

Parent Handbook

St. Simons Christian Renewal Preschool

A Ministry of St. Simons Christian Renewal Church

Pastor Mike Murray
Director of State Records: Margaret Lee
Director of Operations: Laura Phillips

6430 FREDERICA ROAD • ST. SIMONS ISLAND, GA 31522

912.434.9623

912.638.4918

laura@christianrenewalssi.org

office@christianrenewalssi.org

www.stsimonschristianrenewalpreschool.org

***This Handbook is subject to change without notice. You will be notified via email/letter of any changes and given a form to sign and return to keep on file with your child's records indicating you have received a current and updated copy of this preschool's rules and regulations.**

Welcome

Welcome to St. Simons Christian Renewal Preschool (SSCRP), a full time preschool and daycare ministry of St. Simons Christian Renewal Church. We are honored and thrilled you have chosen SSCRP for your child. As your child enjoys creative, meaningful activities and play, it is our aim that he or she will delight in our program; making new friends and developing into the person God created him or her to be.

Our Mission and Goals

Our heart and purpose is to be a blessing to our community as we show the love of Christ to children and their families while also providing an environment rich in fun learning, playing, and social interaction. We desire to train children in love, respect and values while teaching the fundamentals of preschool in the highest form of early education in a Christ-centered environment. We desire to care for children in a way to reinforce God's love as to encourage healthy and well-rounded growth.

We are a Bright From the Start licensed program, meeting and exceeding all standards set forth by the Georgia Department of Early Care and Learning.

A first goal is to provide a nurturing, loving, excellent educational, Christian environment where each child can flourish.

Another goal is to help prepare our children to flourish into our leaders and productive individuals of tomorrow. Physical, social, intellectual, and spiritual preparation will help children succeed in kindergarten and beyond. We work to help children understand they are each a special person, created with individual talents, gifts, and personality.

We strive to offer an environment that enriches and encourages development in; large and small motor skills, personal and social skills, language, reading, number concepts, writing, art, and music. As we concentrate on teaching the whole child, we endeavor to usher in a love for learning, a love for God; teaching and helping each child develop and grow intellectually, spiritually, mentally, and emotionally into the person God has created him or her to be.

We realize that childhood is an open window to develop literacy, creativity, knowledge, and critical thinking; and to this end, we would offer you and your child an educational, creative, safe happy place where learning is fun!

Curriculum

Just as all children are unique, children's modes of learning are unique also. We offer an environment filled with various sensory activities to enable children to satisfy curiosity and develop individual projects, group play activities, and individual free play. We create activities for an environment that enriches and encourages development in the areas of large and small motor skills, personal and social skills, language, reading, number concepts, writing, art and music.

We use curriculum resources along with creating activities and lessons to help the children develop into the little people God created them to be. Additionally, through Bible lessons, prayer and learning God's Word in a nurturing environment, children are offered a pathway to experiencing and knowing they are God's little children and God loves them.

We will send home a weekly note on our planned weekly goals, themes and special activities.

Policies and Procedures

St. Simons Christian Renewal Daycare & Preschool serves children from 6 weeks to five years of age, without regard to race, ethnicity, color, nationality, religion, or ability.

Hours and Days of Operation

Academic Year August 9 through May 27, 2022

Hours of Operation: Monday – Friday 7:00 a.m. - 6:00 p.m. Full Time or
8:00 a.m.- 2:30 p.m. Part Time

Summer Session: June 6, 2022 - TBA

The church office is open Monday – Thursday 8:30 a.m. to 4:30 p.m., with lunch 12:00 p.m. to 1:00 p.m.; Friday 8:30 a.m. to 12:00 p.m.

We usually welcome parents to join us anytime in the school classrooms. However, due to the pandemic, Bright From the Start Georgia Education Dept. of Early Care and Learning, complying with the Center of Disease Control Dept, mandates that visitors and parents are not allowed past the double entry doors or in the classrooms at this time. However, we intend to fill in these gaps with solid, quality communication in person; fun photos of your child, and by communication during the day with you via digital messaging.

Closings and Holidays

We coincide, but are not limited to, the Glynn County School yearly calendar, closing for several of the same holidays and vacations.

