



Parent Handbook

St. Simons Christian Renewal Preschool

A Ministry of St. Simons Christian Renewal Church

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Introduction

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.

The Director is responsible for overseeing the day-to-day operation of the school. Parents may contact the office at any time via email or phone. We use the Brightwheel app to communicate with parents frequently regarding student updates and incidents. Parents of enrolled students will have direct access to the Director via cell phone for communication regarding emergencies and/or personal matters. Our staff must maintain a clear criminal background check, undergo an interview process with the preschool Director, provide credible references prior to employment, and maintain certification in CPR/First Aid and fire safety within the first 90 days of being hired.

The purpose of the handbook is to make parents aware of our policies and procedures. Please read it carefully. It was created with our school children in mind. We recognize that it may not cover every situation that may occur; however, we feel that it is as comprehensive as possible. Please do not hesitate to contact us if you have any questions, concerns, or suggestions concerning areas not covered in the handbook.

Thank you,

Dr. Megan Miller,

Director, St. Simons Christian Renewal Preschool



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Our Mission

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. Our heart and purpose are 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.

Operational Overview

We are a ministry of St. Simons Christian Renewal Church which is led by Pastor Mike Murray. The preschool is open Monday – Friday from 7:00am – 6:00pm. We provide full-time options to families in the area of St. Simon’s Island, Ga.

We coincide, but are not limited to, the Glynn County School yearly calendar, closing for several of the same holidays and vacations. Additionally, we follow all emergency closings posted by Glynn County. Parents will be notified of all emergency closings and re-openings via several forms of communication, including Brightwheel and text messages. Please see below for the 2023-2024 Academic Calendar (August 2023 – July 2024).

Academic Calendar

First Day of Fall Semester	August 7 th , 2023
Labor Day	September 4 th , 2023 (SSCRP Closed)
Columbus Day	October 9 th , 2023
Thanksgiving Break	November 20 th - 24 th , 2023 (SSCRP Closed)
Christmas Break	December 18 th , 2023 – January 2 nd , 2024
MLK Jr. Day	January 15 th , 2024
Presidents’ Day	February 19 th , 2024 (SSCRP Closed)
Spring Break	April 1 st - 5 th , 2024 (SSCRP Closed)
Memorial Day	May 27 th , 2024 (SSCRP Closed)
Independence Day Observed	July 4 th , 2024 (SSCRP Closed)
Summer Break	July 29 th - August 2 nd , 2024 (SSCRP Closed)

* Tentative schedule, subject to change.

Enrollment

Parents who wish to enroll their child may do so by contacting the preschool to schedule an appointment to meet teachers, tour the school, and receive a parent information packet. Children are originally placed program according to their age by September 1st, which is in accordance with current



State kindergarten requirements. Enrollment is prioritized by currently enrolled children and their siblings, then children on the waitlist, and finally by the general public. Upon enrollment, families will pay a non-refundable, non-transferable \$150 per child registration fee. There is also a semi-annual \$125 supply fee due at the time of enrollment and again on January 1st. Enrollment of your child is finalized upon receipt of a completed registration packet, full payment of the registration fee and supply fee, and an up-to-date immunization record.

Immunization and Health Records

Your child must have either proof of immunizations or a signed Affidavit of Religious Exemption to attend St. Simons Christian Renewal Preschool. State law requires the most current of either form for your child at the time of enrollment. A new certificate is required prior to the expiration of the previous certificate. The official form 3231 must be completed by your child's pediatrician or the county health department. We will also need records of any new immunizations your child receives. Parents can bring in a physical copy of their student's immunization records, or email them to preschool@christianrenewalssi.org, or fax them to (912) 638-4918.

Tuition and Fees

The financial agreement regarding tuition and fees is between the parent(s) on record and St. Simons Christian Renewal Preschool. The school will not mediate collections of tuition or other school fees with parties not on the enrollment agreement (i.e. parents or guardians that are separated, divorced, or any form of third party). Students enrolled will be charged regardless if the child attends their registered time. If you enroll your child, but choose to begin them at a later date, you will still be responsible for paying for that month's tuition, whether the child is present or not. This ensures that all open spaces in a classroom are filled by paying families.

No refunds or credits are issued for absences, illnesses, or vacations. Any proposed exception to this policy must be presented, in writing, to the Director for consideration. Tuition covers the operating costs of the school (utilities, teachers' salaries, maintenance, etc.), and will gradually increase at the beginning of each school year in August. We rely on tuition and fees to operate the preschool ministry as an outreach program of our church.

Tuition is due the 1st of each month. If the 1st falls on a weekend or school holiday, tuition is due the following Monday or the first day school resumes, whichever comes first. Please note that tuition is not prorated to reflect any absences or time missed in that month for any reason. Families who submit tuition payment later than the 1st of the month will incur a 35\$ late fee. If full tuition plus the accrued late fees is not received by the 15th day of the month, St. Simons Christian Renewal Preschool reserves the right to withdraw students whose account is delinquent. A charge of \$25 will be applied to accounts that have insufficient funds. All tuition and fees are non-refundable and non-transferable. Additionally, there is a separate policy for the infant room listed below.

