

# Georgetown Presbyterian Preschool

## Parent & Policy Handbook 2021-2022



**Operating Hours: 7:30 a.m. – 5:30 p.m.**  
**Elizabeth Fort Hutchison: 843-340-1118**  
**Preschool Office Phone: 843-546-5826 ext. 138**  
**Email: [preschool@gtpres.org](mailto:preschool@gtpres.org)**  
**Website: [www.georgetownpresbyterian.org](http://www.georgetownpresbyterian.org)**

**GEORGETOWN PRESBYTERIAN  
PRESCHOOL  
2021-2022 SCHOOL YEAR**

Georgetown Presbyterian Preschool is registered by the State of South Carolina Department of Social Services.

**PURPOSE**

The purpose of Georgetown Presbyterian Preschool is to provide children with an atmosphere where they can grow spiritually, socially, emotionally, physically, creatively and intellectually.

Frequently, Preschool experiences are a child's first experiences away from home. Georgetown Presbyterian Preschool strives to make these positive and happy experiences. We want your preschooler to be attracted to school, teachers, books and learning. Each child is special. We believe that the first five years of a child's life are critical for later development.

**GOAL**

Our goal at Georgetown Presbyterian Preschool is to support the development of each child to his or her greatest potential in a Christian atmosphere. We believe this happens in a nurturing environment which fosters mutual respect and appreciates the qualities of each child. We will help your child to:

- Grow in independence by making his/her own decisions and choices.
- Grow in assuming basic personal responsibility for self.
- Give and share as well as receive.
- Develop new language skills by learning new words and how to use them.
- Develop self-control.
- Get along and work with others.
- Enhance their curiosity, thinking and reasoning.
- Be more self-confident and self-reliant.
- Know that school is a happy place.
- Develop a familiarity with stories from the Bible.

**LOCATION**

The Georgetown Presbyterian Preschool operates in conjunction with Georgetown Presbyterian Church at 558 Black River Rd. The classrooms are located in the downstairs education wing of the church.

**CHILDREN SERVED**

The Georgetown Presbyterian Preschool is open to all children ages two (2) years through five (5) years for the Preschool Program. All children regardless of race, ethnicity or religious beliefs are welcome. Class size is appropriate to the ages of the children and follows state guidelines.

We offer five day preschool classes for the two (2), three (3) and four (4) year olds from 9:00 a.m. to 12:00 p.m. An after-care options for those enrolled in preschool is available for an additional cost; preschool is a 5 day a week program. When registering your child for preschool, please indicate at that time if you will need the after-care program. Before-care is automatically included beginning at 7:30am in your tuition.

## **Policies**

### **REGISTRATION**

Registration begins February 8 – February 19, 2021; after which families on the waiting list will be contacted starting on February 22, 2021, to let them know an open spot is available. We will continue to go down the waiting list until all spots have been filled. The protocol of the waiting list registration procedure is no longer in practice.

Registration Fees for Summer 2021: \$150 (non-refundable)

Registration Fees for Fall 2021: \$150 (non-refundable)

### **ADMISSIONS AND DISMISSALS**

The Preschool Center must keep a file on each child attending the school. The following items must be in each child's folder at the beginning of the school year:

- A copy of the child's birth certificate
- It is required by law that each child must have a current immunization record (on the DHEC Form 2740) on file at the Preschool.
- Additional Registration Information Forms
- Emergency contact information
- Copy of Social Security and Insurance Cards
- Completed DSS Form 2900
- The signed Parent Understanding and Agreement forms

***\*\*We reserve the right to deny or revoke student enrollment at any time deemed necessary by the Director and/or the Preschool/CDC Board\*\****

### **TUITION AND FEES**

Full payment is due each month regardless of the number of days expected to be in attendance. No adjustments will be made in the tuition for illness, vacation or moving.

Tuition checks should be made payable to Georgetown Presbyterian Preschool or GPP. Returned checks will result in a \$25 fee added to your account.

We no longer accept cash. You may also make your tuition payments online with a 3% sur-charge added to it.

Tuition is due by the 15<sup>th</sup> each month; see tuition payment calendar.

