SHANDON BAPTIST
WEEKDAY
PRESCHOOL

SHANDON.ORG

Parent Handbook

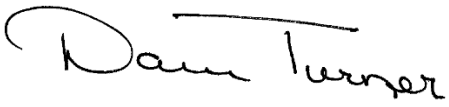
5250 Forest Drive
Columbia, South Carolina
(803) 782-1300

Dear Parents,

Welcome to Shandon Baptist Weekday Preschool. Our program exist 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.



Dawn Turner, Preschool Director

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. Shandon Baptist Church exist to MAKE, MATURE, and MULTIPLY disciples of Jesus Christ, one life at a time, in the Midlands and beyond.

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 Stretch and Grow, Genova Karate, and Soccer Stars to offer enrichment programs following dismissal at Weekday during the week.

Policies

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

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 lice may return 24 hours after treatment has begun if 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
- 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 hours 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 it.

****If at any time you are contacted by Weekday Administration during the preschool day because your child(ren) needs to be sent home, there must be someone listed on the emergency contact list that is available to arrive within 15 minutes.**

Classroom Closure Policy for Students/Families (*Effective 10/21/2021)*
If a student in a classroom is confirmed positive for any communicable illness, that
The classroom will be closed if 50% or more of the students display symptoms of that illness. We are required to adhere to any and all state mandated rules and regulations. 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 contact the Weekday Coordinator.

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 our preschoolers in our three and four-year-old classrooms are 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 to hold your spot until your child can return.

Ones and Twos Potty Training-If your child is not fully potty-trained and wearing underwear, we ask that you only send in traditional diapers that have "flaps" as closures. Please do not send Pull-ups or Cruisers, as this lengthens the amount of time that is required for a diaper change.

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. 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.

****Preschoolers must always remain with their parents when being dropped off and picked up each day.**

In School Therapy Sessions
At Shandon Baptist Weekday Preschool, we willingly partner with families whose students are already receiving speech and occupational therapies. For "in school sessions", therapists are asked to conduct these in a separate classroom that will be

provided by the Weekday Administrative Staff. Prior to receiving these in school sessions, parents are required to provide the Weekday Coordinator with the name of the therapist and the times/days that the student is scheduled to receive the services, so that we can best accommodate the student.

Learning Disabilities and Differences
While Shandon Baptist Weekday Preschool does **NOT** offer specialized services, we are committed to working closely with each family to the best of our abilities. We understand that our school may not be the best fit for every child, and we are transparent about any limitations we may have in meeting specific needs. If your child has been assigned as a therapist or any other educational support specialist, we do require this person to accompany them to school each day.

If your child is under 3 years of age, they may qualify for services under Part C of IDEA. Baby Net is South Carolina's interagency early intervention system for infants and toddlers under three years of age with developmental delays, or who have conditions associated with developmental delays. Inquiry regarding services may be made by calling the central referral line 1-866-512-8881 or submitting a referral via the online webform at https://babynet.scdhhs.gov/prebabynet/

If your child is 3 years or older, they may qualify for preschool services under Part B of the Individuals with Disabilities Education Act (IDEA). It is the local school district's responsibility to identify, screen, and evaluate children who have disabilities and may be entitled to special education services.

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, morning snacks 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 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
- -vanilla wafers

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

Lunch Bunch-Please pack nutritious food items prepared in child-sized portions. Round and/or firm food shall not be offered to children younger than 4.

Examples of these are hot dogs, grapes, whole fruits, hard candy, nuts, and popcorn. Hot dogs may be served if cut lengthwise and quartered; grapes may be served if cut in half.

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.

Biting and/or Aggressive Behavior *(Updated 3/31/25)*- Biting is often a normal part of a child's development during certain ages. However, there are times when biting and/or aggressive behavior occurs when it is not developmentally appropriate or involves the well-being of other children and the following action will need to be taken:

A. **First incident** - the parent will receive a note and verbal communication from the teacher.
B. **Second incident** - a conference will be required with Weekday Administration.
C. **Third incident** - if after a conference this behavior has not been re-directed, the Weekday Coordinator may find it necessary to ask that you remove your child from the program for a time to be determined by the coordinator.

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

Outdoor Play – Our two-year -olds and four-year -olds go outside every day, weather permitting. When the weather does not allow 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.

	3 Days (M-W)	5 Days (M-F)	3 Days w/Lunch Bunch	5 Days w/Lunch Bunch
Infants	$325	$375	$375	$450
Ones	$325	$375	$375	$450
Twos	$325	$375	$375	$450
Threes	$325	$375	$375	$450
Fours	$325	$375	$375	$450

Tuition and Fees

Enrollment Fee: $175 per student; non-refundable

Supply Fee (per student)

- 3 days: $75/semester
- 5 days: $100/semester

Lunch Bunch

Lunch Bunch 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 5th 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.

If Richland School District One is closed due to inclement weather, we will be closed as well. Please check your local 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 the Remind app.

PARENT AGREEMENT

I, _____, whose child _____ is enrolled in the 2026/2027 school year of the Shandon Baptist Weekday Preschool program, have received a copy of the *Parents' Handbook*. I have read and understood the policies and guidelines described in the Handbook, and I agree with them.

_____ _____
(Signature of Parent/Guardian) (Date)