



## **Parent Handbook 2023-2024**

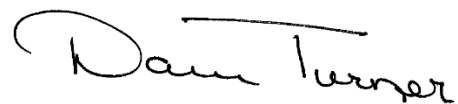
5250 Forest Drive  
Columbia, South Carolina  
(803) 782-1300

Dear Parents,

Welcome to Shandon Baptist Weekday Preschool. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our program values children and believes in families. We offer this weekday early education program as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew. "And Jesus increased in wisdom and stature, and in favor with God and Man" (Luke 2:52).

This handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child through a successful year in our weekday early education program.

A handwritten signature in cursive script that reads "Dawn Turner".

**Dawn Turner, Preschool Director**

A handwritten signature in cursive script that reads "Ginny Jameson".

**Ginny Jameson, Weekday Coordinator**

## **Our Mission**

We are a community that is intentionally designed to offer a partnership between the church body and families of preschoolers throughout our city. Our mission is to raise the next generation to develop a love for Christ that will motivate them to be followers who Live Sent in light of the gospel truth.

## **Our Goals**

We are committed to offering biblically based, age appropriate experiences to allow each child to develop mentally, physically, spiritually, and emotionally at his/her own level of ability while enjoying feelings of success. This is primarily accomplished through our curriculum and positive Christ-like role modeling of the Weekday staff. It is our desire to partner with our Weekday families to provide the education and quality care each child needs to equip them for kindergarten and beyond.

# The Program

Your child will participate in a variety of learning center activities; which include art, books, blocks, puzzles, manipulatives, nature, music, and dramatic play. Social skills are developed through designated monthly character traits. They are as follows:

September: Self-Control  
October: Gentle  
November: Thankful  
December: Patient  
January: Kindness  
February: Helpful  
March: Cheerful  
April: Obedience  
May: Truthful

Bible stories are read and discussed in depth daily. We also teach the students a monthly Bible verse that is incorporated and memorized program wide.

Weekday has partnered with several local businesses, such as South Carolina Christian Dance Theatre, Genova Karate, Rising Music Stars, and Soccer Shots to offer enrichment programs following dismissal at Weekday during the week.

# Weekday Gatherings

A *Weekday Gathering* is our version of a field trip. A Weekday Gathering is scheduled each semester for the entire program to attend. If you choose for your child to attend, you will be expected to transport and accompany your child for the duration of the trip. Locations and times will be communicated to you by your classroom teachers as soon as they are determined.

# Policies

**Age of Child** – Shandon Baptist Weekday Preschool enrolls children ages eight weeks to four years old.

**Infants:** born January 2023 or after

**Younger Ones:** born March 1<sup>st</sup> 2022 to December 31<sup>st</sup> 2022

**Older Ones:** born September 1<sup>st</sup> 2021 to February 28<sup>th</sup> 2022

**Twos:** born between September 1<sup>st</sup>, 2020 & August 31<sup>st</sup>, 2021

**Threes:** born between September 1<sup>st</sup> 2019 & August 31<sup>st</sup> 2020

**Fours:** born between September 1<sup>st</sup> 2018 & August 31<sup>st</sup> 2019

**Health and Safety** – Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, or a suspicious-looking rash) may not attend. He/she must be free of all illness and untreated for at least 24 hours before attending classes. If your child becomes ill during the day, he/she will be isolated from the group, and you will be called to pick up him/her immediately. In the event of exposure to a contagious disease within the group, you will be given written notice. The program exercises reasonable care and judgment in all matters related to safety. In all emergencies the program has permission to take such reasonable measures as are, in the judgment of the coordinator, necessary for the welfare and safety of the child until a parent can be reached. A child excluded because of lice may return 24 hours after treatment has begun as long as the child is found to be nit free. \*Note that, if needed, emergency medical services will be contacted. It is the responsibility of the parents of the child/children to pay for any required medical service costs.

The Committee of Control of Infectious Diseases of the American Academy of Pediatrics recommends that a child should not leave home when any of the following symptoms exist:

- Fever (over 100.5 degrees)
- Vomiting or diarrhea within the last 24 hours
- Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox or whooping cough
- Common Cold from onset through one week
- Sore throat
- Croup
- Any unexplained rash
- Any skin infections: boils, ringworm or impetigo
- Untreated pink eye or other eye infections
- Any communicable disease
- Lice, including the presence of eggs or nits

**NOTE: A child or teacher must be free of fever for 24 hour without over the counter medication before attending or returning to Shandon Baptist Weekday Preschool.**

We are unable to administer medications to any preschoolers.

If the possession of an epi-pen is required by your child's physician it will need to be labeled with the child's first and last name, directions on how to administer it, and who is allowed to administer.

**Classroom Closure Policy for Students/Families** *(Effective 10/21/2021)*

If a student in a classroom is confirmed positive for any communicable illness, that classroom will be closed if 50% or more of the students display symptoms of that illness. In order to maintain our Weekday Staff, Parents will be expected to pay tuition if not attending due to a classroom closure. If this is a hardship, please connect with the Weekday Coordinator.

## COVID19 Guidelines

Revised 8/4/2022

Below are the most updated guidelines for Shandon Baptist Weekday Preschool. These guidelines were created through consideration of our local school district leadership (Richland One), CDC, SCDHEC and Shandon Baptist Church.

**Positive COVID-19 Cases: Regardless of Vaccination Status**

If you have tested positive for COVID-19, you will need to isolate for 5 days and you will be able to return to school once your classroom has reopened, if your symptoms are significantly improving, and you have not had a fever in 24 hours.