### **REGISTRATION PROCESS**

Every family must register every year. It has been our practice that "moving up to the next class" is on a first come, first serve basis regardless of being currently enrolled, church member, waiting list

family etc. Registration fees apply every year for each child. Again, it is never assumed that children automatically roll over to the class without re-registering.

A set date is scheduled for currently enrolled and church members first. Then a second date is set for those on the waiting list; then registration is open to the community. Please refer to the cover page of the registration packet for specific registration start dates.

The 10% discount for 2<sup>nd</sup> and 3<sup>rd</sup> children DOES NOT APPLY to registration fees.

### **ARRIVAL AND DEPARTURE**

Teachers will be available to greet our child at 7:30am until class begins promptly at 9:00am ending at 12:00 pm. A late fee will be charged beginning at 12:05pm and 5:35pm for picks up after 12:00pm and 5:30 pm. The late fee is \$15.00. A Smart Phone will be the standard time in such cases. Please call or text the director or your child's teacher if you are unavoidably delayed.

### **TARDY POLICY**

**Georgetown Presbyterian Preschool begins class promptly at 9:00 a.m.** Instructional hours for preschool classes are from 9:00 a.m. to 12:00 p.m. **Any child arriving after 9:00 a.m. will be tardy and will accrue a \$15.00 tardy charge that will be added to the monthly invoice.**

Children arriving after 9:00 a.m. are disruptive not only to the teacher but to the other children in the classroom. It often requires extra time that has to be found in the three hour instructional period to catch the student up on work or projects missed due to tardiness. There may be times when work and projects can't be caught up due to the lateness of the tardiness. We understand that car trouble or unexpected sickness etc. will happen, but parents MUST make every effort to call or text by 8:50 a.m. should something of that nature occur; otherwise, calling the preschool the morning of at 9:08 a.m. or 9:09 a.m. will result in a tardy fee.

If you know that you are going to be late due to a prior appointment like a doctor's visit etc., please call us, text us or let us know the day before and a tardy charge will not apply. We also ask for a doctor's excuse from your physician upon returning to preschool if sent home the day before due to illness

Preschool children may not come to preschool if arriving after 10:30 a.m. Only those children present in the morning may stay for the after-care in the afternoons.

### **RELEASE OF CHILDREN**

Prior authorization must be given to your child's teacher each time someone other than the parents or legal guardians pick up the child. We do not keep a list of names of people who may pick up children. Teachers will release children only to those who are authorized to pick them up. If a teacher does not recognize the person picking up the child, we will ask that person for identification. A child will not be released to anyone without prior parent authorization.

### **REMOVAL OF A CHILD**

The procedure for removal of a child from the program is as follows:

1. A conference will be held with the parents, teacher and director.
2. Parents will receive a letter from the director stating the situation.

3. The Preschool Board will be consulted and will have the final decision on the dismissal of the child from the program.

If your child is not yet ready for the group experience, if his/her needs are not best met in the group setting, or if we are not meeting parent expectations, the director reserves the right to remove the child after a confidential conference with you. We do not believe the child should remain in preschool he/she can benefit from the program.

### **WITHDRAWAL OF A CHILD**

If you are withdrawing your child from preschool, a two week written notice is required. Otherwise, parents will be responsible for the next month's full tuition. If you withdraw your child after attending a portion of the month, tuition for the remainder of the month is not refundable.

### **FIELD TRIP POLICY**

The following guidelines will be used when taking field trips (4 year old class):

1. A one - two week notice will be given to parents.
2. A permission slip will be sent home and must be returned signed.
3. The four year old class will be the only class to leave campus in vehicles or the church bus.
4. The three and two year old classes may take "walking" trips only (example: nature walk, Willowbank Park, etc.).
5. A chartered bus will be reserved and used for preschool field trips.

### **TRACKING POLICY**

Each teacher who is responsible for a group of children must maintain an accurate written account of their movements throughout the facility, while transitioning from class to class, or on a field trip. The written account includes the child's name, the times the child enters and exits the facility that also includes a temperature check at arrival, noon and 3 o'clock, a vehicle, or another area of the center.

