

# **2016 – 2017 Parent Handbook**

## **Augusta Road Baptist Church Preschool Department of the Weekday Education Program**



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**2016 - 2017 Parent Handbook**  
**Augusta Road Baptist Church**  
**Preschool Department**  
**of the**  
**Weekday Education Program**

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# Welcome!!

Dear Parents,

We are happy you have chosen the Augusta Road Baptist Church Preschool Program to meet your family's need for childcare and early childhood education. The Parent Handbook will provide you with policies and procedures that guide our program.

The ARBC Preschool Program offers a nurturing preschool and nursery with early and late-stay programs available for six weeks of age through four year olds. After school and summer camp for elementary age children are also available at ARBC. Our curriculum is designed to meet the spiritual, social, physical, emotional, and intellectual needs of each child at their own level of development.

The staff of the ARBC Preschool Department welcomes you! We are here to serve you and your family. Working together we can help your child experience an early education environment that promotes a healthy development.

The Preschool Staff

## **Introduction**

The ARBC Preschool Education Program offers a nurturing pre-school and nursery for ages six weeks through four years old. Our program offers a combination of curricula designed to meet the spiritual, social, physical, emotional, and intellectual needs of each child. We include age appropriate educational content as well as physical education, music classes, and a weekly visit to the sanctuary for chapel time.

Our lead teachers in the three and four year rooms hold Bachelor Degrees in Education with many years of classroom teaching experience. Most of our teachers have been in this program over five years.

The Preschool program is open from 7:30 a.m. – 6:00 p.m., year round, Monday through Friday and follows the same holiday schedule as the Greenville County School system, except for Christmas.

The annual non-refundable registration fee is \$150.00.

The monthly tuition for the 2016 - 2017 school year is as follows:

### **INFANT 1**

\$635.00 per month (7:30 a.m. – 6:00 p.m.)

### **INFANT 2 and TODDLERS**

\$625.00 per month (7:30 a.m. – 6:00 p.m.)

### **2K-4K (must be 2, 3 or 4 on or before September 1st)**

\$55.00 per month (7:30 a.m. – 8:30 a.m.)

\$445.00 per month (8:30 a.m. – 2:30 p.m.)

\$500.00 per month (8:30 a.m. – 4:00 p.m.)

\$545.00 per month (8:30 a.m. – 6:00 p.m.)

Monthly fees are due by the 10th of each month.

**We typically have a waiting list for all our classrooms.** To be added to this list, we need your name and telephone number, your child's name and date of birth or due date and the month in which you would like for your child to enroll. We encourage you to email or call us monthly to remain active on this list. After we have confirmed a place for your child, we will call you to arrange a tour of our facility. Tours will be done on Wednesday and Thursday each week.

For more information, please contact the Preschool Program office at (864) 232-2713 or email at [weekday@arbc.com](mailto:weekday@arbc.com)

## **General Policies of the Preschool Program**

**Age of Child** – A child shall be the age of the preschool class in which he is enrolled by September 1 of that year.

**Clothes** – Washable, weather appropriate play clothes are the most suitable. A seasonally appropriate change of clothes should be kept in your child’s cubby. **Please send your child in play shoes (tennis shoes).** Hopefully this will cut down on falls.

**Discipline Policy** – Consistent, clear rules are explained to the children at the beginning of the school year. In maintaining guidelines, the staff uses positive techniques of guidance, including redirection, positive reinforcement and encouragement. If negative behavior is an ongoing problem, the child will be sent home for a “no fun day”. (This applies to three and four year olds only.)

**Dismissal of a Child** – The Preschool Program reserves the privilege of dismissing any child if, after entering the program, seems unable to participate in group experience, parent or guardian does not abide by the policies and/or procedures and/or shows a disrespectful demeanor towards the staff of the Preschool Program; or if fees have not been paid.