Infants

To hold a spot for an infant not yet born or not yet attending, you must fill out a parent agreement stating the expected start date and pay 50% of the monthly tuition each month until the expected start date. However, if a prospective student desires the spot immediately, you will need to pay the full monthly tuition to continue holding the spot. On the expected start date, full monthly tuition will be due



regardless of attendance. To cancel an agreement, please submit a written request for cancellation two weeks prior to the date you wish the agreement to end.

Annual Registration Fees

Upon enrollment in any of our school-year programs which run from August-July each year, families will pay a non-refundable, non-transferable \$150 per child registration fee.

Annual Supply Fees

Half of the annual supply fee of \$250 per child is due at the time of registration each year your child enrolls (i.e., \$125.00). The other half of the supply fee is due with January's tuition payment. All supply fees are non-refundable and non-transferable. The supply fee is due regardless of your child's attendance on the first day of school. Supply fees cover the costs of all curricular supplies and consumable materials used daily in the classrooms. Supply fees also go toward purchasing school resources such as games, books, toys, furniture, classroom displays, batteries, sanitizing products, baby equipment, playground items, first aid supplies, cots, etc.

Please refer to the following additional information regarding St. Simons Christian Renewal Preschool's fees effective August 1st, 2023:

TUITION RATES

PROGRAM	AGE CRITERIA AS OF SEPTEMBER 1 ST , 2023	TUITION RATES
Infants	6 Weeks - 11 months	\$ 903.00
Toddlers	12 months and walking	\$ 800.00
Two's	2 years old	\$ 680.00
Three's/Four's	3 years old and fully potty trained	\$ 650.00

Note: Tuition is due on the 1st of each month.

ADDITIONAL FEES

FEE	AMOUNT	DUE DATES
Annual Registration Fee	\$150.00	August 1 st (or upon registration)
Supply Fee	\$250.00	Two installments of \$125 due on August 1 st (or upon registration) and January 1 st
Late Payment Fee	\$35.00	Due if tuition is not received by the 1st of the month
NSF Fee	\$25.00	Due for any checks that do not have available funds
Withdraw Penalty	\$200.00	Due prior to student's last day if there's a failure to submit a 2 week notice to the Director

Note: All fees and charges are non-refundable, non-transferable, and subject to change without notice.

Arrival and Dismissal

Arrival

Our preschool is a facility with one main entrance located inside the foyer of St. Simons Christian Renewal Church. We keep the doors to the building locked at all times. This provides an important



added measure of security for your child while he/she is at the preschool. Parents and employees are asked to use ONLY the main entrance to enter and exit the school during drop-off and pick-up times.

- **Infants** should arrive no later than **10:00 am unless notifying the office**
- **Toddlers and 2 Year Old's** are encouraged to arrive by **8:30am**.
- **3 Year old's & Pre-K students (4 Year Old's)** are strongly encouraged to arrive no later than **8:30am**
- **Summer Time arrival**

Please try to arrive no later than 10:00am during the summer. If your child arrives after 10:00am without notifying the office they may be sent home for the day. By 10:00 am staff are sent home due to low numbers for the day.

Even the most outgoing child may cry when his or her parents leave; however, it usually lasts for only a few minutes. We recognize that new students have an adjustment period and will work with both the students and parents for the first few weeks. We will make sure to keep in communication with parents on how their child is doing. Please note that all children *must be accompanied by someone 18 years of age or older*.

Check In

When you arrive at St. Simons Christian Renewal Preschool each day, you must accompany your child into the building. Per state regulations, all students must be signed in/out each day using the Brightwheel QR code or their 4-digit PIN.

Update Teacher

As you are preparing your child to enter the class for the day, please take this time to make the teacher aware of any pertinent information (requirements for the day, lack of sleep the previous night, changes in the home, etc.). We ask that you help our teachers and staff by acknowledging your child before your departure as it helps the child and teachers, especially the younger ones, to adapt to the class and gain some reassurance that you will be returning. You can also share this information via the Brightwheel app. If there is more sensitive information you would like to share, you can contact the Director directly via email and/or phone.

Departure

Please contact the school if you will be late picking up your child for the day via the Brightwheel app or contacting the Director. Children must be picked up by 6:00p.m. After three late pick-ups, a conference may be scheduled to discuss the ongoing issues and possible solutions. If a child is left at the preschool past 6:30 p.m., then a staff member will call you to facilitate pick-up arrangements. If the child is still at school after 6:30 p.m., law requires us to call the Division of Family & Children Services (DFCS) to arrange care for the child. Any escort must present picture identification when picking up the child. Staff will not release a child to an escort without proper identification and authorization.

Pick-up/Sign Out

St. Simons Christian Renewal Preschool makes a concerted effort to protect the safety and well-being of all the children in our care. You are asked to notify the office anytime your child is being picked up by anyone other than you. This confirms parental approval for release of your child to another individual.