Academic Calendar and Summer Session 2021-2022:

First Day of School	Monday, August 9, 2021
Labor Day	Monday, September 6, 2021
Thanksgiving	Monday – Friday, November 22-26, 2021
Christmas	Monday, December 20-Friday, December 31, 2021
First day Second Semester	Monday, January 3, 2022
Presidents Day	Monday, February 21, 2022
Spring Break	Monday – Friday, April 4-8, 2022
Memorial Day	Monday, May 30, 2022
First Day Summer Session	Monday, June 6, 2022
Independence Day Observed	Monday, July 4, 2022
Last Day of Summer Session	TBA (To be announced)

*Please note, schedule is subject to change

We follow the public schools emergency closing procedures. If Glynn County schools are dismissed because of weather conditions, the preschool will close at the same time. Parents, please check local news for early closing information.

Admissions requirements: Completion of enrollment form and all registration forms and an infant feeding plan form and safe sleep practices form for infants.

A current certificate of immunization record: official immunization form # 3231 is required by law and must be signed by the child's physician. This certificate of immunization must be attached to the registration form, prior to your child's enrollment.

Please NOTE: An **updated immunization record needs to be submitted to the office**, for your child's record, **with each new immunization** and as immunizations are required. No child shall continue enrollment for more than thirty (30) days without evidence of current immunizations.

All allergies, immunizations documents, physical/mental disorders, special needs and disabilities must be listed and/or attached to the enrollment form prior to attending.

Please update the Director of any changes your child has. This includes but is not limited to: medications (to be alert for reactions /side effects), address changes, authorized parents or adults for drop-ff or pick-up, phone numbers, etc.

Daily Routine: Please let us know the routine times in general when your child will be attending in order to staff teachers accordingly.

Please let us know when your child will be absent. Also please let us know when you would like an early pick-up time to have your child packed and ready.

Fees:

All fees are non-refundable and non-transferable.

Tuition and Fees are constant, not prorated for partial months of attendance; no refunds or credits will be given for withdrawals, absences or holidays.

A Schedule of Tuition Fees is attached.

Payment for the monthly tuition is per month, due the fifth of each month.

5% Discount for academic year tuition paid in full.

2% Discount for one semester paid in full.

Full-time tuition Sibling Discount of 10% percent off the youngest child enrolled full-time.

Registration Fee Academic Year- \$150 is non-refundable and non-transferable for each child each new school year.

Summer Session Registration Fee- \$50.00; non-refundable non-transferable.

Annual Supply Fee for August through May is \$250 for all ages, due in August or payable in two payments: August and January.

A **Late Tuition Fee** of \$25.00 will be assessed after the fifth of the month. An additional \$25.00 late fee will be assessed after the tenth of the month. Past due balances after three weeks will result in dismissal until balance is paid in full.

A **Non-Sufficient Fee** of \$35.00 will be assessed to each account if your payment cannot be processed due to insufficient funds.

A **Late Pick-Up Fee** is assessed when a child is picked up after pick-up times, except in the case of an emergency. A late fee of \$1.00 per minute will be assessed. After the first occurrence, it will increase by \$1.00 per minute for each occurrence.

Academic Annual Supply Fee \$250 for all ages, due in August or payable in two payments: August and January.

Waiting List Fee is \$15.00 per child, non-refundable and non-transferable. When we have a space available, we will notify the parent, who must respond by the next day. Otherwise, the space will be open for the next child on the waiting list.

Summer Session Registration Fee is \$50.00, non-refundable, and non-transferable.

Withdrawal and Dismissal a 30-day written notice is required for withdrawal of children, otherwise there is a \$200 withdrawal fee.

We reserve the right to dismiss children for non-payment, disrespect of parents to the preschool and staff; continual child behavior problems not conducive toward a positive, pleasant, environment such as being consistently uncooperative in classroom activities, disregarding and failing to follow instructions, running erratically in class, in the building, out of the building; loud, aggressive, disruptive, or disrespectful behavior to teachers and classmates, and/ or non-compliance of these Policies and Procedures.

We offer no transportation to or from the preschool.

Pick up and Drop off Procedures:

Children are to be brought into the building in the morning. Parents, please enter the building for pick up. Upon entering the building, please check in and check out with a teacher using the current sign in and sign out method.

To avoid traffic congestion of the circular driveway, please **park in the parking lot to drop off and pick-up children.**

We **welcome** parents with children to enter and exit the preschool between the hours of 7:00 a.m. and 6:00 p.m. Please make your presence known upon entry either at the church office or the preschool office.

Please let us know as soon as possible the day when your **child will be absent**, and when you would like an early pick-up time.

Please **avoid pick up and drop off times from 12 noon until 2 p.m.** as this entering and exiting disturbs napping children.