**Food** – Please make sure your child has finished his/her breakfast before coming to school. Morning and afternoon snacks are provided. Parents provide lunch. Because of space limitations in the refrigerators, please bring your child’s lunch in a lunch box with an ice pack. Only milk and yogurt should be put in the refrigerator. **Please do not send frozen items that require a long time to heat. Foods that pose a choking hazard for children under four are as follows: nuts, popcorn, carrots, hot dogs, celery, unpeeled fruit such as apples, pears and peaches, marshmallows and chewing gum. Please separate foods that need warming from cold foods, and be courteous of the time involved in food preparation.**

**Health** – Only well children can be accepted each day. If symptoms of illness are observed, the parent will be contacted. Care will be given until prompt pickup arrangements can be made. The child should not return to school until all danger of contagion is past. A child shall not return to school until 24 hours after he/she is fever free, without the aid of medication (Tylenol or Motrin). Please see the *Medical Policies of the Preschool Program concerning ill children on Pages 7, 8, and 9 of this Handbook.*

**Special Needs** – The Preschool Program reserves the right to accept children with special needs based on available resources of the program.

**Biting** – Biting is a very normal stage for infants and toddlers. We do not remove infants and toddlers from the program for biting. We will, however, remove the child if we have no cooperation from the parent or guardian.

**Parties, Gifts, and Invitations** – Teachers will make suggestions regarding refreshments for birthday parties held at school. Invitations cannot be given out in class unless one is given to each child.

**Pick-Up and Drop-Off** – Parents will need to bring children to the classroom and come in to pick them up. Older minor siblings are not allowed to bring children into the program or pick them up without the presence of an adult.

- Each family will receive a code to enter through the security doors placed at each end of the hallway. Do not give your security code to any other family member picking up your child. When someone other than a parent or legal guardian is to pick-up your child, you must write a note granting permission for pick-up, to the child’s teacher or you may call the office at 864-232-2713 or 864-360-7522 in an emergency.
- Picture identification must be presented when the teacher in charge does not know the person picking up the child and the family code word must be given. If your child is on the playground at pick-up time, you must come to the playground door as children are not allowed to leave unassisted and cannot climb or be lifted over the fence.
- You must sign your child in and out each day. Please move your child’s picture I.D. from **In to Out** accordingly. These are tracking requirements enforced by the Department of Social Services.
- Please use the main doors of the Preschool Program for pick-up and drop-off.

**Records** – The Preschool Program keeps records of attendance, health and fees for each child. A South Carolina Certificate of Immunization must be provided at the time of enrollment and updated as indicated by a physician. Telephone numbers where parents can be reached at all times must be provided. Emergency contact person must be located in the Greenville or local area.

**School Schedule** – Holidays will be the same as the Greenville County Public Schools, except county teacher workdays. (Please refer to your calendar for the school schedule.) When the schools are closed due to weather conditions, the Preschool Program will also close. When the schools have a delayed opening, the Preschool Program will have a delayed opening. For example, if the schools are delayed for one hour, we will open at 8:30a.m. On a two hour delay, we will open at 9:30a.m. When early dismissals are announced, please pick up your child as soon as possible. *Please see Holiday Schedule on Page 11 of this Handbook.*

**Toys** – Classrooms have toys and equipment. Please do not allow your child to bring toys from home. Teachers will give you instruction about “show and tell” days. (Toy guns and/or war toys are not allowed.) With teacher approval, favorite books and appropriate music may be shared.

## **Medical Policies of the Preschool Program**

For the safety and health of all students, the Preschool Program can only accept well children. The Preschool Program is not equipped or staffed to provide care for sick children. Cooperation of parents in helping prevent the spread of communicable diseases is expected in order to protect the health and safety of our students. Parents should keep their children home if they are not well. Please call us if you have questions about bringing your child.

Listed below are symptoms of illnesses and the DHEC regulations regarding attendance at the Weekday Education Program. Please remember the regulations are established to keep all children healthy. Your child must be kept at home when he/she is exhibiting any of the following symptoms.

