

# Parent Handbook

**Please read and then sign and return the last page of this handbook to your child's teacher.**

**It lets us know you have read our policies.**

## 2017-2018 Program



PROVIDENCE BAPTIST CHURCH PRESCHOOL  
[www.pbcpreschool.com](http://www.pbcpreschool.com)

Providence Baptist Church  
294 Seven Farms Drive  
Charleston, SC 29492

843-971-5275  
[preschool@providencecharleston.org](mailto:preschool@providencecharleston.org)

Welcome!

We, the teachers, and the entire Providence family welcome you to the Providence Baptist Church Preschool program. It is a privilege to work with you and your children during their early childhood years.

This handbook outlines policies and procedures that are designed to help the program function well while keeping your child's best interests in mind. Please take time to read this handbook in its entirety. ***Please sign and date the last page of the handbook and return it to your child's teacher.***

As parental involvement is key to a successful program, we welcome your presence, questions, and suggestions at any time. We strive to provide the highest standards in early education and a loving environment for your children to grow.

We look forward to a happy, productive year and getting to know you and your family.

Sincerely,

Anne Lynch, Director

Providence Baptist Church Preschool Board

Rev. David Woody  
Margaret Hyatt, Chair  
Heather Dolan  
Angela May  
Morgan McQueeney

**OUR MISSION...**Our mission is to provide and promote the mental, social, emotional, physical and spiritual development in children. Our program aims to accomplish these goals by providing a creative environment where children will have opportunities to grow within their reach. We have an open door policy and welcome families of all faiths and ethnic backgrounds.

**OUR PURPOSE...**The purpose of the Providence Baptist Church Preschool program is to offer early childhood education in a Christian setting that will provide a loving, caring and safe environment for young children in and around our community.

**OUR GOALS...**The goals of the Providence Baptist Church Preschool program are:

- to provide age-appropriate, teacher-directed activities
- to provide a safe environment where children feel secure without their parents
- to foster a positive self-concept, positive attitude towards learning and developmental goals, self-control, and a sense of belonging
- to offer stimulating opportunities for creative play
- to provide opportunities for fine and gross motor development
- to encourage children to think, reason, question, and experiment
- to offer choices that encourage the children's decision-making process
- to teach the children about God's love for each of us
- to promote and respect cultural diversity

**NON-DISCRIMINATION POLICY...**The Providence Baptist Church Preschool program admits children to its program without regard to race, color, religious affiliation, ancestry, sex or national origin.

**THE CHURCH'S ROLE IN THE PBC PRESCHOOL PROGRAM...**The Providence Baptist Church Preschool program is a ministry of Providence Baptist Church. The program reflects the Christian values of Providence Baptist Church while promoting an anti-bias and multicultural approach to early childhood education. This program is viewed by Providence Baptist Church as an essential part of its mission to the community. We welcome you to our family.

Parents who have questions about the church's programs or questions related to children and faith are encouraged to contact David Woody, Minister of Faith Development at Providence Baptist Church at 843-971-5275 or [woody@providencecharleston.org](mailto:woody@providencecharleston.org).

**PROGRAM BASICS...**Our early childhood education program is designed for children ages 12 months through 5 years old. Our program is open Monday through Friday from 9:00 am to 12:30 am. For children in the 2's, 3's and 4's, there is an optional early-drop off beginning at 8:30 am, OR an optional late pick-up ending at 1:00 pm (but not both early drop-off and late pick-up).

Each class follows a daily routine with curriculum that is age appropriate, including activities that alternate between free play and structured play (both independent and group) that encourage learning through fun. Daily activities also include circle time, centers, stories, crafts, music, snack time, and playground time. Our teachers are highly-qualified: all are

certified and/or have a background in early childhood education.

Our program offers five different classrooms. There are separate classrooms for each age group/ability level: 1 year olds, 2 year olds, 3 year olds, and 4 year olds. Based on your child's individual needs, he/she may be placed in a class based on ability level not age. We accommodate children of all academic and social abilities.

Each class will have sufficient teachers to ensure the following child-to-teacher ratios

1 year old class	4:1
2 year old class	5:1
3 year old class	6:1
4 year old classes	6:1

**DAILY SCHEDULE...**A typical day will have the following academic and social times:

Free Play: All areas of the room are available to the children. These areas include books, blocks, manipulative materials, dramatic play, and art materials. Special activities are available.