We release children only to the persons given parental authority to do so on the parental release form at enrollment. A picture I.D. is required if we do not recognize the person picking up your child.

Please provide **legal documents** to file at SSCRP for persons who are prohibited to pick up your child.

If your child is to be picked up by someone not on the authorized parental release form emergency contact list, please bring a **signed note that morning** who you authorize to pick up your child. We check id.

Law states we must call the Dept. of Social Services to arrange care for any child that is not picked by one hour after pick up time of 6 p.m.

Getting acquainted and adjustment period

We encourage you to bring your child to his or her classroom to become acquainted with their teachers and classmates prior to their first day of school, introducing the idea they will be playing and spending time here with his or her teacher and new friends.

During the first days of school some children are upset when their parent leaves, and this will diminish as initial days pass, while a routine and security is established. Especially on the first day, and initial days, please assure your child that he or she will have fun, and you will return soon.

Please avoid lingering in the classroom during drop off. Please assure your child you will return soon; and give a relaxed, calm goodbye, with prompt departure. Your child will become accustomed to drop off with firm security of your return, after a few days. Generally, children settle and move on with routine morning activities and social interaction of the classroom. Upon words of assurance, a kiss and hug, please depart promptly, and consistently each day. As your child senses your calmness, certainty, and consistency; he or she will respond more positively.

Discipline approaches and classroom management

Our positive behavior discipline approach engages teacher warmth, acceptance, attentiveness, and sensitivity to each child's needs. We aim to help children develop positive emotional, social, language, and cognitive skills towards mature behavioral self-regulation and autonomy. We use challenging moments as teaching moments. We guide the child to express thoughts and feelings in a positive, self-controlled manner. This often helps the child understand what he or she is feeling and learn alternative positive responses and behavior.

When difficulties arise, children receive warm, attentive teacher interaction with consideration for each child's needs. Each child is different, requiring varied approaches. According to age and cognitive level, the child is redirected to another activity, and/or the teacher firmly addresses the issue, with interactive discussion with the child, and explains firm, reasonable expectations. When appropriate, there is a time of thinking and resting in a "thinking, resting spot" until the child is ready to resume regular, routine activities. He or she will be praised continually for his

or her good decisions, while the positive reinforcement tends to encourage more positive, good decisions and positive social interaction. However, continuous disregards to given instructions, running away from the teacher, and aggressive behavior will not be tolerated.

We will work with you and your child to attain goals of self-regulation and pleasant, kind social interaction. We do not use demeaning, loud, verbal, negative punishments or any physical contact or punishments.

Biting policy:

Biting is a common, unpredictable occurrence in young children. It is our goal to work with parents and the child, to patiently teach him or her that biting is not an acceptable, loving behavior, and that there are other ways to express our responses and develop self-control.

When this occurs, we will separate the two children, and inspect the bite, giving comfort and any needed first aid. If necessary, a staff member will call the parent at that time. The teacher will talk to the child who did the biting, discussing why biting is not acceptable or kind. That child will then be directed to a quiet area to a quiet activity for a short period of time.

Afterwards, the biter should express his or her regrets to the victim, and acknowledge biting is wrong and unacceptable. The teacher will then work with the child who bit, covering ways to express oneself instead of biting.

On the first occurrence, parents of both children will receive a written and/or verbal notice of the event. A written report must be signed by parents after each occurrence, explaining the time, location, and severity of bite.

On the second occurrence, the teacher and parent will communicate to plan for strategies to help prevent further biting occurrences. Written and/or verbal notices will be sent to both sets of parents.

On the third bite, the child will be dismissed for the remainder of the preschool day, at the time of occurrence, with possible dismissal from the program. The director will call a parent to pick up the child. If parents cannot be reached, the person(s) on the emergency contact list will be called, and the child will be waiting in the office with a staff member, for pick up.

Children are accepted into the program who will benefit from group experiences in the setting described. At any time, based upon aggressive or inappropriate behavior and/or discipline difficulties, it may be determined that the child will not benefit from this program. At that time, parents must make other arrangements for the child.

Confidentiality

All information and records of families and children are kept in strict confidentiality by the preschool's staff and employees. Records are kept locked and in a file cabinet.

Sickness

For the welfare of all the children and the program staff, sick children should not come to school.

Children who arrive noticeably ill, with a rash or fever, and who become ill during the day, with a fever of 100 degrees, may not remain at school. In case of sickness:
or a fever of 101 degrees or higher, the parent will be called to pick up the child. Meanwhile, the child will be moved to a quiet area away from the other children, supervised and provided the proper attention until the parent arrives.