**Fever** – When a child has a temperature greater than or equal to 101 degrees Fahrenheit rectal (100 degrees under the arm) he/she should remain at home. When a child has a sublingual or axillary (under the arm) temperature of 101 degrees by mouth or under the arm, he should remain a home. If a child develops a fever while in our care, parents will be notified to come and pick up your child. When a parent cannot be reached, we will call your designated emergency contact. The child may return to the Preschool Program when he/she has been fever free for 24 hours without the aid of medication such as Tylenol or Motrin. Special situations may occur according to DHEC policies.

**Symptoms of Possible Severe Illness** – such as unusual lethargy, irritability, persistent crying, difficulty breathing, or other unusual symptoms until medical evaluation indicated inclusion may be signs of a more serious illness. Medical evaluation should be performed by a physician immediately to determine the cause.

**Diarrhea** – Defined as two or three bowel movements in an eight hour period (including diarrhea at home) can be caused by infection, diet or medication. If a child has diarrhea for any of the above reasons, he/she should not come to the Preschool Program. Parents will be called to come for him/her if the child is already in attendance. Although the frequent bowel movements may not represent a contagious condition, the percentage of time that the teacher spends with toileting needs to be considered.

**Vomiting** – Children with two or more episodes of vomiting in the previous 24 hours should stay home. Children may return when vomiting resolves or a physician determines it to be non-communicable and the child is not in danger of dehydration.

**Mouth Sores** – When accompanied with drooling, child shall stay home until a physician or health official determines the condition to be non-infectious.

**Rash** – When accompanied with fever or behavior change, child shall stay home until a physician determines that it is not a communicable disease.

**Purulent Conjunctivitis (Pink Eye)** – This is defined as pink or red conjunctiva with white or yellow discharge. Children may return 24 hours after treatment has been initiated.

**Scabies, Head Lice, or other Infestations** – Child shall stay home until 24 hours after treatment has been initiated.

**Tuberculosis** – Child shall be kept home until physician or health official states child can attend program.

**Impetigo** – Child shall stay home until 24 hours after treatment has been initiated.

**Strep throat** – Child shall stay home until 24 hours after treatment has been initiated, and child's fever free for 24 hours.

**Pinworm or Ringworm infection** – Child shall stay home until 24 hours after treatment has been initiated.

**Chicken Pox** – Child shall stay home until six days after onset of rash or until all lesions have dried and crusted.

**Pertussis/Whooping Cough** – Child may return to school after completing 5 days of prescribed antibiotics.

**Mumps** – Child may return 9 days after onset of parotid gland swelling.

**Hepatitis A Virus** – Child may not return until one week after onset of illness or as directed by the health department when passive antibody preparation has been administered to appropriate children and staff in the program.

**Respiratory Syncytial Virus (RSV)** – Child shall stay home until physician or health official states child can attend program.



**Your child will be excluded from the facility if he/she has been determined by the local health official or physician that he/she is contributing to the transmission of an illness during an identified outbreak of any communicable illness at the facility.**

Your child may attend with respiratory illness (symptoms of mild or moderate severity without fever associated with the common cold, croup, bronchitis, and ear infection) as long as the child is ***fever-free for 24 hours*** and ***feels well enough to participate in classroom activities***.

**Medication Policy** – Prescription drugs and other medication required for a child must be in the original container and clearly labeled with child’s name and dosage schedule. Please fill out a medication form with dosage and times for teacher, and sign your name. We cannot give Motrin, Tylenol or similar products for fever.

Parents please help us by...

- **Labeling all clothing, lunch boxes, and diaper bags, etc.**
- Informing the teacher and office where you can be reached at all times and when your child will be absent.
- Teaching your child to put on outdoor clothing, to take care of toilet needs, and to take care of his belongings and respect others at an appropriate age.
- Providing a nutritious breakfast before arrival and packing a healthy lunch for your child. Please limit sugar intake.
- Making sure your child gets an adequate amount of sleep each night.
- Attend scheduled conferences on time and keep the teacher informed of situations that may cause stress to your child.
- **Please have your child to school no later than 9:00 am.** This promotes a healthy routine for your child. They will feel more a part of the group having not missed out on morning activities.