Upon arrival, the approved individual, if unrecognized by the staff, will be required to present identification with his or her picture on it. Children will be released only to properly identified persons who are listed on the "Pickup/Release Authorization" section of the enrollment form. The names of persons who may pick up the child MUST be kept current by the parents, and emergency contacts MUST include local persons. Older siblings will not be allowed to check a child out of his/her classroom unless they are older than 18 and on the authorized pick-up list. You will be contacted if someone not on the approved list attempts to pick up your child.

Safe Exiting

In addition, we ask that children are not permitted to open the doors or depart from the preschool or building without being accompanied by an adult due to high volumes of traffic in the parking lot.

Visits

We welcome and encourage parent involvement and simply ask that you let the teacher or school office know ahead of time that you will be visiting.

Withdrawal Procedures

The preschool reserves the right to drop any child from enrollment whenever it appears to be in the best interest of the child and/or the preschool. A written notice will be given to the parents when a decision is made to withdraw a child from our program. Parents wishing to withdraw their child must provide written notice at least two weeks prior to the tuition payment deadline for the first month the child will no longer be in attendance. If parents do not supply written notice two weeks prior to the 5th day of the month their child will be withdrawn, full tuition will be due. For example, if a child will no longer attend SSCR in October, a written notice of withdrawal from the school is needed by Sept. 21 (the two-week mark before the tuition due date of Oct. 5). If the notice is not received on or before Sept. 21, October's full tuition is due.

Reasons that St. Simons Christian Renewal Preschool may determine that withdrawal of a student is warranted include, but are not limited to, the following:

- Non-payment of tuition and fees (payments must be cleared through the bank).
- Children who put themselves or others in danger by perpetually running away from teachers, out of classrooms, and out of the school.
- Parents or guardians displaying inappropriate behavior such as, but not limited to: posting or commenting on posts using negative/derogatory remarks about the school, church, or staff on social media; using profanity or belligerent language/actions toward staff/students/parents; using physical aggressiveness, verbal abuse, etc. toward staff members, other parents, or any child/children on the premises.
- Parents or guardians communicating with preschool staff in a manner that, in the judgment of the Director, is hostile, abusive, or discourteous.
- Non-compliance with school policies and procedures and/or disregard for state regulations.
- The policies and procedures are abused by a parent.
- Biting that cannot be controlled or corrected NOTE: Before dismissing a child for biting we will suspend a child for 2 weeks in hopes of correcting the biting. If he/she returns and continues to bite they will be dismissed. Often if your child bites more than twice you will be called to pick them up for the day.



- Behavior that does not adapt to our curriculum-based schedule.
- Behavior that poses a safety concern for the center/child.
- Physical aggression towards another child or a teacher.

Communication

At SSCRP, it is our goal to keep parents informed of classroom activities, special events, skills learned, and announcements. Our primary method of communication is Brightwheel. Therefore, please download the app and turn on notifications, specifically the message notification. Rather than a paper daily sheet, your child's diaper change times, meals, photos, etc. will be available through Brightwheel; this will give you a snapshot of your child's day. Please take a moment before pickup up to review it so you may ask your child's teacher any questions you may have. Children may also have a folder to take home each week. This folder will house important information regarding updates, school news, parent information, etc. Please take a moment to check this each day. Here are examples of communication we may provide:

- Electronic daily sheets/reports, photos, messages, and newsletters via Brightwheel
- Flyers in folders
- Monthly calendars
- Phone calls. Please note that teachers will not give out their personal cell phone numbers. Should you need to get in touch with your child's teacher, please call the office.

Attendance

If your child will be absent, please notify the preschool as early in the day as possible. Regular tuition fees remain due when your child is absent; this assures that your child's space will be retained. Regular attendance is encouraged so that your child will become familiar with our routine and daily schedule. Consistent attendance and arrival time help children feel confident and comfortable at school.

Transition Between Classrooms

Children typically do not transition to the next classroom until the following August due to state licensing requirements and space availability. However, teachers will tailor their classrooms and curriculum to meet the developmental needs of their students and to prepare them for the next classroom. When it is time to transition, the Director will meet with you to develop a plan to introduce your child into the new classroom or program.

Custody Issues

If a parent's name (other than your own) is listed on your registration packet, we cannot prohibit that parent from picking up your child. However, if we have legal documentation on file which either denies custody or specifically prohibits that parent from taking your child from the center, we will refuse pick-up. If the prohibited parent demands release of your child, our employees are instructed to talk to the parent, telling him or her that the child cannot be released; however, if the parent forcibly takes the child, our employees are not legally bound to physically withhold the child. We will notify you immediately. We will also notify the authorities if you request us to do so. (The above policy also applies to legal guardianship situations).



Confidentiality

Employees of St. Simons Christian Renewal Preschool are required to maintain strict confidentiality regarding information about all children and families that we serve.

