

St. Luke's Preschool

50 Pope Avenue
Hilton Head, S.C. 29928

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"Train a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6



Parent Handbook

St. Luke's Preschool

WHO WE ARE:

St. Luke's Preschool is a Christian and State-Registered preschool, operating under the auspices of St. Luke's Episcopal Church, Hilton Head, SC. We welcome families from all denominations.

OUR MISSION

Our mission is "To provide a quality preschool education to children, in a loving environment, where they will come to know Jesus Christ and His Word."

OUR OBJECTIVES

To provide a loving, Christian atmosphere where each child and teacher understands and accepts others regardless of race, religion, sex, age or financial condition.

To provide a safe, healthy and developmentally appropriate learning environment.

To help children develop skills, self-esteem and responsibility in order to meet the world's challenges.

To use positive, Christ-centered techniques in guiding children's behavior.

To build relationships with parents and nurture Christian-based child rearing practices.

CHURCH AFFILIATION

St. Luke's Preschool is a ministry and mission of St. Luke's Episcopal Church. However, we do not discriminate, but welcome children from all backgrounds.

Prayer or blessings will be conducted before meals and snacks. Teachers are also encouraged to pray with the children throughout the day for help in our daily lives and in praise for our many blessings. Bible stories, verses, and Christian songs are part of the daily curriculum. Chapel will be held once a week with a member of St. Luke's clergy. Children and families of the Preschool are invited to attend all St. Luke's regular programs and special events.

PARENTAL INVOLVEMENT

We encourage parents to become involved with our various activities in our Preschool. We welcome volunteers for field trips, parties, special events, enrichment programs, etc. Various events take place during the year such as the Christmas program, graduation (for our four and five-year olds going on to Kindergarten), parties, etc. that you, as parents, are encouraged to attend. In the future, we hope to offer child development seminars and groups for parents. Become a part of our family by getting involved.

We also encourage comments and concerns to help us maintain quality care. Please keep our teachers and caregivers aware of any daily concerns regarding your child. Any problems that may arise in your child's classroom, please direct them to the Director.

The PTF: All parents are automatically members of our PTF (Parent-Teacher Fellowship). This organization works in support of the school, its director and staff, and works alongside of the School Board to promote the school in the community and to help raise funds so the school can be fiscally viable, as well as to offer scholarships to needy families and improve the facilities and equipment of the school. All parents are **required** to give time throughout the year to help with these endeavors. A parental support agreement must be signed at the time a child is registered. We believe that your child's education and enthusiasm will benefit from your involvement in their school. We pray that your time at the St. Luke's Preschool will serve as an opportunity to serve and grow as a family.

SCHOOL CLOSINGS

St. Luke's Preschool will publish a school calendar which includes our school year running from August to June. Please make **note** of when the school is **closed**. We follow the Beaufort County School Traditional calendar with some exceptions. The schedule for the June/July summer session will be published separately.

ARRIVAL AND DEPARTURE

We are open Monday through Friday, except as indicated on the published schedule.

We are open at 8:30 a.m. and close promptly at 3:30 p.m. Aftercare is offered with an additional fee on Monday-Friday from 3:30 until 5:30pm.

Children must be escorted into the building by their parent/guardian/adult in the morning, signed in at their classroom door and acknowledged by a staff member. Parents are encouraged to have children in class by 8:45 a.m. Children arriving after 8:45 a.m. may miss an important part of the day's lesson, and are also interrupting a lesson already in progress.

Children must be picked up in the afternoon by a designated adult. This person must enter the building and inform a staff member when leaving. All children must be **signed out** before leaving the premises. Unless there exists a specific custody arrangement in writing, a copy of which must be provided to the school, both parents will be allowed to pick up their child, as well as any other parties as designated on the Pick-up authorization form.

ANYONE entering the school to pick up a child for the first time must present **picture** identification. If the party is not listed on the authorization form as an approved person, pick-up of the child is prohibited. Should someone not listed on the application be scheduled to pick up a child, the parents must provide the school with prior notification. **Unusual custody arrangements require a Court Order on file at the school for enforcement purposes.**

Pick-up time is **promptly at 3:30 or 5:30pm**. If you arrive after 3:40, a late pick-up fee will need to be paid in cash. The fee is as follows: \$1 per minute between 3:40 and 3:45, \$5 per minute from 3:45 until 4:00. If you arrive after 5:40, a late pick-up fee will also need to be paid in cash. The fee is \$5 per minute. More than three late arrivals per month (or more than ten per year, not including emergencies) will lead to dismissal of your child from the school.

