



EPISCOPAL CHURCH

PRESCHOOL HANDBOOK

Mission Statement

St. Andrew's Preschool is a Christian Oriented program designed to promote creative, physical, social/emotional, mental and spiritual growth and development of young children.

Admission Policy

Entrance Requirements: Children will be enrolled based on their age as of August 31. (Must be one by May 31st and walking). The priority list is as follows:

- 1) Currently enrolled children
- 2) Siblings of currently enrolled students
- 3) St. Andrew's Church Members – Someone whose name is on the church roll.
- 4) Siblings of alumni
- 5) Wait list/ General Public

Once these priorities are met, we offer the remaining spaces to children according to the date in which they were placed on the waiting list. If the classes have specific needs, selection of students is at the discretion of the Director.

Schedule

One-Year-Olds	Friday	9-11:45
2 year-olds	Monday, Wednesday	9-12
3 year-olds	Monday, Wednesday & Friday	9-12
4 year-olds	Monday through Thursday	9-12

We will be closed when the New Hanover County Traditional public elementary schools are closed for workdays, holidays, hurricanes or snow.

When we have *inclement weather*, we will follow the **New Hanover County Elementary Schools for closings**. Listen to the local radio and television stations to determine if we will be open during snow or a hurricane, or you can try to reach us by phone. When schools open late, we will be closed for the day. **We do not make up missed days** due to weather, sickness or vacation. Days of early dismissal in the public school will mean early dismissal for us also. We will post the times for pick up.

If the schools are closed due to inclement weather during class time, please pick up your child as soon as possible. Our teachers may need to pick up their own children from their schools.

Financial Arrangements

Registration Fee: \$85.00 for each child (non-refundable)
 \$160.00 for two children in the same family
 An enrollment fee is charged any time during the year
 when a new student is accepted. This is separate
 from the monthly tuition.

Tuition:

1 year-olds	\$65.00 per month
2 year-olds	\$130.00 per month
3 year-olds	\$165.00 per month
4 year-olds	\$175.00 per month

The first payment for preschool will be due on **Aug 1st**. Tuition will be paid a month in advance so no May payment will be collected unless a child starts in the middle of the year. **Tuition will not be prorated for shorter months of the year.**

Checks are preferred and no bills will be sent. Payments may be left in the Director's box or mailed to St. Andrew's. Please do not pay in cash and do not leave tuition money with the teachers. Monthly Fees are due on the 1st day of each month. For your convenience, payment may be paid monthly or yearly. **A late fee of \$10.00 will be assessed for payments received after the 10th day of the month.** If you are unable to pay, please inform the Director so that this matter may be discussed.

Tuition is not based on attendance; therefore, no reduction can be made for holidays, vacations or time missed by students. In case of an extended absence for any reason, tuition must be paid if the child's place is to be held. A 30-day written notice is requested for withdrawal and tuition payments are non-refundable. **We are a non-profit organization and our budget is based on the projected income of each student.**

Arrival and Departure Procedures

The doors will open at 9:00. Please be considerate and pick up your child promptly at 12:00 p.m. (11:45 for 1's). **Once you have gotten your child from the classroom, they are your responsibility. Please do not leave them unattended in the building.** If you have an emergency, do not worry! A teacher or volunteer will care for your child until you arrive.

We will not release your child to anyone other than the person who dropped him/her off unless otherwise pre-arranged in advance by the parent. Written permission is required if your child plans to go home with another person. Please inform the teacher of carpools. The teacher may ask the designated person for identification.

A \$5.00 late fee will be assessed if you child is not picked up by 12:00 and for each additional fifteen minutes that you are late.

Discipline Policy

St. Andrew's On-The-Sound preschool wants its students to develop good self-concepts, problem-solving abilities and self-discipline. We believe this happens when adults communicate with them in a positive, non-threatening, and understanding manner.

Our discipline methods include:

- Positive reinforcement for positive behavior.
- Redirect child to another activity.
- Natural and logical consequences.
- Helping children recognize another's child's feelings rather than to force an apology.
- Corporal punishment is not allowed at any time.

If a child's behavior becomes disruptive to the other children, that child may be separated from the group for a short period of time.

If your child has the habit of biting or hitting, he or she may be asked to stay at home until this problem is resolved. This policy is for the protection of the other children. St. Andrew's Preschool reserves the right to dismiss a child if his/her behavior is threatening or causes a severe problem in the classroom.

Parent Involvement

We hope that all parents will be involved in our program. Parents are always welcome to visit our school. Any parent may contact their child's teacher to offer help with an art program, read a story, substitute for a teacher, come and bring a special "show and tell" or go on a field trip with the class. These activities will greatly enhance the preschool curriculum.

On all field trips, the school would like one adult for every two children. **No siblings are allowed on field trips.**

Please sign up with your child's teacher to help with one of the holiday parties or special occasion themes in each class.