### **DISCIPLINE POLICY**

The purpose of discipline is to teach a child to be self-controlled and considerate of others. The staff uses only positive approaches. These include but are not limited to redirection, modeling and verbal praise for appropriate behavior.

We teach children to respect themselves, each other, and adults. It is necessary at times to remove a child from a situation. When necessary, taking "a break" and/or a "time-out" is used as well as the "1-2-3" method. This gives your child a chance to calm down and think about what is happening or happened. The teacher will talk with your child and discuss good choices vs. bad choices before returning to normal activities. Parents will be notified of reoccurring problems or issues. In extreme cases, parents will be notified immediately to pick their child up. Corporal punishment will never be used.

### **CONFIDENTIALITY OF RECORDS**

It is our policy here at Georgetown Presbyterian Preschool that all records (students and staff) are kept locked in the Director's office for safe keeping. All records are kept confidential and not shared with others.

## **HEALTH**

Your cooperation is needed to help maintain the high health standards in our program and to help protect all our children from unnecessary illness. **PARENTS ARE ASKED TO KEEP THEIR CHILDREN HOME WHEN THE CHILD:**

- Gives evidence of a fresh cold.
- Has a temperature of 100.4 degrees or more; will inform parents of low grade fevers beginning at 99.5
- Has not been without fever for 48 hours with the assistance of comfort medicines.
- Has sore or discharging eyes (pink eye with white or yellow discharge).
- Has had an upset stomach (vomiting or diarrhea) within the last 48 hours.
- Has a heavy nasal discharge for 48 regardless of color.
- Has a constant cough.

**If your child was sent home with a fever of 100.4 or higher, you will be allowed to return to school after 48 hours and a doctor's medical release.**

Children will not be allowed at the Preschool with ringworm that hasn't been treated for 24 hours by an anti-fungal ointment or crème. Ringworm must be covered at all times by a band aid after it has been treated while at the Preschool. There will be **NO** exceptions made for this policy. If medication needs to be applied during the day for ringworm, the parent must come to the Preschool to apply medication. Teachers will not administer medication for ringworm.

Should your child have an illness diagnosed by the doctor as a contagious disease/illness (I.e. Covid-19, flu, strep, stomach bug, chicken pox, pin worms etc.), please notify the Director immediately so that parents can be alerted should your child start to show signs/symptoms of becoming sick. If your child is diagnosed with a contagious illness, a **signed statement from the child's doctor is required confirming that your child is clear and ready to return to school.**

Georgetown Presbyterian Preschool cannot administer prescription drugs for our child, including, but not limited to, numbing ear drops, cough syrup, Children's Tylenol, Children's Motrin or other "comfort medicines"

If your child DOES NOT attend morning preschool due to illness, he/she may NOT aftercare programs.

### **Covid-19 Procedure:**

When a single parent test positive in the home, your child will need to stay quarantined from the school and the parent at home for 10 days.

- If the child starts to show any symptoms within that 10 days of quarantine, they will also need to be tested and stay out an additional 10 days.
- If the test results come back negative for the child, they will be allowed back at school 10 days after the negative test results.

- If the test is positive, they will need to quarantine for 14 days before returning to school.

If both parents in the home test positive, the child will need to quarantine for the initial 10 days and then an additional 14 days for their own personal quarantine for a total of 24 days.

If a parent has been exposed to Covid-19 and the test results are negative, we ask that you continue with the 10 day quarantine period from the time of the negative test result for you and your child.

### **MEDICAL EMERGENCY POLICY**

Should there be a medical emergency which requires a call to 911; parents will be called immediately and the child will be driven by ambulance to the Georgetown Memorial Hospital. The Director or designated lead teacher will ride with the child and meet the child's family at the hospital. The teachers will remain with their classes and continue with their daily routines.

### **IMMUNIZATIONS**

**All children** are required to have a State Immunization Form on file with the school. Your child's immunizations must be recorded on an appropriate DHEC form (DHEC form 2740), which may be obtained from your family physician or DHEC office. This information is forwarded to the state on an annual basis and is required by law. Children cannot attend without a current immunization record on file. We will follow DHEC requirements should immunization include the COVID-19 vaccine.

