

# PRESCHOOL HANDBOOK

Saint Andrews Presbyterian Preschool

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*Saint Andrews Presbyterian Church*  
**CHILDREN'S MINISTRY MISSION STATEMENT**

To support and supplement the parents in their efforts to build a spiritual foundation that, in God's time, will lead a child into a relationship with God through Jesus Christ.

*Saint Andrews Preschool*  
**MISSION STATEMENT**

Saint Andrews Presbyterian Preschool is a program of Saint Andrews Children's Ministry offering weekday preschool classes for toddlers through five-year-old children. Our child-centered and age-appropriate program is designed to meet the needs of the total child by promoting mental, physical, emotional, social and spiritual growth. Our goal is to provide a creative, fun and nurturing preschool experience where Christian ideals and values are presented as a way of life and children associate pleasure with learning.

Saint Andrews Preschool does not discriminate against race, creed, color or national origin.

## **SCHOOL HOURS**

School hours for all children are 9:00 a.m. to 12:00 p.m. An optional hour of preschool (Lunch Bunch) is available to all children for an additional fee. It is important that your child be on time so that he/she will not miss out on early morning activities. Your prompt return when school is over is also important. A late fee will be charged to parents of children who are picked up late and levied as follows:

- \$1.00 for each minute past 12:05 p.m.
- \$1.00 for each minute past 1:05 for those attending lunch bunch

Should an emergency arise, please let us know and we will be glad to work with you.

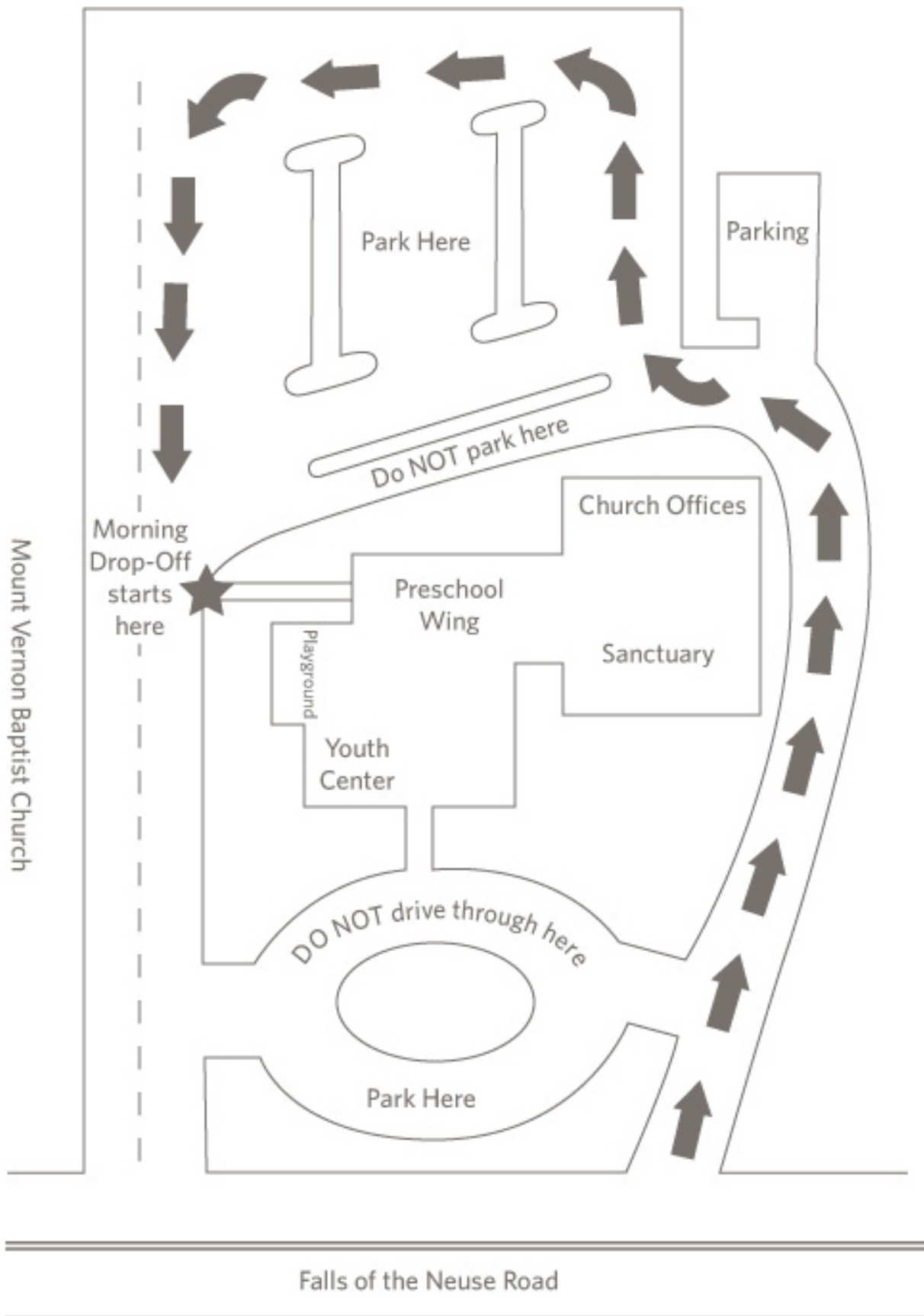
Children will be allowed to leave preschool only with their parents or designated drivers. A written note or phone call from a parent is required if your child is to be picked up by anyone else. For safety reasons, we will ask for identification if we do not know the person picking up your child.