Please keep your child from school if he/she has a fever more than 100 degrees, earache, sore throat, coughing, lethargy, diarrhea, vomiting; serious nasal, lung, or eye congestion; or rash. Your child may return to school a minimum of 24 hours without symptom-reducing medicine for any of these.

Parents are requested to notify a teacher immediately if their child contracts a communicable disease.

All parents will be notified by an email or text message and a sign on the classroom door within 24 hours when a communicable disease is introduced by a child in preschool.

***Unimmunized children will be restricted from the center whenever there is an occurrence of a notifiable/reportable disease within the facility. This is in accordance with the Department of Health requirements. We encourage parents to have a back-up plan for their child-care in the event of their child's short or long term exclusion from the center.**

Communicable disease examples are *mumps, chicken pox, measles, diphtheria, pink eye, strep throat, poison ivy, ringworm, Molluscum, skin infections, and lesions*.

A complete list is on the Bright From the Start website, and one posted in foyer.

Children with a communicable disease cannot attend the program and must have a physician's release to return.

Head lice – *Hair must be clear of all lice and eggs (nits) before returning to class.*

We are required to report any suspected case of notifiable communicable disease to the local county Health Department if three or more children are infected in the school.

St Simons Christian Renewal Preschool does not dispense medications. Any child on a medication however should give notice to the Director so that we can be aware in case of any adverse reactions.

Severe Emergency or Injury

In case of severe emergency or injury, we will call parents immediately and if no answer, we will try to contact the emergency numbers on file. If needed the child will be transported by ambulance to receive emergency medical treatment at the St. Simons Immediate Care Center, 5000, wellness way, SSI.

Parents are responsible for all medical fees incurred.

In case of a lesser emergency, the child's parents will be informed immediately. If the parents cannot be reached, the emergency number(s) on file will be called. If no one answers the child

will be moved to a quiet area away from other children, supervised and provided with proper care until a parent arrives.

Clothing:

Children should come to preschool fully dressed in play clothes and comfortable shoes. For children who are potty trained, please use clothing easy for your child to independently manage in the restroom. This eliminates frustration for your child. Elastic waist bands and Velcro on shoes and clothing are essential. Please know that clothing will occasionally be in contact with glue, paint, clay, crayon, markers, and other art mediums.

Shoes must attach securely on feet, for playground safety. Please ensure sandals include an ankle strap, which fit securely on the feet. Please avoid cowboy boots: sharp toes could pose harm. In addition, state rule: avoid any clothing or jewelry attached to clothing or draped around the neck. This could pose a strangling danger.

In regard to daily weather, please send outer garments, on certain cold winter days, for playground wear. The children need to run and play, for sunshine and exercise, even a short period of time, and will need a coat, jacket, hat, mittens, and/or a sweater. Please write your child's name on each garment to avoid needless loss and confusion.

Parents, please send a gallon plastic bag labeled with name to keep at preschool with the following: a complete changed of clothes current to the season, undergarments and socks. Please label the bag and each garment with your child's name. In the event of using these items, please send a replacement, upon your child's return to school.

Please, when applicable and as desired, apply sunscreen daily before arriving to school.

Backpacks or Bag

Please use one backpack or a small bag that will daily go back and forth from home to preschool to carry snacks, drinks, clothing, linens, lunch, artwork and other items.

Art and hand work will be sent home in a folder to keep in the bag. Children will have one folder to be kept in the bag to send home with daily work and weekly/ daily communication. Please check these folders daily.

Please keep child's work and communication notes/ reminders at home.

We will provide a folder for all communication between parents and teachers.

Items to Bring for Two, Three, and Four Year Olds:

Please provide applicable items listed below. **Please label ALL items with your child's name,** such as labeling with fine point permanent marker in garments collar is. Rest Mats are provided. Please refrain from bringing toys from home as personal toys cause extra difficulty for the children. However, bring a special soft "lovey" no larger than six inches for nap if desired.

Blankets and sheets are sent home on Friday for laundering and must be returned on Monday.

Blanket- **no longer** than the length of the child.

Fitted **Standard** Crib Sheets (this fits the 2 yr., -4 yr. old sleeping mat). One per week or as necessary.

At least 2 complete changes of clothes, (initials on tag) seasonally appropriate includes bottoms, tops, underwear, and socks

Diaper/pull ups (each individual diaper labeled)

Wipes

Sippy cups with juice, water & milk, labeled with child's name, with a lid.