Children's Files

A file is maintained on each enrolled child. State law requires that each child's file must always be current. Files must include any inclusion services, current immunization records, and a fully completed enrollment packet. Please keep the Director/teachers/administration closely informed about changes and updates that need to be made regarding your child's enrollment information (phone numbers, address, emergency contacts, custody paperwork, etc.) so that we may contact you or an authorized person swiftly in cases of illness or emergencies. All children's records are kept confidential in a secured area accessible only by management.

Inclusion

Children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging at St. Simons Christian Renewal Preschool. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, parent/provider political beliefs, marital status, sexual orientation, special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Curriculum

Teachers and staff provide both teacher-directed and child-initiated activities to help each child develop language, reading readiness, and other cognitive skills appropriate to his/her stage of development. The curriculum is developed around themes which provide opportunities for the children to learn about God, Jesus, the Bible, the church, self, family, others, and the natural world. All classes follow our school-wide monthly themes with daily, developmentally appropriate activities.

Getting Started

What to Bring

Toddlers, early preschoolers, preschoolers, and pre-k students will need the following items brought to school with them, if applicable: diapers, wipes, Pull-Ups, diaper ointment, bug spray, sunscreen, 2 to 4 complete seasonally appropriate changes of clothes including shoes and underwear, milk cup, water cup, pacifier, nap roll, blanket, and a sweater/jacket when the weather starts to get cooler.



All personal items should be clearly labeled with the child's first and last name. Specific directions about additional items needed will be shared with you by your child's teachers. At the end of each week on Friday, we will update parents on what their student will need for the following week via Brightwheel. Clothing and nap items can be brought in and left at school during the week; wet/soiled items must be taken home daily to be laundered. Napping materials for toddlers through preschool age will be sent home every Friday to be laundered unless they get dirty.

Daily Schedules

Each day is set up to offer your child a balance of language, social, physical, and cognitive development. The daily schedule provides a framework for planning and organizing the daily routine and play activities for the children. Adjustments to the schedule are made as needed. Some common changes you may notice in your child's behavior after enrollment in any group setting included altered sleep/wake patterns (staying awake for longer hours or napping more frequently for short periods of time) or changes in appetite. Infant classes function on a much looser schedule than any other classroom. Younger infants who are not yet on a consistent schedule are able to eat and sleep as needed.

Ideally, all children should be dropped off by 9 a.m. to ensure that they receive plenty of educational time and do not disrupt the class's instructional time.

Rest Time

All students ages 1-5 years of age will be offered a nap each day from approximately 12 p.m.- 2 p.m. (Infants sleep throughout the day according to their individual sleep schedules.) A comfortable cot will be provided by St. Simons Christian Renewal Preschool for your child. Each child will need to bring a nap roll or a fitted crib sheet and blanket, and they may also bring a lovey, blanket, and/or pacifier to use during naptime

All bedding will be sent home each Friday (and anytime a child is sent home sick) to be laundered, and we ask that you return them on Monday. Pull-Ups can be worn by students during nap and rest times, if needed, if they are being potty trained, or if they are newly potty trained. Infant crib sheets will be sent home daily.

Nap time is roughly 12 p.m. to 2 p.m.; we ask that children are not picked up or dropped off during this time. Though we understand that appointments may need to be made during the day, picking up or dropping off children during these times becomes disruptive to the whole class. If your child needs to miss any part of nap time, we ask that you pick them up before noon.

During rest time, quiet music and/or white noise will be played. The lights will be off, and all children are expected to lie quietly and rest. Please see your child's teacher for specific information about nap and rest times. Teachers are not allowed to keep your child up during rest time and cannot forcibly wake a child up during our set rest time. Children who do not fall asleep on their own will be given a quiet activity to do on their cot during rest time. For proper development, it is important for young children to get an adequate amount of rest during the day. We keep the children very busy at school and they need to give their bodies and minds time to relax.

Outside Play

Running, climbing, crawling, sliding, jumping, and stretching help children's large motor development, and fresh air helps maintain good health. Your child will have the opportunity to participate in outside



play twice a day, every day, weather permitting. We follow the state requirement that children are provided outside time with careful consideration of extreme conditions and high/low temperatures. We extend our classroom curriculum to the playground and incorporate creative activities during outside time.

Sunscreen/Bug Spray

We request that families apply sunscreen to their child prior to arriving at school. Second applications will be applied after nap time if needed, so please send a bottle of sunscreen labeled with your child's first and last name.

Choking Hazards

According to state regulations, children shall not be permitted to wear anything around their necks or attached to their clothing (i.e. pacifier clips, necklaces, including teething necklaces, or other hazardous items).

Birthday/Party Treats

We love celebrating birthday milestones with your little ones! There are a few requirements that we follow to ensure the health and safety of our students. Please see below for a list of requirements for birthday parties:

- For birthdays or classroom celebrations, treats of any kind must be in the original labeled container with the ingredients clearly visible. This is to protect our classmates that have severe allergies to many common baking ingredients such as eggs, nuts, etc.
- Birthday treats must be in pre-packaged single serving sizes (i.e. cupcakes, chips, veggies with single serving dressing, ice cream, etc.)
- No candles or latex balloons are allowed in the preschool for the safety of the children.
- Schedule any classroom activity with your child's teachers at least one week in advance to ensure that it is worked into the classroom schedule.

