

FORT HILL PRESBYTERIAN CHURCH



PRESCHOOL

**2017-2018 Handbook**

**A Mission of Fort Hill Presbyterian Church**

101 Edgewood Avenue  
Clemson, SC 29631

[www.forthillchurch.org](http://www.forthillchurch.org), [preschool@forthillchurch.org](mailto:preschool@forthillchurch.org)  
(864)654-2061, ext. 30

## FORT HILL PRESCHOOL STAFF 2017-2018

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## FORT HILL PRESBYTERIAN CHURCH PRESCHOOL BOARD

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\*Denotes attending 5 days/week

### 3-DAY THREE year old class (Honeybees)

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## **STATEMENT OF POLICY**

### **ORGANIZATION**

1. The school will be known as Fort Hill Presbyterian Church Preschool.
2. The school is an educational ministry of the Fort Hill Presbyterian Church. It is under the ultimate control of the Session. However, the immediate governing body is the Preschool Board.
3. The school will use the facilities of the Education Building and playgrounds of the church.

### **OBJECTIVES**

The development of your child as a whole person is our first concern.

We furnish a challenging environment, which provides an opportunity for children to grow in all ways....socially, physically, mentally, emotionally, and spiritually.

We encourage the children to develop their natural potential, while adjusting to a pleasurable and fruitful relationship with their classmates.

### **CURRICULUM**

1. The curriculum, which will be maintained at a high standard and will contain definite Christian, but non-sectarian teachings, will be planned by the Director and the teachers, subject to review of the Session's Christian Education Ministry.
2. Our daily emphases include: music, art, poetry, story-telling, nature study, and play, through which the child grows in his/her ability to create a positive self-image, to share, to express his/her feelings verbally, and to respect the rights of others.
3. Chapel will be held one morning a week.
4. A special music teacher will visit each class one morning a week.

5. As a part of the program, refreshments will be furnished each day.

### **ENROLLMENT**

1. Fort Hill Preschool admits students of any race, color, national, and ethnic origin. Fort Hill Preschool does not discriminate on the basis of color, race, national, or ethnic origin in admission policies, scholarship programs, or activity programming.
2. A child may be enrolled if he/she is three, four, or five years of age on or before September 1st, or two years of age on or before April 1st.
3. The two-year old enrollment will be limited to a two day morning session (T-TH).
4. The three-year old enrollment will be limited to two morning sessions (three day M-W-F and two day T-TH). A five day option may be available at the discretion of the Board.
5. The four-year old enrollment will be limited to two morning sessions (five day M-T-W-TH-F and three day M-W-F).

### **(Statement of Policy, continued)**

### **STAFF**

1. The school will be under the supervision of a Director.
2. The staff will consist of a lead teacher and an assistant teacher for each class. The school staff also includes a music teacher and an early morning care teacher.

### **EQUIPMENT**

1. Permanent equipment of the church will be use by the school. By agreement with the department heads concerned, certain equipment will be used jointly by the Sunday Church School and the Preschool.

### **SCHEDULE**

1. Information concerning the school schedule is found on the *SCHOOL CALENDAR* page in this manual and on the church's website ([forthillchurch.org](http://forthillchurch.org)).
2. The school morning hours will be 8:45 a.m. - 11:45 a.m.
3. Each morning, a staff member will open the door at 8:45 a.m. and greet children until 9:00 a.m. If you arrive after that time, please ring the doorbell and a staff member will meet you at the door so that you can bring your child to their classroom.
4. During the year there will be parent conferences, at which time the staff will discuss progress being made by the children.

### **EARLY MORNING CARE (EMC)**

This is a service offered to parents who work are in need of childcare from 7:45 a.m. to 8:45 a.m. EMC begins on the first Monday of the school year. Students will go to their regular classes at 8:45 a.m. Enrollment is first-come, first-served. Contact the Director for more information.

EMC will only be offered if there are enough participants to support the program. This will be decided in September on a yearly basis. Families that register for EMC for the entire school year will pay a fee of:

\$50/ month for 5 days/week, \$40/month for 4 days/week, \$30/month for 3 days/week, \$20/month for 2 days/week, and \$10/month for 1 day/week.

**IMMUNIZATION RECORDS**

A current record of immunizations or a certificate of religious exemption is required for all students and must be on file with the preschool no later than September 29, 2017.

**TUITION**

1. The school is a non-profit ministry. Any funds above the operating expenses will go into the school fund to be used to improve facilities and instruction.
2. Fees may be paid in one lump payment, two equal payments, or in nine monthly payments. The two equal payments are due by September 11, 2017 and by January 5, 2018. All fees must be paid for the entire year no later than May 5, 2018.