Structured Time: Teachers will work with small groups and individually with children. This is a time to provide children the opportunity to think, reason, question, and experiment, in addition to provide opportunities for fine motor development.

Circle Time: This is a time for songs, a book, introducing concepts and ideas, and discussions about aspects of the calendar. Children are encouraged to answer and ask questions as well as practice following directions.

Clean Up: Children learn the importance of cleaning up after playing. During the year, younger children become more and more involved in the cleaning process, learning to care for their materials by helping to put them in their proper place. The older children cooperatively put their rooms in order.

Snack Time: Children sit at the tables, enjoy a healthy snack and conversation, and clean up their spaces. Often a story or music will be enjoyed during snack time.

Playground: The children enjoy exercise and outdoor time with their classmates. The playgrounds are located on either side of the parking lot (small children's playground is between the buildings and the parking lot; older children's playground across the parking lot). All areas of the playground are available and are supervised by teachers.

Lunch: Children are supervised as they eat lunch brought from home.

**DROP-OFF AND PICK-UP...**All classes begin at 9:00 am and end at 12:30 am. An additional fee will be charged if students attend early care (8:30-9:00 am) or late care (12:30 pm-1:00 pm) for children in the 2's, 3's, and 4's.

It is important that children arrive at school on time. When children arrive late, they have to join activities that are in progress. This may be difficult for them and for the other children.

It is important that children are picked up on time. It is a simple way to build trust with your child. Children who must wait beyond their scheduled pick-up time may become anxious or upset. If you are unable to pick up your child as scheduled, have a plan in place for someone to pick up your child on time. Please call the church office (843) 971-5275 or your child's teacher so that the teachers and your child can be told what to expect.

Your child must be picked up at the 12:30 pm dismissal. You will be charged \$1 per minute

that you pick up your child after 12:30 pm, unless you had pre-arranged for your child to stay for the late pick-up at 1:00pm.

**DROP-OFF AND PICK-UP PROCEDURES...**Parents should escort their children to and from their classrooms, being especially mindful of other cars in the parking lot area. The teachers are busy preparing until 9:00, so children must stay outside of the classroom and in the parent's care until after 8:55 am unless they are attending early care.

- On Drop-Off, please sign your child in on the daily register. Please write any special info that you would like the teachers to know for their day, including changes in pick-up time. (Even if you tell one of your child's teachers, please also write it down for them.)
- On Pick-Up, please sign your child out on the daily register. For their safety, please keep your child in your care after they leave the classroom.

**EARLY DROP-OFF AND LATE PICK-UP...**Early drop-off is available each morning between 8:30 am and 9:00 am for children in the 2's, 3's and 4's. There is a fee of \$5.00 for each child for each early drop-off. Advance notice is required for early drop-off: please notify the director the day before if you plan on dropping off early.

Additionally, late pick-up is available each day until 1:00 pm. There is a fee of \$5.00 for each child for each late pick-up. Advance notice is required for late pick-up: please notify the director and teachers at drop-off that your child will be staying for late pick-up. Otherwise, you will be charged a late pick-up fee of \$1 per minute after the regular 12:30 pm dismissal time.

**PERSONS AUTHORIZED TO PICK-UP CHILDREN...**During the enrollment process, each family is to provide the school a list of people (identifying by name and relationship) who are authorized to pick up their child from school. If a person's name is not on that list, we cannot release your child without a **prior authorization from you**. You may add or delete names whenever necessary. If you know ahead of time that someone other than you will be picking them up, please let the teachers know. That person may be required to show identification upon arrival and release of the child.

**SCHOOL CALENDAR...**The Providence Baptist Church Preschool program follows that of the Berkeley County School District for holidays and school closings. A calendar will be provided to you at the commencement of the school year. However, the calendar is subject to change due to church events, weather, or other scheduling conflicts. We will notify you in advance of any calendar changes.

**INCLEMENT WEATHER...**Providence Baptist Church Preschool follows the Berkeley County School District Calendar in the event of inclement weather. Please tune into local media in the event of pending inclement weather. If the Berkeley County School District is closed, PBCP will also be closed, even if it is not among the listed closings.