Clothing & Shoes

For your child to enjoy participating in all the indoor and outdoor activities of our program, please ensure that he/she is dressed for the weather. We will attempt to go outside every day, even if cold temperatures limit the time we spend outside. The need for children to run around in the fresh air is important.

Please be sure that all clothing and personal items are marked with your child's first and last name in permanent marker. St. Simons Christian Renewal Preschool cannot assume responsibility for lost or damaged items. We take much care to ensure that your child's belongings are well taken care of. However, the school is not responsible for lost or damaged belongings including clothing.

Since our children are involved in activities that can be messy, it is important that they wear comfortable, play clothes that are easy to wash. Your child will run, climb, paint, paste, and color. These are all developmental skills. Please dress your child in comfortable clothes that you do not mind getting dirty. A complete set of seasonally appropriate clothing should be sent in and kept in your child's cubby and will be used as needed. Be prepared for changing weather by dressing your child in layers. Please send a hat, mittens, or gloves, or an extra sweater if it is an extremely cold day.



Children are not permitted to wear any shirts, jackets, sweatshirts, jewelry or articles that are tied around the neck. Hooded jackets, sweatshirts, and shirts that have drawstrings present a major hazard for children. The cord can become caught while a child is climbing, sliding, or engaged in other active play and result in choking or other serious injury. The same risk is associated with necklaces, locket, keys, or any other article hung around the neck.

Children who are toddler age and up should come to school with closed toed shoes or sandals with heel straps that fit securely. Shoes should be sturdy and easy to get on and off. Shoes with Velcro closures are wonderful for children. We ask that children please not wear cowboy boots and other hard-toed/heeled shoes at school as they can present play hazards.

Meals

St. Simons Christian Renewal Preschool does not provide meals for students. Parents should plan on providing the student’s meals, a cup for water and a cup for milk each day. All milk cups and water bottles will be returned home daily to be washed and returned the next day. St. Simons Christian Renewal Preschool follows the nutrition guidelines set forth by USDA and Bright from the Start. We administer a morning snack/breakfast, lunch, and an afternoon snack for students. We ask that parents bring only water, milk, for children older than 1 year. Water cups will be refilled throughout the day as needed. According to Bright From The Start rule 591-1-1-.15(7), we ask parents to abide by the following restrictions on types of food that are associated with young children’s choking incidents:

Parents should not provide such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. Food shall not be accessible or served to children until it has been chopped, diced, cut or mashed and is appropriate for each child’s age and individual eating, chewing and swallowing ability.

Meal Schedule

To satisfy State mandate of two hours between eating times, please ensure breakfast is eaten if your child arrives at 8:30 a.m. or thereafter. We have designated meal times for each class are below.

	INFANTS	TODDLER’S / 2’S	3’S / 4’S
Breakfast	8:00am	8:30am	8:30am
Morning Snack	10:00am (Bottle)	N/A	10:30am
Lunch	11:30am	11:30am	12:30pm
Afternoon Snack	2:30pm	3:00pm	3:15pm

Please list any food allergies and sensitivities your child may have on the enrollment form prior to starting school. **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. **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.

Infants

Per Bright From the Start regulations, parents of infants must complete an infant feeding plan to be



posted in the classroom and updated anytime changes are made. Parents of infants must provide formula or breastmilk that is mixed/prepared at home. Bottles and food containers must be labeled with the child's name and date before bringing them to your child's classroom. Nursing mothers are welcome at SSCRP, and accommodations will be made if you would like nurse your baby at school.

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 parents when your child is showing signs of being ready to go through the process of toilet training. We have toddlers sit on the potty before and after naps and meals. We help encourage them to notify us if they need to use the toilet. We help them manage their clothing during the potty process. The process is dealt with a positive approach by using a chart that celebrates the achievement of certain potty-training milestones.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Discipline Policy

Discipline is a very important part of our total program for children. We believe good discipline first begins as we show the children that we love them. They need to see that we care enough about them to establish boundaries, expectations, and guidelines. Discipline is consistency, prevention, guidance, teaching and training. It is not punishment. We base our plan for discipline on our philosophy that a child's behavior can be categorized as "good" or "bad" depending on the boundaries being set, and is not necessarily attributed to the child's character. We believe that self-control and self-regulation can, and should be, taught as a child gains the ability to think independently. 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 their abilities to problem solve, 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 occurrence, 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. Please know that a child is not "bad" because he/she bites and nor does it reflect poor parenting. While the action is unacceptable, we understand that the child is learning to express himself/herself and navigate overwhelming emotions. Every effort will be made in a loving, nurturing way to redirect the child and/or resolve the conflict or frustration that initiated the biting. Our job as teachers, is not to lay blame or guilt but to lovingly guide our little ones in the right direction and give them the proper tools to express themselves appropriately.