### **LICE**

Lice is easily contracted and easily spread. Should you suspect that your child has lice, or has come into close contact with a person presenting lice, **PLEASE CONTACT THE SCHOOL IMMEDIATELY**. Appropriate cleaning methods will take place within the child's classroom. The child must be "Nit Free" or 48 hours in order to return.

### **BITING**

Biting is a phase that some children go through and all eventually outgrow. It is a fact that biting sometimes occurs when young children are placed in group care or in a classroom setting. We are genuinely concerned whenever biting occurs in our classrooms. If your child bites another child, and the skin is broken, you will be called to come and pick up your child from school. If your child bites and does not break the skin, a note and/or phone call will be made to parents in regards to the incident. We will work diligently with the child and the parents to redirect and change the behavior. If at any time you have questions regarding our policy concerning this matter, please see the director.

### **POTTY TRAINING**

**ALL** children entering the 3 year old class **MUST be POTTY TRAINED** in urinating AND pooping by the time the new school year begins on August 17<sup>th</sup>, 2021.

### **EMERGENCY PROCEDURES**

Emergency procedures and Evacuation Routes/Instructions are posted in the classrooms. All emergency procedures are distributed and reviewed with each teacher and teacher's assistant.

### **FIRE SAFETY**

Fire drills are held frequently during regular preschool hours. It is our responsibility to teach fire safety rules to our students, and our hope is that all families will devise a Fire Safety Plan for their homes. Our facility is inspected annually by the State Fire Marshall and DSS Fire Marshall in order to retain our state registration and to insure that all fire regulations are being observed.

### **FIRST AID & CPR**

All CDC staff members of Georgetown Presbyterian are certified by the American Red Cross and the American Heart Association for First Aid, CPR and AED usage for children and adults. We take great pride in the fact that **ALL** our staff can handle and assist in the event of an emergency with our children.

### **INCLEMENT WEATHER**

The Preschool will be closed in the event of a tropical storm warning or a hurricane warning and hurricane. Parents need to reference the parent Facebook page or call the Director for announcements. You can also look on the Remind app from your child's teacher for additional information.

The Preschool will follow the guidance of the Georgetown County School District for the cancellation of preschool. Should special circumstances arise; exceptions will be made by the director in conjunction with the moderator of the Preschool board.

In the event of a delay by the GCSO schools, please follow these instructions:

- Delay of public school due to extreme weather temperatures (because the weather is too extreme of children to wait outside for the school bus) – Preschool will operate normal hours 7:30am to 5:30pm
- Delay of public school by 1 hour – Preschool will begin at 9:00am
- Delay of public school by 2 hours – Preschool will begin at 10:00am
- Delay of public school by 3 hours - Preschool will be canceled.
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Should weather to worsen, and turn into severe weather while children are at Preschool and/or FISH programs, you will be called to come and pick up your children assuming it is safe to do so.

### **EMERGENCY EVACUATION INFORMATION**

We have designed an emergency evacuation plan to follow if county or state officials should order that children be immediately evacuated during an emergency. During an immediate evacuation, there would not be enough time for you to pick up your child (children) at our facility.

Some examples of emergencies that might require immediate evacuation are:

- Fire, Tornado etc.
- A vehicle accident with a hazardous chemical spill
- Other applicable emergencies endangering the facility

If we should have to evacuate our facility, we will walk the children to the back of the church campus toward the hospital or to the church youth building to the right of the church, which is church owned. We will notify you by phone as soon as possible as to the location to which we have evacuated. Please be assured that we will notify you of the situation as soon as possible and that all children will be cared for until you arrive to pick them up.

## **General Information**

### **ABSENCES**

Please notify the Director or child's teacher before 9:00am to avoid a tardy fee.