**DRESS CODE...**Please dress your child in comfortable, practical clothing. Sneakers or rubber-soled shoes work best and are the safest. **We recommend shorts under dresses.**

The clothes should be washable play clothes, as they will be using paint, glue, markers and other “messy” materials on a regular basis.

We encourage self-help skills and want children to be able to manage their clothing. We want your children to feel free to play and engage in activities comfortably and safely. Please dress them so that this is possible.

It is best to assume there will be an outside recess every day, throughout all seasons. Please send sweaters, jackets, or raincoats for your children according to the weather.

**SPARE CLOTHING...**Please provide a complete change of clothing for your child suitable for the season (including shirt, pants, underwear or diapers, and socks). PLEASE LABEL EVERYTHING. This clothing should be put in a clear plastic bag or box, which fits in a cubby. Please update these clothes after the winter and spring holidays to account for the change in season.

If your child has an accident or spill and does not have suitable clothing, we will attempt to find something appropriate in our spare clothing bin. If your child leaves school wearing any clothing you do not recognize, please launder the item(s) and return them as soon as possible so that it can be made available to the next child who needs to borrow it.

**SNACK and LUNCH...**We offer a small snack break for all age groups. Please provide an appropriate drink for your child to have with his/her snack.

If your child has allergies or special dietary needs we must know about them. Please ensure any such allergies or special dietary needs/preferences are indicated on your child's enrollment form.

Your child's lunch time will be at the end of the school day.

**ALLERGIES AND FOOD SAFETY...**Due to the high incidence of nut and peanut butter allergies, Providence Baptist Church Preschool strives to be a nut-free environment and does not allow any peanut butter, nuts, or nut products for snacks, parties, and any other shared food. If there is a child with allergies in your classroom, teachers will notify the families. Peanut butter is acceptable in individual lunches.

**ENROLLMENT...**Enrollment is on a first-come, first-serve basis. All enrollment materials can be found on our website ( [www.pbcpreschool.com](http://www.pbcpreschool.com)). An annual registration fee (equal to one month's tuition) ensures your child's spot in the program. **Enrollment fees are non-refundable and are not applied to current or future tuition.** Priority enrollment is available for members of Providence Baptist Church, children of staff of PBCP, and siblings of currently-attending children.

**WITHDRAWAL...**Advance notice of one month is required for all student withdrawals, regardless of the date or reason of the withdrawal, unless the withdrawal is requested by PBCP. You are responsible for the full tuition amount during the one month notice, regardless of if or when the vacated space is actually filled by another child.

**ATTENDANCE POLICY...**All required forms must be completed and on file in the office prior to each child attending classes. Children should be brought to school only on those days for which they are registered. There are no make-up days due to illness, vacation, holidays, or other reasons, and tuition is not reimbursed for days off.

**TUITION PAYMENT...**Tuition is paid monthly from August to April. Paying one month forward allows us to make necessary purchases of supplies and snacks. Payments are the same amount each month, regardless of if there is a school holiday or closing. Tuition payments are determined by adding up the number of days of attendance for the entire year and divided by the number of months. Payments will be due on the first week of each month. A 20% late fee will be assessed if a monthly tuition payment is not received by the tenth day of each month.

Fee Schedule

Ones: 2 days-\$175, 3 days-\$245, 5 days-\$380

Twos 2 days (Tues/Thurs)-\$175; 3 days (Mon/Wed/Fri)-\$245, 5 days (Mon-Fri)-\$380

Threes 2 days (Tues/Thurs)-\$175; 3 days (Mon/Wed/Fri)-\$245, 5 days (Mon-Fri)-\$380

Fours 4 days (Mon–Thurs)-\$320; 5 days (Mon-Fri)-\$380

Payment should be delivered to the church office or mailed to:  
Providence Baptist Church Preschool  
294 Seven Farms Drive  
Charleston, SC 29492

Checks should be made out to "Providence Baptist Church Preschool" with your child's name on the memo line on the bottom of the check.

Please note that we do not keep cash in the office and are unable to make change. If you are not able to provide the exact amount due, we will credit the overage toward the following month's tuition or other charges.

An automatic fee of \$35.00 will be charged to your account for a returned check. After an account has been charged with two returned checks, all payments must be made by cash or certified check.

