pointe Christian School 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.

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 eight (8) weeks to fifteen (15) months of age must complete an Infant Feeding Schedule. The Infant Feeding Schedule must be updated by the parent 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.

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.

OPEN DOOR

Parents may go right into the room to be with their child at any time. We encourage parents to visit, just check in at the office as you come in.

PARENT PARTICIPATION

South Pointe Christian School is 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 center 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.

PICK UP

Please go directly to your child's room at pick up time. Sign your child out at the front desk when you exit the center. Please call if you will be late in arriving to minimize unnecessary concerns.

All children must be picked up by 5:30 pm Monday through Friday. Children picked up after 5:30 pm will be assessed a late fee of \$20.00 per child per half-hour.

No person other than those who appear on the departure authorization form will be allowed to pick up your child. If you will not be picking up your child, call so that we may be ready. In the case of a separation/divorce, the parents maintaining custody will be asked to submit in writing when the visiting parent may pick up the child.

No changes to the departure authorization form will be accepted by phone.

REST TIMES

Quiet time is important for a child's health and well being. Such time also allows a child to "reenergize" 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 11:30 am-1:30 pm 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 center supplies a cot for all children. They are reserved exclusively for your child. If your child needs a small blanket for quiet/rest time, we ask that you provide one. 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. SIDS 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 School 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 School 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 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 School 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). 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.

SAFETY

Our parking area can be a busy place at certain times of the day. Please help us in providing a safe environment. We offer the following tips and ask for your cooperation.

- Please hold your child’s hand in the parking lot.
- Please make sure your child does not run ahead or behind you upon arrival and pick up.
- Upon arrival please park in the parking lot and turn off your car before taking your child inside. If your child is in K-5 or up you may pull through the circle to drop them off. It becomes very congested in the mornings so please do not park in the circle drive to bring your child inside.

Accident Insurance: Unfortunately, accidents do happen and often require medical attention. South Pointe Christian School 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%

SHOW & TELL

Show and Tell is a wonderful learning experience for all involved. We enjoy it so! Show and Tell schedules vary from class to class. Please check the classroom schedules. Please ensure your child's name is on any item used for Show and Tell. Please avoid bringing in any toy guns, knives or swords.

This is a great opportunity for your child to get up in front of a group and talk with confidence about something he/she is comfortable with.

TOILET 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.

All students entering the 4 K class need to be potty trained (with the exception of a pre-existing medical condition). In the case of such a condition, a doctor's note must be provided.

TUITION

- **Daycare/Preschool \$130.00-Registration Fee**
- **Daycare/Preschool \$160.00-Books & Supply Fee**
- **Infant: Yearly Tuition \$7,645– 11 payments of \$695 (starting in July)**
- **K2-K4: Yearly Tuition \$6,875 –11 payments of \$625 (starting in July)**
- **Late payment fee: \$50.00 after the 10th of the month.**

Student withdrawn if payment is not received by the 15th of the month.

A fee of \$150.00 will be charged per child, if withdrawn during the school year.

Payment in full is required. Please pay by cash or check made payable to South Pointe Christian School.

Parents are required to pay for the **whole** month even when your child is not attending. This includes being out for sickness, visiting or staying with relatives, away on vacation, out for holidays or inclement weather. This policy enables us to meet our overhead and payroll obligations. It also helps keep tuition as low as possible.

Effective July 5, 2018 no refund of registration, book/supply fee or weekly tuition will be issued to any parent should you decide to withdraw from SPCS.

To withdraw a student you must give the administrator or day care director a two week notice. There is a withdrawal fee of \$150.00 per child.

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