Infant Program

We practice a shoeless environment in our infant program and ask that adults entering those rooms to either remove their shoes or slip-on shoe covers before entering. This is to prevent outside contaminants from being brought into the room, as our babies spend much of their time exploring and playing on the floor.



Sleeping

Per Bright From the Start regulations, all infants must be placed on their backs to sleep in an empty crib (no blankets or lovies). Infants may wear a sleep sack and use a pacifier while in a crib. If infants can turn over by themselves, teachers must still place them in the crib on their backs. If an infant should fall asleep while being rocked, in a bouncy seat, or taken for a walk in a stroller, they will be put in their cribs to continue their sleep. When a child reaches 12 months, cot sleeping will be introduced. Children who are sleeping on cots may bring a soft stuffed animal or other soft attachment item (blanket). Pillows are not allowed.

Infants who are brought in a car seat will not be left in them to continue their sleep. Cribs will only be used for sleep and not for playing, so we encourage this same practice at home to allow for smoother transitions to our classroom policies. It is not uncommon for an infant to sleep less or shorter periods of time at school than they do at home. The teachers will work with the babies' routines and schedules as much as they are able to, so please communicate your baby's preferences for anything that will be helpful in their adjustment from home to school.

Infant Supplies

Before or on the first day, please bring the following: diapers, wipes, diaper ointment, pacifier (labeled with name), 2 to 4 complete sets of extra clothing (including socks labeled with name), 3 to 4 mini crib sheets, premixed bottles labeled with name and date, burp cloths, bibs, prepared baby food and/or snacks (as are age appropriate), feeding and eating utensils and equipment. Pacifiers are allowed, but we cannot have anything attached to the child's clothing to hold the pacifier in place as that poses a choking hazard.

Feeding

Teachers will warm bottles (if that is how your child best takes the bottle), but they are not allowed to mix formula. Nursing mothers are welcome to feed their babies here at school or send in breastmilk in bottles that are labeled with the child's name and date. Infant feeding plans must be updated each week. Teacher's will update each student's feeding plan on Mondays.

Teachers will update Brightwheel for each infant and will indicate the baby's sleeping, eating, and diaper habits, as well as his/her activities. We ask families to message, or notify during drop-off, teachers each morning to let them know the time the baby last ate, how they slept the night before, and the time of the last diaper change.

Diapering

Adequate diapering facilities are available in each room housing infants, and diapers will be checked and changed every 1 to 2 hours as needed. Prior to diapering children, staff will wash their hands with soap and warm water. After diapering, staff will clean and disinfect area and wash their hands again. Diapering facilities will always remain safe and sanitized.

Health and Wellness

If your child is sick or will not be attending school on any given day, please notify the school. To provide the most effective infection control and the healthiest environment, St. Simons Christian Renewal Preschool adheres to the following policies:



Daily Observation

The health of your child is very important to us. Your child's general health status will be monitored informally each day upon arrival and throughout the day. If the Director determines that your child is unable to remain at school based on symptoms that are consistent with illness or communicable / contagious diseases, you will be notified to make immediate arrangements for your child's pick-up and care.

Child Abuse

If any preschool staff member suspects possible child abuse or neglect of a child, he/she should immediately contact the program's Director. The Director will file a report with the local Department of Family and Children Services within 24 hours and retain documentation. All preschool staff members receive training on recognizing and reporting abuse and neglect. Although anyone may report suspected abuse or neglect, as a licensed childcare facility, we are required by law to report any suspected child abuse or neglect. It is not necessary to prove that abuse or neglect has occurred. Reports can be made by calling the local Department of Family and Social Services (912-262-3200) or The Child help National Child Abuse Hotline (1-800-422-4453). Reports may be made anonymously.

Hand Washing

One of our most effective lines of defense against infection is hand washing. The staff will take constant precautions to prevent the spread of contagious diseases. Most common childhood diseases are contagious and can be prevented with proper hand washing. Faculty members are required to practice stringent and specific hand washing procedures throughout the course of each day (before and after handling food, after diapering and toileting, after being outside, when hands are dirty/messy, etc.). Hand washing regulations and procedures are posted near all sinks throughout the school.

Sanitizing

A rigorous routine for cleanliness is maintained to minimize the spread of germs. A diluted form of bleach will be St. Simons Christian Renewal Preschool's first line of disinfectant, per state guidelines. Toys in all classrooms are cleaned at least once per day with disinfectant. Feeding tables are cleaned and disinfected before and after each use. Staff members who work with infants, ones, and twos, wear gloves while changing diapers. Changing table pads are disinfected after each diaper change. Used diapers are disposed of in containers and emptied at least once per day. Floors are swept and mopped daily, and rugs are vacuumed at least once per day. Toilets, counters, sinks, doorknobs, light switches, computer keyboards, etc., are disinfected at least once per day by the teaching staff.

