

# PROVIDENCE PRESCHOOL AND KINDERGARTEN HANDBOOK

2020-2021



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*Learn and Play the Creative Way at Providence Preschool & Kindergarten!*

Welcome to our Providence Preschool Family! We are delighted you have chosen to share your child with us this school year. Our students learn to work and play with others as they build good habits and attitudes that will be helpful in their love for learning and their love for Jesus. Classroom activities are designed to prepare your child to be ready for a full-day program in public or private school. Please take time to *carefully* review this handbook. **Once you have completed reviewing the handbook, please sign and return the handbook verification form.**

## 2020-2021 General Calendar – Subject to change due to Covid-19

Sept 3	Meet the Teacher
Sept 8	1 <sup>st</sup> Day of School
Oct 19	No School
Nov 2,3	Fall Break
Nov 23-26	Thanksgiving Holiday
Dec 21-31	Christmas Break
Jan 4	Back to School

Jan 18	MLK, Jr. Holiday
Jan	In-house Registration
Feb	Open Enrollment
Feb 15	No School
March 22	No School
April 5-8	Spring Break
May 26	Last Day of School

### **Inclement Weather & Holidays:**

We follow the same schedule as Anderson School District One. When the public schools are closed due to weather conditions or Covid-19 health concerns, the preschool will also be closed. When there is a delay, the preschool will make its own decision based on our local weather conditions and teacher availability. You will receive notification via email and Remind. It is therefore extremely important that all care-giver's e-mail addresses and phone numbers are up-to-date. **While we try to follow Anderson District One's yearly schedule, we do have to make exceptions! Please pay careful attention to our dates.**

## PAYMENT & FEES

### Tuition Policy

Tuition is due on the **first Thursday** of the month. Tuition not received by the following school day, will incur a \$25 late fee. If an account becomes **15 days past due, the child will be automatically withdrawn from the program** until the account is made current. Cash or check payments should be sent to the school in your child's school folder. Your child's teacher will record the payment on the inside flap of the folder. Cash payments should always be submitted in a sealed envelope with your child's name on it, and checks should be secured with a paperclip. The folder record will serve as your receipt of payment each month, so please do your best not to lose the folder. *An automatic charge of \$25.00 will be made to your account for each returned check.* Please contact the director for an online payment option.

### 2020-2021 Tuition Rates

Monthly Tuition Rates will be as follows:

K5 (M-Th): \$325	K2 (M-Th): \$255
K4 (M-Th): \$255	K2 (T-Th): \$225
K4 (T-Th): \$225	K2 (M/W or T/Th): \$200
K3 (M-Th): \$255	
K3 (T-Th): \$225	

Monthly tuition rates are leveled regardless of the number of days/weeks your child attends. You pay the same amount each month. A negative balance at the end of the year will keep your child from enrolling again in the fall.

### Replacement Fees

Replacing lost folders will cost \$5. Replacing school bags will cost \$10.

### Registration & Material Fees

Enrollment is determined on a first-come, first-serve basis. Registration & material fees must be paid at the time a registration form is submitted. Registration & material fees are non-refundable.

### Withdrawal Notice

A two-week advance written notice is necessary to withdraw a child from the program. Tuition, registration & material fees will not be refunded.

### Late Pick-Up Fee

Children should be picked up no later than 1:00pm, with the exception of K5. The dismissal car line for all students, except K5, begins at 12:45. After 1:05, parents must sign their child out and pay the late pick-up fee of \$1 per minute.

### Absences

Full tuition is due even when your child is absent due to sickness, illness, vacation, etc. Not attending school for one month, does not mean that tuition is not due for that month unless the child has been properly withdrawn from the program. (See Withdrawal Notice.)

## HOURS OF OPERATION

**K5** 8:25am – 1:30pm  
**K2 – K4** 8:45am – 12:45pm

**Drop-off and Pick-up**  
Drop-off time 8:45-9:00am  
Pick-up time 12:45-1:00pm

Classes are offered for children ages 2 through Kindergarten, Monday - Thursday. Our school is closed on Friday. K5 students attend a four day week (M-Th). K3 and K4 classes have the option of either a three day (Tues–Th) or four day week. K2 has a two day, three day (Tues-Th) or four day (M-Th) option.

Providence Preschool traditionally has an open-door policy. Due to the unique circumstances of this year with Covid-19, visitors will only be allowed to enter the building under extenuating circumstances and must wear a mask. If a discussion is required with a staff member, please contact the teacher ahead of time and set up a time to have a conference. We ask that you *DO NOT park in the car line and leave your car unattended during drop-off and pick-up times!* During school hours, all exterior doors will be locked for safety.

### **Adjustment Period**

Starting school for the first time can cause anxiety for children. Visiting during the scheduled Meet the Teacher or with prior staff permission may make the adjustment easier. We want to work with you and your child to help make preschool a positive experience. We recommend that you give your child at least one month to adjust to the whole preschool experience.