### **DRESS**

Think of your child's comfort - and provide simple clothing that is free of complicated fastenings. Think of the messy art materials and other messy activities - and provide clothing that is washable. Think of our playground - and provide clothing that is sturdy. Think of the unpredictable weather and dress your child accordingly - provide sweaters and jackets even at the first sign of fall or winter days. It is much easier to remove an unneeded item than to put on something you don't have. Finally, think of our collection of unlabeled, unclaimed clothing - put labels on all outer garments including hats and umbrellas. Cowboy boots and dress shoes often have slippery soles and are not appropriate for preschool.

**\*\*While smocked dresses and jon-jons etc. are precious and wonderful for your children to wear, we ask that they come to school in play clothes unless it is a special occasion such as first day of school, school pictures, special programs etc.\*\***

All shoes must have a back to be safe. Please no clogs, flip-flops or shoes without backs. Children cannot keep backless shoes on and this is a regulation with DSS in which we must comply.

Each child needs to bring a complete change of clothes (including shoes and socks) appropriate for the season in a Ziploc bag to be left in their cubby in case of any type of accident.

### **TOYS**

Please do not allow your child to bring his/her toys from home unless it is specified by your child's teacher. Please do not allow your child to bring jewelry, candy, gum or money.

### **SNACK TIME & FOOD**

Morning snacks are provided by parents. Snacks should be healthy, wholesome and easy to prepare and serve. An assignment sheet will be given out at the beginning of the year for your particular snack week(s). Cups and napkins are furnished by the school. A separate sign-up sheet is posted for special events and holiday parties.

Please **DO NOT SEND** special snacks for your child (unless it is your turn to provide snacks). If your child does not care for the snacks provided, your child will not have a snack for that morning and / or afternoon. It is unfair to the other children and causes many problems when children are eating snacks brought from home. If there is a medical reason or concern to do otherwise, please talk with the director and the child's teacher and accommodations will be made. Please send a

*well-balanced* lunch for your child. A drink should be included (no soft drinks or sweet tea please) as well as utensils if needed. There is a microwave in each room for foods that need to be warmed up. We would also ask that parents inquire about food allergies or other medical needs when providing snacks. If your child stays for the afternoon, parents will need to provide this snack for their child by labeling it in their book bags so that it will not be given to them at lunch.

### **CHAPEL**

Wednesday is the day designated for children's chapel time. All the classes will meet in the sanctuary for a simple worship service. Bible stories, songs, scripture verses and prayers will be taught. Recognition of birthdays and any other special event(s) happening in the children's lives may also be included.

### **MUSIC**

Music will be provided once a week for each class. Religious as well as seasonal songs will be introduced along with different types of rhythms and small instruments. Music will be done in each of the classrooms and chapel days.

### **STRETCH-N-GROW**

We are proud to provide the Stretch-n-Grow program once a week for each class. The class is taught by Eric Hemeon or a designated coach for our school. This is a wonderful opportunity for your child to learn about exercise and healthy habits. All Stretch –N-Grow coaches are fingerprinted and background checked per state regulations and is also included as part of our curriculum and tuition.

### **NAP & QUIET TIME**

The two, three year and four year old classes nap after lunch every day from 12:30pm – 2:00 pm. Cots/mats are provided. Please bring a blanket and small pillow for nap time.

### **BIRTHDAYS**

Birthdays are an exciting time in the lives of your children. Should you wish to send a birthday treat for your child's class, it is necessary that you let his/her teacher know ahead of time so teachers can be prepared. Birthday treats are limited to ONE item, i.e.: cupcakes or ice cream or a cookie cake etc. NOT both cake and ice cream etc. Our children receive enough sugar throughout the day and we want to celebrate a child's birthday with the simplicity of ONE special birthday treat. Fictional characters, party favors and gifts for birthdays are to be for parties celebrated at home or another venue but NOT at school.

Please do not send birthday party invitations to school unless ALL children in your child's class are invited. If there is an all-girls "princess" party or an all-boys "trucks" party, those invitations need to be sent by mail. Your child cannot decipher nor understand why they may or may not have gotten an invitation to a birthday party and feelings get hurt. If your child's birthday happens to fall on a school "party" day, it may be recognized at school the day before or the day after the school party. The two may not coincide on the same school day.