****Please note:** St. Luke's Preschool is not responsible for any car seats left on the premises.

ABSENCES: Please call the school by **9:00am** if your child is going to be absent that day, unless you informed the teacher in advance of vacation or other travel plans.

DISRUPTIVE BEHAVIOR: Any person picking up a child displaying disruptive behavior or showing signs of intoxication will not be able to take the child with them. The staff on duty will ask them to wait while they call the next person on the approved Pick up Authorization list. If the person becomes combative and unruly the staff member will ask the person to either leave or sit on a bench while the next approved pick up person is called. ***If at any time the staff on duty feels threatened or that the children are in danger, they will call 911.***

(Section 114-505(3) DSS regulations Health, Sanitation and Safety: "People who appear to be under the influence of alcohol or other drugs shall not be in the center when children are present.")

GENERAL CONDUCT

- Children should be respectful of the rights of others at all times.
- Children are expected to demonstrate appropriate behavior and are not allowed to run, yell, or act in a disorderly manner while in the school building.
- Inappropriate language is not acceptable.
- Safety rules are in effect in the building and on the playground.

DISCIPLINE

We use positive techniques in guidance such as redirection, positive reinforcement, problem solving, encouragement, and elimination of potential problems. When there is a discipline problem, the teacher or the Director will take the child aside and discuss the choices that were made. If another person is involved, there will then be an opportunity to ask for and receive forgiveness from each person. We will then pray with the child/children asking for God's forgiveness, accepting His forgiveness and love, and then asking Jesus to help him/her to make better choices.

Infractions of the rules may require the following disciplinary procedures:

- Time apart from the group
- Telephone call to the parents or guardian
- Conference with the Director and Parent/Guardian

MEALS AND SNACKS

Children bring their own lunches. Food brought in should be food that is nutritional in value. Examples of items that are recommended include sandwiches, chicken, pizza, fruit, muffins, cheese, veggies, real fruit snacks, milk, real fruit juice, and water. Lunches may be cold or hot (we do have a microwave). **Please DO NOT send candy or sugary drinks (sodas, etc.).** Snack rotation for each class is posted weekly beside the sign/in sign/out sheet.

All lunch boxes, plastic food containers (any items that you wish to be returned), thermoses, etc. should be clearly marked with your child's name. **Please make us aware of ANY food allergy your child may have.**

HEALTH AND MEDICAL EMERGENCY POLICIES

For the protection of your child, as well as others, we ask that they **NOT** attend school if they exhibit any of the following symptoms:

- Fever of 100 degrees and above
- Constant diarrhea, vomiting (more than two times)
- Red, runny eyes (conjunctivitis)
- Rash that is unknown or contagious

- Any contagious disease or illness, such as chicken pox, from incubation through outbreak
- Evidence of head lice

If any of these symptoms should occur in your child during the day, we will contact you in order to arrange immediate pick-up of your child. We understand that there are circumstances when you can't make it immediately, but please make sure you have a back-up plan. We will expect you to be here to pick up your child **within the hour** of when a call is made, or have someone come in your place.

If, for some reason, your child does not seem to be "himself", we may call just to let you know, but pick-up of him/her is not necessary.

Please note that if your child is absent or sent home after developing fever, vomiting, diarrhea, cough, or green runny nose, he or she **must remain home** until symptom-free for **24 hours without the aid of medication**. Please notify the center immediately if your child contracts a contagious or communicable disease.

If your child requires medication and/or breathing treatments multiple times a day, we require you to give the morning and evening treatments, and we will provide the mid-day dose/treatment. A mask is required in order for a breathing treatment to be administered.

You will be required to give proof of immunizations. South Carolina law requires you keep your child's immunizations current. Please keep our records updated each time your child receives an immunization. You may have your physician fax these to our church office at 785-2359. (Please let us know that it is being faxed.)