## **CAR LINE PROCEDURE**

### **Drop-off:**

1. Pull up to sidewalk parallel to playground. (Two cars will fit along the length of the sidewalk.)
2. Staff will meet and assist your child from the car with belongings & walk them in.

### **Pick-up:**

1. Please display the car tag with your child's name from the rear-view mirror.
2. Pull-up to the sidewalk parallel to playground. (Again, two cars fit the length of the sidewalk.)
3. Allow teachers to load child/children in car. (Please DO NOT get out of the car at this point to fasten seatbelts!)
4. Pull up out of the line toward the church sanctuary to secure your child in safety seats to keep the line moving smoothly.

## **MEDICAL/EMERGENCY INFORMATION**

### **Please keep your child at home if he or she has experienced one of the following conditions in the past 24 hours:**

1. Fever
2. Diarrhea
3. Nasal secretions that are thick, yellow or green and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your physician to rule out infection.
4. Sore throat with fever or throat spots.
5. Cough accompanied by fever, chills, and the coughing up of green or yellow mucus.
6. Vomiting or nausea.
7. Head lice, no nits or active lice present. If we see any nits or lice, the child will be sent home and the classroom parents notified.
8. Pink eye or other eye infection. Eye drainage or any type should be checked by a doctor to rule out infection. If a written statement from a doctor ruling out infection is obtained, the child may attend as normal.
9. Impetigo or other unusual rashes should be checked by a doctor to rule out bacterial infection. If a written statement from a doctor ruling out infection is obtained, the child may attend as normal.
10. Child not feeling well, such as lethargic behavior and/or crying.

### **The child may return to preschool after illness when:**

1. Fever not caused by Covid-19 has been broken for 24 hours **without the aid of fever-reducing medicines.**
3. Nausea, vomiting or diarrhea not caused by Covid-19 has subsided for 24 hours without the aid of medication.
4. Appropriate antibiotic dosages have been given over a 24 hour period for any type of strep or bacterial infection.
5. Child is feeling well again and normal behavior has returned.
6. DHEC guidelines for returning to school have been followed in the case of Covid-19.

## REGULATIONS

### Staff Certification

- We have certified staff, trained specifically for infant & child CPR as well as First Aid. Staff certification must be renewed every two years.
- All preschool staff under-go an independent background check prior to their employment at Providence Preschool.

### Child Placement

Our program is for children two through five years of age. The child's age on September 1 determines his or her age-based placement. As we realize that each child presents a unique set of needs, changes can be made with the approval of the director and the parent. **Children entering the 3-year-old class must be day time potty trained.**

### Authorization for Pick-Up

Information giving permission for person(s) other than a parent/guardian to pick up the child from school must be included in your child's file. It is a good practice for the parent to notify staff when other person(s) are picking up the child on a given day. In the event that someone other than those listed on the authorization form are to pick up, the school needs to have authorization. *We will ask for a photo ID to be presented.*

### Enrollment

In house registration is held in the month of January. New Registration forms will be sent home in your child's folder. Open enrollment begins in February.

### Child Abuse

The staff at Providence Preschool is required by SC State Law to report any suspicion of child abuse to DSS.

## OTHER IMPORTANT INFORMATION

### K5 Report Card

Quarterly report cards will be issued to all K5 students. Attendance and tardies will be kept and noted on the report card. We follow the South Carolina K5 state standards.

### Parent – Teacher Conferences

We believe the partnership between parents and teachers is essential to the child's well-being. K5 conferences will be held at the end of the 1<sup>st</sup> grading period and then as needed during the remainder of the year. Teachers of K4 students will conduct mid-year and year-end evaluations. K3 and K2 evaluations are conducted at the end of the year only. Conferences can be scheduled at any time if a parent or teacher feels that a conference would be helpful or necessary for the child's benefit. It is for this reason that we discourage lengthy discussions at drop-off and pick-up times as this may be disruptive.

### Birthdays

Birthdays are special times. You are welcome to send in a treat! Please notify your child's teacher in advance. If you send party invitations to school, please make sure that you include each child in the class. We would not want anyone to feel left out. Also, be mindful of potential allergies. ALWAYS ask your child's teacher if there are any allergies in the class if you plan to bring in a treat.

### Nutrition

Please notify the school and your child's teacher if your child has any food allergies. Students should bring their own lunch from home, including a beverage. Please pack lunches that do not require heating. Ice packs can be used for foods required to stay cold. For children under the age of three, grapes should be cut in half and hot dog wieners cut in half lengthwise first, then cut into bite-size portions. All food should be ready to eat. Do not send carbonated drinks or glass containers in your child's lunch. **Also, NEVER send hard candies of any kind in treat bags or teacher treasure boxes as these pose a choking hazard.** A mid-morning snack will be provided by the program. Please feed your child before arriving at the preschool. Children are not to enter the classroom with food or beverage.

ALL STUDENTS NEED TO BRING A WATER BOTTLE TO SCHOOL THIS YEAR.