## **MORNING DROP-OFF**

Walking into the school and taking care of coats and backpacks are important skills for older preschoolers who will soon head to kindergarten. Four and five year olds may be dropped off in the carpool line at the side door to the preschool wing. Three year olds will join the carpool club midway through the fall semester. Our staff will supervise and assist children during carpool. Please do not let children out of the car until a teacher is there at 9:00 a.m. to greet them. To minimize traffic congestion, we encourage carpooling with other families.

Parents should refer to the carpool map on the next page to determine the route to drive through the parking lot.

All children who are not participating in morning drop-off should be walked into the school by an adult. Please do not drop children off before 9:00 a.m. Teachers are busy with preparations in the mornings and cannot attend to your child fully before that time. When bringing children to the classroom in the morning, we encourage you to make your good-byes short and sweet at the door. It has been our experience that this is easier on the child than lingering good-byes. It is difficult for your child to become involved if you are still in the room.



## **LUNCH BUNCH**

Lunch Bunch is available to all children, Monday through Friday, and extends the school day to 1:00 p.m. for those who are participating.

There is an additional fee for Lunch Bunch based on the number of days each week that a child attends. Payment for Lunch Bunch can be included in your tuition check each month. We do not credit or refund fees if your child is absent. If we cancel Lunch Bunch for any reason, we will refund for those days. If space is available, your child may drop-in for lunch bunch. Drop-ins should pay on the day attending unless other arrangements are made through the preschool office.

Children need to bring lunch and a drink. Please be sure that your child's lunch box is CLEARLY labeled on the OUTSIDE.

Be sure to send a note if your child is going home from Lunch Bunch with someone else. We will ask for identification if we do not know the person who is picking up your child.

## **SNACKS**

The Preschool provides a daily, nutritious snack for the children. Normal fare includes crackers, pretzels, dry cereal, trail mix, fruits and vegetables, cheese, peanut butter and water to drink. Once a week classes may share a special snack provided by a parent volunteer. You can sign up for snack days at the beginning of the year in your child's classroom. Please make your child's teacher aware of any food allergies your child may have.

## **DISCIPLINE**

Learning self-control is just a normal part of growing up, so our policy is to help children learn to manage themselves in a group setting. We do not embarrass or ridicule a child when he/she misbehaves. Nor do we allow the use of corporal or physical punishment.

Most situations can be handled by redirecting the child to another, more appropriate, activity. This approach is called "positive redirection." Teachers will help the child learn to use words for sharing and taking turns, apologizing and communicating wants and needs to teachers and other students.

If warranted, a child may be separated from the group for a short time while in the same room. We call this "Sit and Watch." Before returning to the group a teacher will help the child process the situation and their actions, and together they will make a plan for the future to try to avoid repeating the situation.

In some cases, a child may sit in the preschool office for a short while in order to "take a break" from a situation in which they are struggling. Being in a group setting can be challenge some days and we recognize that taking a break is helpful. Before returning to the classroom, both teacher and child will talk about what went wrong and how to avoid the same situation in the future.