**HEALTH POLICY...**If your child has allergies or special needs, we must know about them. Space is provided for this on the enrollment application.

To assure the health of the children and teachers in the program, we ask that parents keep sick children at home. A good rule of thumb is if you wouldn't want another child in the class to look/act the way your child is (i.e., red eyes, discolored running nose, hacking cough, lethargic, unusually tired or cranky), keep your child at home.

If your child has any of the following, your child must remain home:

- Fever of 100.5F or higher in the past 12 hours (without ibuprofen or acetaminophen)
- Inflamed mouth or throat
- Unusual fatigue or irritability
- Vomiting or diarrhea

- Discolored discharge from nose, eyes or ears
- Conjunctivitis
- Unexplained rash
- Active chicken pox or measles
- Scabies, head lice, or other infestation
- Pinworm infection or ringworm infection

A child cannot be brought back to the program until the contagious period of a disease is completely over (as listed below or as a note from a physician indicates).

- Chicken pox: until all sores are crusted
- Measles: until 5 days after development of rash
- Conjunctivitis: 24 hours after antibiotics have been administered
- Strep Throat: 24 hours after antibiotics have been administered

Your child must be symptom-free for at least 24 hours before returning to school.

If your child is being treated with antibiotics, he/she should be on the medication for 24 hours prior to returning to school.

PBCP is not equipped to isolate and supervise sick children. If a child should get sick while in class, the child's parents or another responsible adult, so designated by the parent, will be contacted to pick up the child as quickly as possible (within 30 minutes). This helps protect the health of the other children in our care.

If your child is exposed to a contagious disease while attending our program, the director will notify you as soon as possible. If your child is exposed outside of our program to a contagious disease, please notify the director as soon as possible so that other parents may be informed. Specific information about children, including their names, will be kept confidential between the parents and the director.

**MEDICATIONS...**NO oral medication is to be administered to children at school unless special arrangements have been made with the director.

**MINOR INJURIES...**Minor injuries are inevitable during active play. Therefore, if your child receives a minor scrape or cut that breaks the skin, the affected area will be washed with soap and warm water and a topical antibacterial ointment (such as Neosporin) may be applied. Ice packs may also be administered to bumps and bruises. Cortisone or similar creams may be applied to insect bites and stings. Desitin, Aquaphor or other diaper rash cream may be applied to diaper rashes as necessary.

When injuries occur, an incident report will be filled out by the teacher and a copy given to the parent. If the situation warrants, parents may be called prior to pick-up time to be informed of the injury.

**MEDICAL EMERGENCIES...**Providence Baptist Church Preschool staff members certified in CPR and first aid are on site at all times. In the event of a medical emergency, the staff of PBCP will attempt immediate contact with a parent. If a parent cannot be reached, the staff of PBCP will then attempt to notify one or more of the alternate emergency contacts named on child's enrollment form.



If the situation warrants, PBCP will transport your child by ambulance to the nearest emergency medical facility. A representative of PBCP will remain with your child at all times until a parent or alternative emergency contact arrives. Any expenses incurred in connection with the transport, care, and treatment given in any such situation are the responsibility of the parents.

**POTTY TRAINING...**We understand that potty training is a learning process and that children do have accidents. We do not expect two-year-olds to be toilet trained. However, we do ask that two and three-year-olds wear pull ups if they are in the training stages. If you would like us to aid in the training process, please let us know, and we will assist to the best of our abilities. Regular bathroom breaks will be held early in the morning and after snack.

**EMERGENCY RESPONSE PLAN...**Providence Baptist Church Preschool has adopted an emergency response plan, which outlines procedures that will be followed in the event of various emergency situations, such as fire, severe weather, earthquake, criminal activity near the church, etc. These procedures will be followed as closely as possible, but circumstances may warrant a deviation from the plan.

**DISCIPLINE...**One of our goals is to teach necessary social skills to the children. While respecting that each person is a valued individual, we teach children to function well within a group. This involves learning to meet one's needs without infringing on the rights of others and eventually accepting that one is not always able to do exactly what one wishes to do at any given moment.