### **CONFERENCES**

Teachers will conduct conferences with each set of parents in the fall and spring months. When it is time for your conference, a signup sheet will be sent home or an assigned time for you to meet with your child's teacher. The director may or may not sit in on parent-teacher conferences.

### **YEAR END STATEMENTS**

Year-end statements are provided as a courtesy during the month of January via email.

### **SECURITY**

For the safety and security of the children, all of the outside doors leading in to the Preschool are locked. Security cameras are placed in the hallway for additional security to see who is going and coming from the building at all times.

### **TRAFFIC**

The flow of traffic as you drop off and pick up your child is very important. As you are coming to the school/church, it is very important that you enter on the hospital side of the church which is Wigfall Street. You will see the parking lot immediately to your right where you may park and walk your child into school. It is also extremely important that parents exit the parking lot by driving all the way THRU the parking lot and DO NOT exit the way in which you entered. Parents have "dodged" many "potential accidents" with vehicles going "every which way" and your safety along with your family's safety are of utmost importance.

**\*\* Please know that we have the safety and security  
of your children in the highest priority. \*\***

### **IMPORTANT PHONE NUMBERS**

**Elizabeth Fort Hutchison, Assistant Director's cell – 843-340-1118  
Preschool Office – 843-546-5826 ext. 138**

**Email: [preschool@gtpres.org](mailto:preschool@gtpres.org)  
[www.georgetownpresbyterian.org](http://www.georgetownpresbyterian.org)**

**Facebook Parent Page  
Parent Face Book Page (Private Group)  
\*As this is the fastest way to get information out to you,  
please let the director know if you are a member of Face Book**

## **HOW PARENTS CAN HELP**

When talking to you child about Preschool, talk to him/her in positive and encouraging tones. At Georgetown Presbyterian, we are proud to provide a fun, happy, safe and educational environment.

If your child cries when you bring him or her to class, it is usually best for you to leave your child with the teachers as soon as possible. Children usually stop crying before the parent reaches the car. In most cases, the longer the parent stays the more difficult it is for the child to separate. Should your child's crying persist, we will let you know. Feel free to check on your child throughout the day by calling or texting the director. The director will be happy to give you an "up to the minute" report.

Please make every effort to have your child in the classroom on time so that the teachers can get the class settled and begin the day's activities.

Please be sure that you child gets enough sleep the night before and eats a nutritious breakfast before coming to school.

Communicate regularly with your child's teacher. If unusual circumstances arise at home, please let us know. We can be a much stronger resource for your child if we are aware of developments that change in your child's routine or significantly affect his or her life.

Read carefully all notices and letters that are sent home. Refer to your Parent Handbook and calendars often.

If you have questions or concerns, please discuss them with the teacher or director as soon as they arise. We welcome your suggestions for improvement and growth. The Preschool should be a wonderful part of the God given process we call "growing up". When families and school work together for good, we set an example for the children we love. Our door is always open and you are very welcome. Thank you for trusting us to provide your child with a loving, caring, learning experience. We look forward to the time we will spend with your child during this special time in his or her life.

# **GEORGETOWN PRESBYTERIAN PRESCHOOL & CHILD DEVELOPMENT BOARD**

The purpose of the Preschool Board is to assist the Child Development Center in its ministry by setting policies and developing the program. Members must make a two year commitment to serve on this Board. They are required to attend monthly meetings and must be available to help with special events.

Some of the duties are:

1. Help create, implement and uphold the Operating Budget for the Preschool.
2. Help create, implement and uphold the policies and operations of the Preschool.
3. Organize Teacher Appreciation.
4. Assist and Support teachers and the Director as needed.

If you are interested in serving on this Board ministry or assisting this ministry, please let the director know. We welcome and value parent participation, and it is not our intention to overlook any parent who wishes to be involved in our program.

## **CLASS OF 2021 BOARD MEMBERS**

**Janet Branham  
Brian Clark  
Amy Condon, Moderator  
Peggy Dellasega  
Amanda Frye  
Lucy Mitchum  
Al Mosley**

**Elizabeth Fort Hutchison, Assistant Director**  
**Corey Ingold, Pastor (ex-officio member)**