If a child continues to struggle in group situations or in following classroom rules, the parents, teachers, and preschool director may meet and talk to try to understand and solve the problem.

## **IMMUNIZATIONS**

A Children's Medical Report form, signed by a physician, is required prior to enrollment. Please note that all children must have had or be working toward the correct immunizations for their age level. No child shall be exempted from the requirements of immunization based on a parent's personal objections or beliefs. Request for a medical exception must be made in writing and must include a signed statement from the child's physician attesting to a bonafide medical condition as the basis for vaccination delay along with a plan for completing the child's vaccinations.

## ILLNESS POLICY

For the protection of your child and others in the preschool, please keep your child at home when he/she exhibits signs of illness or fever. If your child becomes ill during the morning and, in our opinion, should go home, we will contact you by phone and ask that you pick him/her up. For this reason, it is very important that we can always reach you (or your emergency contact person) during school hours.

We have adopted the most recent recommendations from the Committee on Control of Infectious Diseases of the American Academy of Pediatrics as our guideline for when children should stay home from preschool. The primary reasons for exclusion from preschool are that the condition:

- Prevents the child from participating comfortably in school activities
- Results in a need for care that is greater than staff members can provide without compromising the health and safety of other children
- Poses a risk of spread of harmful disease to others

Teachers and children should stay at home if any evidence of the following is present:

- Any symptoms of **COVID-19** which may include fever, coughing, difficulty breathing, fatigue, body aches, loss of smell or taste, sore throat, congestion or runny nose, nausea, diarrhea or vomiting.
- Any exposure to someone who has a known case of COVID-19. A 14-day self quarantine from the last known contact is required before returning to Preschool.
- Any travel out of the country or to an area where COVID-19 is spreading. A 14-day self quarantine from the date of return is required before returning to Preschool.
- Those who have tested positive or suspect they have had COVID-19 may not return to Preschool until they have been **72 hours fever-free** without fever-reducing medication **AND** it has been at least **10 days since the onset of illness**. You may be asked to present evidence of a negative test for COVID-19 or doctor's note before returning to Preschool.

Additional indications for children to stay at home:

- **FEVER** In cases other than COVID-19, children may NOT return to school until fever-free for a full 24 hours without fever-reducing medication.
- Any **RESPIRATORY SYMPTOMS** (cough, runny nose, or sore throat) accompanied by fever.



- Symptoms of an **INTESTINAL INFECTION** such as vomiting and/or diarrhea not associated with changes of diet, abdominal cramps and fever. Diarrhea is defined by watery stool which may or may not contain mucus and is occurring more frequently (more than 2 stools above normal for that child) and not associated with changes of diet or medication.
- **STREP THROAT** Children may NOT return to school until given two doses of an appropriate antibiotic 12 hours apart.
- Any **RASH** accompanied by a fever or behavioral changes
- Any symptom of **CHILDHOOD DISEASE** such as Pertussis, Measles, Mumps, Chicken Pox, Rubella, or Hepatitis A

Please call your child's teacher or the Preschool office if your child will be absent due to illness. Also, please inform your child's teacher if your child is taking medication that may alter behavior or toilet needs. If your child contracts a communicable disease (such as Influenza or Hand Foot and Mouth disease) parents MUST notify us immediately so that we can inform others.

In cases of **influenza**, children who test positive for the flu may be prescribed anti-viral medications which shorten the duration of flu symptoms. However, these medications do not shorten the amount of time a child is contagious, which could be as long as a week after onset of symptoms. Please do not allow your child to return to school until he/she has been fever-free for 24 hours without fever-reducing medicine AND he/she is no longer exhibiting symptoms of the flu. We reserve the right to ask a parent to keep their child home for additional day(s) to keep the flu from spreading in the classroom.

A special note about **HEAD LICE**: We follow recommendations from the CDC and American Academy of Pediatrics regarding cases of head lice. Students diagnosed with live head lice may return to class after appropriate treatment has begun. Nits may persist after the initial treatment, but should be gone after the follow-up treatment. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Please inform the Preschool if your child has lice so we can take appropriate actions in the classrooms.