Sick/Injured Policy

All policies on illness, medication, accidents, and injuries have been developed to protect the health, safety, and well-being of all children and employees at St. Simons Christian Renewal Preschool and are in no way meant to be an inconvenience for families. From time to time your child will inevitably have a minor illness. Children in a school setting generally have about seven respiratory and/or gastrointestinal illnesses a year. We understand that children will have runny noses and coughs. If a child comes to school with a cold, we believe that he/she should be able to follow our daily routine. If your child is unable to participate in regular classroom activities, we ask that he/she remain home in your care until they are well enough to participate in the activities at school.



Occasionally one of our children catches a communicable disease (chicken pox, strep throat, flu, hand-foot-and-mouth disease, ring worm, etc. or parasites such as lice), has a serious injury, or is admitted for surgery; these events are viewed as “major” illnesses. Our policy regarding major illnesses requires that prior to re-admittance, we receive a statement from your child’s attending physician acknowledging that it is safe for not only your child to return, but that is safe for your child to be around other children at St. Simons Christian Renewal Preschool. If your child is diagnosed with a communicable disease, please notify the Director within 24 hours of a diagnosis so that we may notify other families about the exposure to possible communicable and/or contagious illnesses.

For the health and safety of all students, we ask that you please keep your child at home if he/she:

- Has green or yellow nasal discharge
- Has fever of 100.4 degrees or higher within the past 24 hours
- Has severe coughing
- Has pinkeye or any eye discharge
- Has a sore throat or trouble swallowing
- Has a rash of unknown origin that may be contagious
- Had vomiting or diarrhea within the past 24 hours

If your child exhibits any of these symptoms or situations during the school day, you will be called to take your child home. If we cannot reach you, we will contact the persons listed on your emergency contact form.

Communication and cooperation of parents are of great importance in helping to prevent the spread of diseases to other students and staff members. Per Bright From the Start licensing regulations, we will notify the Health Department (depending on the diagnosis) and follow any precautions they deem necessary. Certain types of illness may necessitate the temporary removal and/or exclusion of your child from St. Simons Christian Renewal Preschool for a time. Parents will be notified by email if/when a communicable disease is discovered/identified.

***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.*

Medication

Please note that St. Simons Christian Renewal Preschool administration and staff will not administer medication of any kind to students including antibiotics, Tylenol, Motrin, or any other fever/pain reducing medications. Should your child require medication during the school day, you will need to come to St. Simons Christian Renewal Preschool to administer it and complete a medication form (kept in the office).

Breathing Treatments/Nebulizers

A nebulizer changes medication from a liquid to a mist so that it can be more easily inhaled into the



lungs. Nebulizers are particularly effective in delivering asthma medications to infants and small children and to anyone who has difficulty using an asthma inhaler. Children attending St. Simons Christian Renewal Preschool who require breathing treatments during working hours must have treatments administered BY THEIR PARENT/GUARDIAN/AUTHORIZED FAMILY MEMBER ONLY. Administration and staff are not permitted to administer this, or any, medication to students.

Diarrhea

If diarrhea is noted, your child's temperature will be taken. If there is a fever, you will be notified to pick up your child. If your child does not have a fever but has a second liquid stool within the hour or a total of 3 liquid stools in one day, you will be notified to pick up your child. Your child may not return to St. Simons Christian Renewal Preschool until he/she is symptom free for 24 hours unless you present a doctor's statement that your child is not contagious.

Temperature Elevations

When a temperature elevation is suspected, your child's temperature will be taken. Children with a temperature of 100.4 degrees or more cannot be present at school, and you will be contacted to pick up your child. Your child may return to St. Simons Christian Renewal Preschool when he/she has been fever free for 24 hours, (i.e. fever without the benefit of a fever-reducing medication), or with a doctor's note stating that there is no possibility of a contagious condition present.

Communicable Diseases

When any suspected case of communicable (contagious) disease is determined, you will be contacted to pick up your child immediately. If the physician determines that your child has a communicable disease or has been exposed to a contagious condition, you are required to contact St. Simons Christian Renewal Preschool with the diagnosis within 24 hours of doctor confirmation. This allows St. Simons Christian Renewal Preschool to notify other families that their child was exposed to a communicable or contagious disease. Per Health Department and state regulations, St. Simons Christian Renewal Preschool reserves the right to require a physician's written release for your child's re-admission following a communicable disease or serious illness.

Rashes

Suspicious rashes are considered contagious until a physician indicates (in writing) otherwise. If a rash is noticed, your child's temperature will be checked. If your child is present at St. Simons Christian Renewal Preschool when symptoms are noticed, you will be contacted to pick up your child.

Congestion and Discharge

Serious lung congestion or a continuous, purulent discharge from the eyes or nose will necessitate your child's absence. If your child is present at St. Simons Christian Renewal Preschool when symptoms are noticed, you will be contacted to come for your child.