Daily Lunch and two snacks for full time and one snack for part time children, providing a healthy well-rounded meal, required by State rules, including at least 4 oz. milk, protein, fruit, vegetable, and grain. Please send all water and juice for your child each day in appropriate cups from which he/she will drink.

If parents choose, they may bring:

diaper cream, sunscreen, insect repellent (non-spray). Form authorizing to Dispense External Preparations must be signed by parent. These items are not to be shared and please label with child's name.

Snacks & Lunches: Please label with child's name, and **clearly indicate morning and afternoon snacks from lunch items.** Please place **snacks in child's bag** or backpack, and please put lunches only in lunches containers.

In order to comply with State mandates, please be responsible for providing a well-balanced meal, snacks and drinks each day as mentioned above. We will evaluate lunches for healthy balance. If lacking, we will provide needed items and communicate this to parents, billed to monthly statement.

Children may not share food.

Please avoid heavy sweets, soft drinks, and candy. **We do not serve sugar laden items,** to comply with State regulations.

For children three years and younger, we do not serve, no matter how small they are cut up: popcorn, grapes, cherries, peanuts or hot dogs in any form due to choking hazards.

To satisfy State mandate of two hours between eating times, please ensure breakfast is eaten if your child arrives at 8:00 a.m. or thereafter. We will provide these items, post to the monthly bill, and communicate this.

We are not a nut-free program. In the case a child is allergic to one or some food items, then the classroom in which that child attends will become nut-free.

Please inform us of any allergies your child has upon registration.

Potty Training Toilet training will be introduced as toddlers begin to show signs of independence. Please keep us posted on progress at home. We will keep in close

communication with you, parents when your child is showing sign of being ready and through the process of toilet training. We have toddlers sit on the potty before and after naps and meals. We help them manage their clothing during the potty process. The process is dealt with a positive, happy approach. Eventually staff will help children learn how to wash hands at a sink.

In order for your child to progress into our Pre-K program (ages 3 and up) they must be fully potty trained, being able to manage clothing independently.

Infant/Toddler procedures

Feeding and Naps

We follow the feeding schedule parents have already established for your infants and toddlers. Please provide prepared bottles to be stored in the kitchen refrigerator. Please label All bottles with child's name and date. Unused portions of milk will be discarded at the end of each feeding and or at the end of the day. Bottles can be warmed as parents instruct in a bottle warmer.

Nursing mothers are welcome to nurse here on campus at the church.

We follow the feeding form instructions parents completed upon enrollment, and we will document feeding and diaper changes daily. Diapers are checked and changed often and every two hours, especially before and after naps. Staff will wash child's hands after diapering.

Items to Bring for Infants/Toddlers, Each Labeled with Child's Name

Bottles prepared and mixed with infant formula or breast milk labeled with name
Foods for meals and snacks along with spoon. We can heat.
Sippy cups or bottles with water, juice, milk labeled with child's name
Two complete changes of clothing with undergarments labeled with name
Hat, sweater, coat labeled with name for cool/cold temperatures
Burp cloths
Bibs with Velcro, no strings
One fitted mini crib sheet per day, (sent home daily, after use)
One Sleep sack/ Sleep blanket, sent daily for naps (sent home daily after use)
Diapers, wipes, ointment

Safe Sleep Practices State Required

A safe sleep practices form is discussed and signed upon enrollment. Some items include: Infants are initially placed on their backs to sleep, with no cover or soft items in crib. Children who fall asleep in other equipment will be moved to a crib to sleep. Parents provide sleep items such as sleep sacks to replace blankets. No swaddling or positioning devices are used.

Child Abuse We are required to report any cases of suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services.

Maximum Ratios Staff to Children

Class ratios are dependent upon unique dynamics of each individual group of children and upon the needs of the children in each group.

Needs of your children are our primary interest.

Ratios are less than illustrated below at times whenever various activities in daily routines call for smaller groups.

State RATIO	Years of Age	SSICRP RATIO
1:6	0-1	1: 3 to 4
1:8	0-1 walking	1: 3 or 4
1:10	2	1: 5 or 6
1:15	3	1: 8
1:18	4	1: 9

I have read, been advised of the information specified by rule requirements in the Parent Handbook, and specific State regulations.

I understand and agree to abide by these policies and procedures of St. Simons Christian Renewal Preschool.

Child's Name: _____

Parent/Guardian Name (please print):

Parent/Guardian Signature: _____

Date: _____