**Tuition (COVID)**

To maintain our Weekday staff, parents will be expected to pay if not attending due to COVID (positive test, direct contact and/or classroom closure due to COVID).

If this is a hardship, please contact the Weekday Coordinator.

**Classroom Closure (COVID)**

If a student/teacher in a classroom is confirmed positive for COVID-19, that classroom will be closed if 50% or more of the students have been in direct contact of that illness.

**School Closure (COVID)**

If 50% or more of classrooms must be closed due to COVID-19 positive cases or direct contacts, Weekday will require a temporary closure (number of days is dependent on the spread of the virus).

**Handwashing Policy**-Each morning upon arrival students are required to wash their hands before beginning their day.

**Bathroom Policy**- It is our policy that all of our preschoolers in our three and four year old classrooms be fully potty trained. Each child should be able to go to the bathroom without having any accidents and should be fully independent when going to the bathroom. Children need to be able to pull their clothes on and off by themselves, wipe themselves, and wash their hands independently. If a child in our program is determined to not be potty trained then the child will not be allowed to attend until they are fully trained. You will be expected to pay tuition in full in order to hold your spot until your child can return.

**Arrival and Departure** – Students can be dropped off as early as 8:45a.m. Parents will use the designated computer sign in stations to sign in his/her child upon arrival to school each day. In order for the child to be dismissed, the person picking-up must have the matching number located on both printed tags. We ask that you notify your child's teacher if there is going to be a temporary change in the person who brings your child or picks up your child from school. \*If you are running late to pick up your child/children from preschool, please be sure and contact the church office so that we are notified. (803)782-1300

**Early Pick Up**- Due to end of the day procedures, we are unable to offer early pick up between 11:30 a.m. and 11:50 a.m.

**Late Pick Up**-Picking up a child after 12:05 p.m. will result in a late fee of \$10 per child after the third offense. There will be an additional \$1.00 fee per minute for each minute after.

**Food** – Parents provide all food for children too young to eat solid foods. Each container should be labeled with the child's name. For older children, a morning snack will be provided daily. Children may not bring food to the weekday program unless your child's teacher has requested it in writing. We ask that you please not send in any food items that contain peanuts. Please only send water for your child(ren) to drink here at Weekday.

Snacks provided by Weekday are:

- goldfish
- veggie straws
- animal crackers
- graham crackers
- pretzels

\*You will be notified of any changes made to the list of snacks.

**Records** – Attendance, health, and enrollment records are kept for each child. All information and forms are required to be completed prior to the enrollment of the child.

**Items to bring daily** – Students are required to bring the following **LABELED** items:

- Book bag/diaper bag (large enough to hold a school folder)
- Water bottle
- Change of clothes
- Diapers if needed
- Bottles if needed

*Washable play clothes are recommended for weekday activities.*

**Safety and Discipline** – The staff of Shandon Baptist Weekday Preschool is committed to providing a positive learning environment and will use age-appropriate discipline procedures, such as time out, to achieve this goal. If a case should occur where a student repeatedly uses physical force on another student or teacher, a meeting and behavior plan will be required between the parents, weekday coordinator, and preschool minister.

**Toys** – No toys may be brought from home unless requested by the classroom teacher.

**Outdoor Play** – Our two year olds -four year olds go outside every day, weather permitting. When weather does not allow for them to play on the playground, they have indoor playtime in our gym. Dress your child appropriately to enjoy God's beautiful world.

**Parent Involvement** – Parents are encouraged to attend parent activities scheduled throughout the year. These activities are listed on our school calendar.

**Inclement Weather/Emergency Closing-** When our preschool is in session, we follow Richland One School District when making decisions on closing preschool due to inclement weather/emergency situations. Please check your local radio and TV stations for information on school closings. You will be notified of any closing by the weekday coordinator as well as your child's classroom teachers via email and classroom communication app.



	3 Days (M-W)	5 Days (M-F)	3 Days w/Lunch Bunch	5 Days w/Lunch Bunch
Infants	\$280	\$335	\$330	\$410
Ones	\$275	\$325	\$325	\$400
Twos	\$275	\$325	\$325	\$400
Threes	\$275	\$325	\$325	\$400
Fours	\$275	\$325	\$325	\$400

## **Tuition and Fees**

Enrollment Fee: \$150 per student; non-refundable

Supply Fee (per student)

- 3 days: \$50/semester
- 5 days: \$60/semester

Lunch Bunch

Lunch Bunch that will take place from 12:00pm-1:00pm. Lunch Bunch is not offered on Fridays. Students must be enrolled for the days that they attend Lunch Bunch. Cost above for Lunch Bunch includes tuition. Students will be required to bring their own lunch.

Fees are payable in advance online. Parents receive the tuition link monthly with the Parent Monthly Emails sent by the Weekday Coordinator.

Tuition is due by the 5<sup>th</sup> of each month. See the Weekday Coordinator for any needs or desire of alterations to scheduling tuition payments.

## **Withdrawal Policy**

If you withdraw your student(s), subsequently to the start of school your account will be billed for the month your student(s) last attended as well as the following month's tuition.

# PARENT AGREEMENT

I, \_\_\_\_\_, whose child \_\_\_\_\_ is enrolled in the 2023/2024 school year of the Shandon Baptist Weekday Preschool program, have received a copy of the *Parents' Handbook*. I have read and understand the policies and guidelines as described in the Handbook, and I agree to them.

\_\_\_\_\_  
(Signature of Parent/Guardian) (Date)