## **Our Church Staff**

**Rev. W. Mattison King, Senior Pastor**  
**Dr. Barry L. Combs, Minister of Music**  
**Rev. Bridget Kokolis, Minister to Families**  
**Jane Harrison, Church Pianist**  
**Clinton Flowers, Organist**  
**Brenda Arrowood, Office Administrator**  
**Cordell Golden, Custodian**  
**Phyllis Duchinski, Director - Preschool Program**  
**Mary Dell Fletcher, Director - Afterschool Program**

## **Sunday Schedule of Services**

**9:45 – 11:00 am – Bible Study for all ages**  
**11:00 – 12:00 pm – Worship Service**  
**4:00 – 6:00 pm – Youth Small Group Study**

## **Wednesday Schedule of Services**

**4:45 – 5:30pm – Hand Bells**  
**5:30 – 6:15 pm – Fellowship Supper**  
**6:00 – 6:30 pm – Children’s Choir (3K -5<sup>th</sup> grade)**  
**6:30 – 7:00 pm - Children’s Mission Activities (3K – 5<sup>th</sup> grade)**  
**6:15 – 7:00 pm – Bible Study/Mission Activities**  
**6:30 – 7:30 pm - Wednesday Night Youth**  
**7:00 pm – Adult Choir**

**The church family of Augusta Road Baptist Church extends an invitation to you and your family. If you are not currently active in a church we would like you to visit our family. We hope you will find our church to be a family who seeks to worship and serve God, love and encourage each other, and reach out to our community through Christ.**

## **2016 – 2017 ARBC Preschool Program Calendar and Holiday Schedule**

The Fall Preschool Program begins August 16, 2016. It is a year-round program open Monday thru Friday, 7:30 a.m. to 6:00 p.m. with the exception of the following days:

Labor Day	Monday - September 5
Election Day	Tuesday – November 8
Thanksgiving Break	Wednesday, Thursday and Friday - November 23, 24, 25
Christmas Break	December 19 - December 30
	School resumes on Monday, January 2
Martin Luther King Day	Monday, January 16
Spring Break	Monday, April 10 thru Friday, April 14
Memorial Day	Monday, May 29

Meet the Teacher will be Sunday, August 14 from 2:00 to 4:00.

We will close Friday, August 12 and Monday, August 15, 2016 so the teachers can get the rooms ready for the new school year.

## **Financial Policy of ARBC Preschool Program**

The monthly tuition is due on the first of each month and is considered late after the 10<sup>th</sup> of each month. A late payment of \$30.00, per child, will be assessed to your account. In order to remain in our program, **this fee must be paid**, along with your tuition, within 2 weeks of receiving your late notice.

If you need to pay on a different day of the month, you must present, in writing, a letter requesting permission to do so. This letter must be submitted prior to submitting payment and prior to the first of the month for which tuition is due.

Tuition receipts are printed or emailed when payments are processed. Please contact us if you do not receive your monthly receipt. Annual receipts are given to all active students and mailed to former students.

The Preschool Program closes daily at 6:00 pm. **A late fee of \$1.00 per minute will begin at 6:01 pm if your child has not been picked up. If your child is registered for pick-up at the 2:30 pm or 4:00 pm time, and you pick-up late, we will assess the same \$1.00 per minute fee after these pick-up times also.**

**If late pick-up occurs more than three times in an academic year, there is a \$100.00 fee which must be paid before the child will be readmitted. Please be courteous of teacher's time and allow yourself enough pick-up time that they may leave at 6:00 pm.**

The Preschool Program is a year-round program and you are financially obligated to pay the monthly tuition the entire year. If you need to take your child out of the program, you must advise us two weeks prior to your child's last day in our program.

The Preschool Program's academic year begins August 16, 2016

Thank You!

*Phyllis Duchinski*

*Preschool Program Director*