Insurance

St. Andrew's Preschool does not provide insurance coverage for your child. Should you desire such coverage, please make your own arrangements.

One-Year-Old Program

Parent Participation

Children in this class must be One by May 31st and walking. All mothers will be asked to volunteer on a rotating basis for the first few months or as needed. If you cannot volunteer on your designated day, you are responsible for calling another person to volunteer for you. If you have an emergency or you cannot find a volunteer, please contact the teacher as soon as possible.

Conference/Evaluation

We do request that the children's routine not be disturbed by unscheduled conferences. We ask that you do not attempt to hold conferences during arrival and departure times. Our teachers are committed to giving every child their full attention.

If you would like to discuss something with your child's teacher, please schedule a conference.

Clothing

When choosing your child's clothing, please plan accordingly. The children will paint, glue, use markers, etc. Smocks will be used but accidents do happen. Additionally, they enjoy climbing and running on the playground so please make sure they wear shoes with straps or tennis shoes.

All articles of clothing should be clearly marked with the child's name. A complete change of clothing, in a zip lock bag, should be sent to school to be kept there in case of accidents. We can change your child's soiled clothing, if necessary, and return them to you in the zip lock bag.

Personal Items for Students

Please do not send your child to school with toys or personal items unless approved by the teacher. Things often get lost or broken.

If your child is in diapers, please send diapers and wipes with your child to school. Do not send in pull-ups for your child to be changed into. This requires your child to be disrobed. Diapers will be changed after snack time. **We prefer that children in our 3-year-old program be potty trained.**

Snacks

The parents will provide snacks on a rotating basis. Snacks should be nutritious. A list of snack options will be provided for your convenience. Please do not deviate from the list. **Please do not send any food containing peanuts or peanut butter.** Water will be provided during snack time and at lunch if needed.

Lunch Bunch

This option will be offered from 12-1:00 pm on Wednesdays for the older children. Students must bring their own nutritional lunch from home. Please make sure that the lunch box has an ice pack. **Remember: no peanut products will be allowed.**

Parents will be asked to sign up at the beginning of the month for lunch bunch so that we will know in advance how many children will attend. Please fill out the lunch bunch form and include lunch payments with your monthly tuition. There will not be any refunds given for days missed because of absence or sickness.

Birthdays

If your child wishes to share a birthday treat with the class, please notify your teacher in advance. We ask that no party favors be given to the children at school.

Please do not send birthday invitations to school unless all children in the class are invited. We prefer no balloons, party favors or presents be sent to school.

Health Concerns

Children must be up to date on their immunizations against childhood diseases. Each child must have, on file with the school, a copy of his or her immunization record verified from the doctor's office. You may also be asked to provide a completed medical form for your child before entering school.

For children not meeting immunization requirements, you will be notified by the preschool immediately. Should you fail to provide the preschool with an updated copy of your child's immunization record, your child will not be permitted to return to preschool until the necessary documentation is provided.

Please do not bring your child to school if he/she has been behaving in a symptomatic way (is lethargic or irritable), has a temperature, has yellow-green discharge from the nose, sore throat, ear ache, rash, diarrhea, nausea or has been vomiting.

Please make sure your child has been symptomatic and/or fever free for at least 24 hours.

Please notify the school if your child has been diagnosed with a communicable disease or head lice. All parents will be notified as to the nature and exposure of any communicable disease. The child involved will not be identified.

If your child becomes symptomatic during class, we will contact you or call the emergency number to have them picked up.

An accident report will be completed on each child who experiences "a significant injury" and this report will be shared with the parent.

Information about allergies or limitations should be in writing on your child's information sheet. Please report any changes or additions in writing.

We are not allowed to administer medication to any child.

If the child is absent for more than one class, please call the teacher or the preschool director to let us know.

Daily Activities for Twos, Threes and Fours

- School Arrival:
 - Playtime
- Morning Circle:
- Hello Time, Songs, Calendar, Weather, Group Language
- Learning Centers and Art Time:
 - Theme related art activity
 - Manipulatives
 - Kitchen/Dress up center
 - Blocks and Trucks
 - Reading Center
 - Science/Nature/Discovery center
- Work Time:
 - Group table activities and fine motor development
- Chapel Time: Lesson and Music each week
- Snack Time:
- Story Time:
 - Theme related stories
 - Favorite stories
 - Outside Time:

- Running, jumping, climbing, throwing, catching, kicking, skipping, dancing, swinging, structured games.

- Music and Movement Time:
 - Theme related songs and finger plays
 - Instruments
 - Classroom favorites
 - Sing with Richard Rhoads (St. Andrew's Music Director)

- Good-bye Time:
 - Review the day
 - Upcoming events
 - Good-bye songs

Note: This is an approximate schedule. Activities may fall in a different order.