## **MEDICATION and FIRST AID**

We keep band-aids and ice packs on hand for treatment of minor cuts, scratches, bumps, etc. No medication may be administered by the staff, except in the case of a child with a severe food or other allergy which requires immediate action, or in the case of a chronic medical condition which requires treatment during the school day.

Parents of children with asthma and/or allergies should contact the Director to arrange to have a dose of emergency medication on hand at the preschool. Medication is stored in the preschool office and may not be kept in a child's backpack or classroom.

## **CLOTHING and POTTY TRAINING**

Please dress your child in comfortable PLAY CLOTHES AND SHOES so that he/she can participate freely in all activities without worry and can feel confident in using the bathroom independently.

Toddlers and twos (unless fully potty trained) need to bring disposable diapers and a change of clothing each day. We follow universal health precautions based on barrier techniques to prevent the spread of disease in the toddler and twos classrooms. Therefore, we do not allow children to attend school wearing a cloth diaper. All children in these rooms who are potty training need to wear diapers or pull-ups with velcro closures, not training underwear, until they are completely trained.

Three year olds must be potty trained in order to attend school. They should also be independent or working on independence in using the bathroom and washing hands. Three-year-old classrooms are not equipped for diaper changing. Please send a change of clothes (labeled please!) that can stay at school in case of an accident.

## **SPECIALS**

We offer several specials that are designed to complement the curriculum in our regular classes. Music & Movement provides for participation in singing and responding to music, developing rhythm and developing gross motor skills through the use of games and equipment. Discovery is a hand-on lab program that allows children to explore and experiment, do science activities and gain an appreciation for the world around them. Our youngest learners participate in a Science Stories class which introduces them to science vocabulary through children's literature and singing. Storytime is a special program combining stories and songs with literacy-based pretend play centers designed to help children use their imaginations and connect to the stories they have read.

All children ages 2-5 will have the opportunity to participate in Music & Movement and Discovery classes each week. Toddler classes participate in a combined Music & Science Stories class weekly. All ages attend Storytime once a month followed by weekly play in the Storytime room.

Our preschool Chapel times combine simple children's messages, bible stories and singing with a focus on learning about God and sharing God's love with others. Three year olds attend Chapel monthly. Children in our fours and Transitional K classes attend Chapel weekly.

## **CONFERENCE DAYS**

Planned parent/teacher conferences for all threes, fours and fives will be held one day in January in lieu of a regular school day. Of course, individual conferences may be scheduled at any time upon request. We are here to ensure each child's readiness for school and will work to make sure that each child is ready to be an independent, confident learner in kindergarten and beyond. Should there be a concern with a child's development or behavior which may require special interventions, the preschool will work with parents to obtain professional assistance.

## FIELD TRIPS and SPECIAL EVENTS

Off-campus field trips may be planned for our four and five-year-old classes. We occasionally invite visitors from the community and from area parks and museums to present on-campus special programs for all ages. Additionally, teachers work together to plan periodic special events, such as Fall Fest and Spring Fling days, for all of the classes in specific grade level.

We invite parents to volunteer to help with special events and to chaperone field trips to help supervise and assist the children. For insurance reasons and the policies of the places we visit, siblings may not go along on (most) field trips.

It is our policy for off-campus trips that all adults wear individual seat belts and that all children ride in a properly-installed CHILD RESTRAINT DEVICE (CRD) in accordance with the current law which states:

*Children less than age 8 and less than 80 pounds must be in a properly used child restraint device (CRD)---any type of CRD as long as it meets Federal Standard 213 at the time of its manufacture and the weight range as specified by the manufacturer for the specific CRD. Parents will be asked to install their own child's CRD in the car they will ride in.*

The number of children in a vehicle is limited to the number of seat belts available. No child may sit in the front seat.

When an off-campus field trip is planned, notices will be sent home with all the necessary information. We must have a signed Field Trip Form on file for each child who participates in an off-campus field trip. Parent drivers will also be asked to complete a Field Trip Driver form.

## **INCLEMENT WEATHER POLICY**

***NOTE: As of March 31, 2020, Saint Andrews will no longer follow the decisions of Wake County schools regarding closings and delays in case of snow or other dangerous weather or emergency situations.***

Saint Andrews Preschool will make an independent decision about closing, opening on a delay or dismissing early when weather threatens. In the event of snow, ice or other weather conditions which might cause a change in school schedules, please keep your phone handy for updated messages from the preschool. Saint Andrews Preschool will notify parents of schedule changes via email and the REMIND app.