The classrooms, daily schedules and curricula are designed to help children function well and to reduce frustration and conflict. The general classroom rules are:

- Listen carefully
- Follow directions
- Do your best
- Use inside voices
- Respect others
- Respect our school property
- Play safely, keeping hands and feet to yourself

However, if conflicts begin in any class, the teachers step in to unravel what happened and to help children resolve the issue peacefully. Usually, simple redirection is all that is needed. If a child persists in displaying negative behavior, a teacher works to calm the child and to make the limits clear.

Our discipline policy is as follows:

- 1<sup>st</sup> Offense – verbal warning; redirection
- 2<sup>nd</sup> Offense – time-out (time away from situation); redirection; explain consequence
- 3<sup>rd</sup> Offense – parent contacted to pick up child

If behavior issues are preventing proper operation of the classroom or causing harm to others, the teachers and/or the director will request a conference and the parents may be asked to keep their child home for up to 2 weeks. If the behavior issues continue after the 2 week break from school, the child may be asked to leave our preschool. We will work together with the

family to determine the best solution for all involved parties.

**BITING...**Biting occurs among preschoolers. It is important to understand why biting occurs:

- Biting feels good to teethingers
- The biter wants something and does not know how to communicate it
- Another child wants something they have
- The biter is frustrated and the feelings overwhelm them

If biting occurs, the bitten child will be calmed and medically-treated as necessary. The biter will be separated from the other children. We will emphatically but calmly let the biter know he/she hurt the other child and that it was not acceptable behavior.

After a 3rd biting offense, parents will be asked to keep their child home for up to 2 weeks. If biting occurs after the 2 week break from school, the child may be asked to leave our preschool.

**COMMUNICATION...**Communication between school staff and parent/students is crucial for overall school success. Keep an eye out for monthly newsletters from the director and regular classroom information

The director and the teachers are busy during the school day and may not have time to have an extended conversation with you during pick-up and drop-off. Please read your child's daily sheet every day: it will give you vital information about your child's day!

Please make appointments with your child's teacher for conferences to discuss progress or problems. You may communicate with the director via email or phone (preschool@providencecharleston.org or (843) 971-5275).

**VISITING THE SCHOOL...**As a dynamic preschool, we know many are interested in seeing our school in action, and we love to share what we're doing! Parents of our students are invited to volunteer or observe in their children's classes by asking your child's teacher to schedule a time for you.

We encourage parents to share with their child's class an area of interest or expertise that would be interesting and relevant to children. Reading your child's favorite book to the class is also a welcome treat. Teachers are happy to work with you to make these visits enjoyable and meaningful for all.

To avoid classroom disruptions while observing or volunteering in the classroom, we ask you not to bring other children with you.

**TEACHER CONFERENCES...**Arrangements for teacher conferences may be made at any time with your child's teacher or the director. We urge you to exercise this right should any concern or questions arise. Parents of 4 year olds will receive an evaluation mid-year to discuss Kindergarten Readiness.

**TOYS FROM HOME...**The program will not be responsible for any toys brought to school. Toys should not be brought to school unless discussed with your child's teacher.

**BIRTHDAYS...** Birthdays are acknowledged as special days for each child. Parents may bring in birthday cakes and/or treat bags for their child's birthday. The parent must make arrangements with the teacher in advance if he/she plans on celebrating the child's birthday in such a way. We ask that only the parents come for this special occasion. Please be mindful of any food or other allergies of children in the classroom when bringing in food or treats for birthdays. Also, please do not distribute birthday party invitations at school unless the entire class will be invited to the party.

**CHILD ABUSE POLICY...** Definitions of child abuse (as defined by the National Committee for Prevention of Child Abuse):

- *Physical abuse:* non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage, or death.
- *Neglect:* the failure to provide a child with basic needs, including food, clothing, education, shelter, and medical care; also abandonment and inadequate supervision.
- *Sexual abuse:* the sexual exploitation of a child by an older person, as in rape, incest, fondling of the genitals, exhibitionism, or pornography. It may be done for the sexual gratification of the older person, out of a need for power or for economic reasons.

If child abuse is suspected, the PBCP staff will take appropriate measures to ensure the safety and well being of the child.

Please sign, date, and return the following to your child's teacher. This ensures that you have read and understand the PBCP policies set forth in the Parent Handbook.

I, \_\_\_\_\_, have read and understand the policies set forth in the Providence Baptist Church Preschool Parent Handbook.

Date \_\_\_\_\_

Child's Name \_\_\_\_\_