INJURY AND FIRST AID

Should your child receive a slight injury at school, he/she may receive first aid from a staff member. An accident report will be filled out and placed in your child's cubby for your information. Should it be a serious injury, he/she may immediately receive the necessary first aid from a staff member and additional treatment from the nearest medical facility.

The State of South Carolina requires only one staff member certified in First Aid and Infant/Child CPR on the premises at one time. However,

we require all our staff to meet these certifications at the earliest time possible from the time they are hired on a permanent basis.

MEDICINE POLICY

Over-the-counter medication: At the discretion of the owner/director we will administer or refuse over-the-counter medicine, if warranted, following DHEC rules and regulations. Tylenol and other forms of pain reliever will only be given within 24-hours of an immunization, or with a note from a doctor. We will not administer Motrin, Tylenol or any kind of medicine to “cover up: or mask any kind of fever or illness. (These pain relievers can disguise symptoms of contagious illnesses.) Over-the-counter medicine must be in its original container with original label on the bottle. Any expired medicine will be discarded. Medicine should be given to your child's teacher with clearly written instructions. A marked dropper or medicine cup (marked clearly with child's name) must be included with medicine, labeled and in a zip-lock bag. It is the parent's responsibility to pick up your child's medicine daily.

Any items such as sunscreens, cough drops, antiseptic creams, etc. that bear the words “keep out of the reach of children” on the label, require a medicine form.

The school reserves the right **not** to administer medication.

SUPPLIES

All personal items should be labeled with child's name.

Parents of Guppies should provide a sufficient amount of changes of pull-ups, diapers or underwear. At least 2 changes of clothing. They will also need wipes, a thin small blanket and a small pillow.

Children that are three, four and five years old (and potty-trained), must have at least one change of clothes. A thin small blanket and small pillow that would fit in their cubby is needed for rest time.

Please note: The change of clothes required in all rooms, should be appropriate for the season. It is important that shoes fit properly to help

ensure safe play. **Flip-flops, sandals and loose fitting shoes are not appropriate for little feet during school hours.**

All children will have a mat of their own for naptime. It will be sanitized each week to keep down the germs. All sheets and blankets are laundered weekly.

Please do not bring toys from home to the school, (unless it is show-and-tell or for a special class project). Toys from home can get lost, broken or cause confusion in the classroom due to curiosity of the other children. **The school is not responsible for lost, broken or misappropriated toys, blankets or other personal items.**

The teachers in each room will put out “needed” slips as a courtesy notice that your child is in need of supplies. It is the parent’s ultimate responsibility to check your child’s cubby and or supplies – daily.

BIRTHDAY CELEBRATIONS

Children are welcome to celebrate their birthdays at St. Luke's Preschool; however, we ask that you let us know a week in advance. Parties should be kept simple (cookies or cupcakes or cake w/ice cream or a healthy alternative, i.e. fruit and cheese).

FIRE DRILLS

Fire drills are conducted as mandated by the SC Division of Licensing, Life Safety & Regulations. Fire evacuation routes are posted and we do require that all ages evacuate the building. This is the only true way that we can practice, in case of fire. Fire drills are conducted, monitored and documented by the local fire department. We invite the fire department to visit our school regularly to speak to the children about fire safety.

SPECIAL REQUESTS

Any request made by parents for any letters regarding their child must go through the Director ONLY. *Please do not* involve any teacher with custody issues, affidavits or letter requests. The schools policy is to stay neutral in any custody issues. St. Luke's Preschool will cooperate with any court demands. The child is our number one concern. They will be our central focus.

INCLEMENT WEATHER

In the event of inclement weather and/or the Center loses power, we will remain closed until power is restored and/or travel is safe. The Preschool will operate in accordance with openings and closings of Beaufort County Schools, or as Beaufort County and the State lift all emergency evacuation advisories. No matter the situation, you may call our office during and after hours and hear a recorded message. This will provide you with current information regarding our inclement weather schedule.

Our policy for outside play will follow all advisories for heat and chill factor. Outside play is above 32 degrees. We will not play outside in rain, under 32 degrees, or in extreme heat advisory.

In the case of a severe thunderstorm the school will remain open as long as the following things do not occur:

- Lose of power
- Hit by lightning

If any of the above occurs the parent will be notified to come and pick up their child as soon as possible.