Saint Andrews builds three weather days into our calendar. For this reason, we will not make up the first three days missed. If more than three days of school are missed due to inclement weather, we will make up at least the next three days missed. Please note that our calendar does not allow for us to schedule make-up days to correspond to actual days missed.

Any changes to this policy will be made by the Director and will be communicated in writing.

## **HOW TO JOIN REMIND**

Parents can join our REMIND group in one of two ways:

Visit: <https://www.remind.com/join/sapp7506>. You will be asked to enter your phone number and name. They will send you a text message with a confirmation code that you enter on the website to complete the process.

Or text @sapp7506 to 81010. You can opt out of messages at anytime by replying, 'unsubscribe @sapp7506'.

## **SPECIAL CLOSINGS**

The Director can close school at his/her discretion in the event of the death of a staff member or of a staff member's immediate family. If school is closed for such a reason the day will be made up.

## **PLAYGROUND USE**

Students and their siblings may use the playgrounds after Lunch Bunch is over. Please wait until all of the Lunch Bunch students have been dismissed before entering the playground. Parents are responsible for monitoring their children on and off the playground and should accompany children inside the building after hours. If you need to re-enter the building, please use the door by the Preschool office.

Children should follow the same playground rules after school as they do during the school day. For safety reasons, we do not allow children to climb on the playhouse roofs or fence, slide head first down the slides, walk on the retaining wall outside the fence, or throw sand and mulch. Playground toys and equipment should be returned to the storage boxes and the gates closed when you are finished.

## **SPECIAL NEEDS CHILDREN**

Children with special needs may apply to the Preschool program. After a consultation with the parents, teacher, and any other appropriate persons, the Director will make a determination as to whether or not the child can participate and succeed in the program based on, but not limited to:

- the adequacy of the facilities
- the abilities of the staff
- the needs of the child as related to the teacher's time
- the impact of the child's needs on the daily routine

If, in the judgment of the Director, the child should not be admitted to the program, the registration fee and any prepaid tuition will be refunded. The Director will also review the cases of children whose special needs become apparent after enrollment. A decision will be made by the Director regarding the child's ability to continue in the program. Tuition will be prorated and refunded if the child is asked to leave the program.

## **ENROLLMENT, TUITION AND BILLING POLICIES**

Registration takes place during a two-week time period in January/February for the following school year. Registration packets will be available in January. Forms should be dropped off in the office according to the schedule in the registration packet. Please note that once currently-enrolled students and church members have registered, all remaining spaces will be available on a first-come-first-served basis until classes have filled.

A registration fee equal to one month's tuition must accompany the registration form in order for a child to be placed on a class list. Registration fees are separate from monthly tuition but are applied to the yearly tuition for each child. Registration fees will not be refunded unless a family moves to another town. The refund will be mailed to the new address.

When a class is fully enrolled we will start a waiting list for that class. Names of applicants will be kept in the order in which they are received.

## **PAYMENTS**

Tuition fees may be paid monthly. Monthly payments will be due the first day of each month beginning August 1 and ending April 1. Payments made after the 10th day of each month are considered past due and a \$15.00 late fee will be added. If you prefer to pay all at once or in larger installments, please make arrangements with the preschool office.

Payments may be made by check or in cash. If you prefer, you may set up online bill payments through your bank's website and have a check mailed to the preschool. We are unable to process debit or credit card payments.

Please do not give payments to your child's teachers. You may drop them off in the Preschool office. In order to retain your child's place, each month's tuition must be paid even if the child may be absent all or part of the month. We do not credit for days missed.

If a check is returned to the preschool due to insufficient funds, a \$25.00 fee will be charged to your account.

## **WITHDRAWAL**

A one-month's written notice is required should a child be withdrawn from school. Any child attending one day within a given month will be charged tuition for the entire month.

We make every effort to maintain a safe and appropriate environment for all the children in each classroom. Saint Andrews Presbyterian Preschool reserves the right to ask for a child's withdrawal if, after appropriate consultation with parents/guardians, it is determined that the school cannot adequately meet the behavioral, emotional, or physical needs of a child. Tuition will be prorated and refunded if a child is asked to leave the program.