Pink Eye (Conjunctivitis)

PINK EYE IS EXTREMELY CONTAGIOUS. If it appears that your child may be infected (eye is red/pink, yellow or green discharge is present in one or both eyes, eye is itchy and/or crusty, etc.), he/she will be removed from the group, and you will be contacted to pick up your child. Please check your child



carefully for this infection before bringing him/her to St. Simons Christian Renewal Preschool. Your child is considered contagious until the pinkness/colored discharge goes away and/or treatment has been administered or with a doctor's note stating the child is not contagious and ready to return to school.

Vomiting

If your child experiences vomiting before coming to St. Simons Christian Renewal Preschool, he/she should be kept at home. If vomiting occurs while your child is at St. Simons Christian Renewal Preschool, you will be contacted to pick up your child. Your child may return to St. Simons Christian Renewal Preschool when he/she has not vomited for 24 hours without medication and/or with a doctor's note stating they are not contagious and ready to return to school.

Skin Infections

If your child has ringworm, impetigo, or pin worms, he/she will not be allowed to attend St. Simons Christian Renewal Preschool until the condition is gone or until we have a physician's note stating that they are not contagious and are ready to return to school. If your child has a skin lesion that is not considered contagious by the physician, and it is adequately dressed to prevent drainage, he/she will be allowed to remain.

Serious Illness or Accident

In the event of serious illness or accident requiring professional medical attention (which is not life-threatening), St. Simons Christian Renewal Preschool will contact you to pick up your child within 30 minutes. If you cannot be contacted, emergency numbers in your child's records will be called. If no one can be reached, your child will be taken by the Director or employee in charge to the emergency department of Southeast Georgia Health System. We will continue efforts to contact you.

Major Injuries

In the event of an accident that requires advanced medical attention, we will contact the parent and call 911 and have the child transported via emergency rescue to the designated or nearest emergency facility. We will instruct the emergency room staff to proceed if life-saving techniques are required but will await further instruction from the parent if furthermore extensive treatment is necessary. At least one staff or faculty member will always remain with your child until you or someone you have designated arrives and feels comfortable with us leaving.

Life-Threatening Illness or Accident

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.

Emergency Policies and Procedures



All staff are trained in CPR and First Aid. It is the school's policy for all teachers to be CPR/First Aid certified within the first 90 days of employment and remain current in their certification. In the event of an accident that creates a need for medical attention, we will follow emergency care plans.

Emergency Phone Numbers

The telephone numbers of the Fire Department, Police Department, Hospital, County Health Department, and Poison Control are posted by each phone at St. Simons Christian Renewal Preschool. Emergency contact information for each child and staff member is kept readily available.

Fire Drills

A fire drill is conducted every month at St. Simons Christian Renewal Preschool. We keep a record of each drill, notating the safety and expediency of each. A Fire Exit Plan is posted in each room of St. Simons Christian Renewal Preschool. Children will be led by employees and moved carefully to a designated area away from the building.

Tornado Drills

Tornado drills are held periodically. During drills, children are led into the woman's bathroom located in the main lobby of the church building. Tornado drills are required to ensure the safety of everyone and to give employees and children the necessary training to act quickly and appropriately.

Physical Plant Problems

In the event of an unfixable power outage or damage to physical plant, children will be moved to a safe location posted in rooms and parents will be notified to pick up their children.

Inclement Weather

The final decision for closing St. Simons Christian Renewal Preschool for inclement weather will be made by the Director and will follow the decision made by the Glynn County Board of Education. You may also call the church office at (912) 638-4918 or the preschool office (912) 434- 9623. You will also be notified via Brightwheel, email, and/or text message.

Unforeseen Closures

In the event of a hurricane, health pandemic, or another catastrophic or unforeseen issue that results in the temporary closure of the preschool, decisions regarding tuition due dates, dates of operation, etc. will be made by the Director and Lead Pastor, and elders of St. Simons Christian Renewal Church. The Director will clearly communicate all information in a timely manner as decisions are made regarding the operations of the preschool. Generally, past tuition payments will not be refunded.

Transportation

All transportation will be provided by parents to and from school daily. There will be no field trips. Routine transportation will not be provided at this program.

Parent Handbook Agreement Form

Academic Year 2023 – 2024



After reading the Parent Handbook, please sign the appropriate lines below and return the form to the Director no later than the first day of the Fall semester (August 7th, 2023).

We, the parent(s)/guardians of (Student's Name) _____ have read and understand the contents of St. Simons Christian Renewal Preschool's Parent Handbook.

We agree to follow and the policies outlined in Parent Handbook. We understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the Handbook will be distributed by the school.

*Please note that the Parent Handbook Agreement Form is not an enrollment contract.

Printed Name of Parent/Guardian 1 (Required): _____

Signature of Parent/Guardian 1 (Required): _____

Date: ____/____/____

Printed Name of Parent/Guardian 2 (Optional): _____

Signature of Parent/Guardian 2 (Optional): _____

Date: ____/____/____

Thank you,

Megan Miller

Director, St. Simons Christian Renewal Preschool