<b>Program</b>	<b>Total Amount</b>	<b>9 Monthly Payments</b>	<b>2 payments (Sept/Jan)</b>
5-Day Four Year Olds	\$2,052	\$228	\$1,026.00
3-Day Four Year Olds	\$1,197	\$133	\$598.50
3-Day Three Year Olds	\$1,197	\$133	\$598.50
2-Day Three Year Olds	\$855	\$95	\$427.50
2-Day Two Year Olds	\$855	\$95	\$427.50

**Make Checks (no cash) payable to: Fort Hill Presbyterian Preschool**  
 101 Edgewood Avenue  
 Clemson, SC 29631

*All payments must be mailed to the church or placed in the little red schoolhouse located outside of the Director's office.*

**TEACHERS WILL NOT ACCEPT YOUR PAYMENT**

3. A fee of \$75.00 will be charged for each child at registration. This fee will be refundable before June 1st and only to families moving from the area.
4. The monthly payment will be due no later than the 5th day of each calendar month, September through May, and may be paid in advance (see table above). The school reserves the right to request the withdrawal of a child for non-payment of tuition.
5. The tuition is expected to be paid for the full school year unless the family moves from the Clemson area. In this case, a two-week notice must be given to the director.
6. A limited number of scholarships are available. Please discuss this with the director of the preschool.
7. The budget will be under the control of the Preschool Board.
8. A full month's tuition will be due each month regardless of the number of days attended each month.

## **SPECIAL INFORMATION FOR PARENTS**

### **PICK-UP TIME**

Pick-up time is 11:45 a.m. for the school. **PLEASE BE PROMPT** and have your car rider number clearly displayed. A late pick-up may disturb your child. There is a strict hand-holding policy during pick up time. Children must hold hands with an adult at all times.

### **SNACKS**

Snacks will be furnished each day. Parents of children with peanut or other specific allergies should make arrangements with teachers to send snacks for their children when appropriate.

### **BIRTHDAYS AND HOLIDAYS**

We look forward to celebrating these special days with your child and welcome snacks from home. Because we have students with various allergies, we ask that you **consult the teacher prior to sending in a special snack**. Additionally, **we ask that you do not send cupcakes to school**. Possible ideas, after cleared with the teacher, include mini-bagels, cheese and crackers, fruit kabobs, or ice cream cups.

### **TELEPHONE MESSAGES**

The teachers are not free to answer the telephone, but urgent messages may be relayed through the church office at (864)654-2061 or through text or voice message to the director's cell number at 864-449-5549.

It is not necessary to inform the school if your child will be absent due to illness. However, if your child is ill with an easily spread disease (the flu, chicken pox, etc.), the school would like to be notified so that we can monitor the classroom and notify parents if needed. Confidentiality will be maintained.

## **OBSERVATIONS**

If a parent desires to observe their child in class, please make an appointment with the lead teacher or the Director in advance.

## **NEWSLETTERS AND NOTES**

Check backpacks daily for your child's work and for notes from teachers. Notes may contain special requests for your help, as well as news from the classroom. The Fort Hill Preschool newsletter is available online at [forthillchurch.org](http://forthillchurch.org) at the beginning of each month.

## **(Special Information for Parents, continued)**

### **VISITORS**

We are sorry, but children that are not enrolled in our program are not to attend our classes or use our playground during preschool hours. Parents wishing to observe a class are required to obtain permission in advance from either the teacher or the Director.

### **CUSTODY**

Custody papers are required if parents share custody of their child(ren) and will share the dropping off and picking up of their child(ren). The preschool will abide by the custody papers and will only change the daily plan when notified by both parents and in writing.

### **UMBRELLAS AND BACKPACKS**

Please do not send umbrellas to school with your child as they may become a hazard to other children around them. Teachers are provided with umbrellas to walk your child to your car during dismissal.

Please do not send wheeled or rolling backpacks to school with your child. These type of backpacks can cause accidents on steps, ramps, and in hallways when used by preschoolers.

## **TOY WEAPONS MUST NOT BE BROUGHT TO SCHOOL**

### **ILLNESS & MEDICATION**

A child who does not feel well is not able to learn or play and may be contagious to others. Please use these common sense guidelines in deciding whether or not to send your child to school. A child should not attend if:

- There has been any fever within the last 24 hours, without fever-reducing medicine.
- There has been vomiting or diarrhea in the past 24 hours.
- There has been greenish or thick yellow nasal discharge.

Germs are one thing we do not encourage children to share!

If medication for your child is left at the preschool, a Medication Admission Permission form must be completed. Children with severe, life-threatening allergies will be required to complete a Food Allergy & Anaphylaxis Emergency Care Plan signed by a physician. Please see the Director if this applies to your child.

## **(Special Information for Parents, continued)**

### **PARKING**

When dropping off your child, remember that the road adjacent to the playground is one-way and is a public street. As you come from the Baptist Church corner, please let the children out on the sidewalk on the *LEFT SIDE* of the road (cones will mark the drop-off and pick-up area). **If there is a need to consult with the teachers or walk your child into the building, please park on the right side of the drive in a designated parking space or in one of the lots off of Edgewood Drive.**

Pick-up is conducted in a similar manner. Parents will be given carpool numbers. Cars will form a line on the left side of the one-way street with their carpool number clearly displayed. Teachers will walk your child to your car. **If you wish to consult one of the teachers or you wish to walk up to get your child, you must park on the right side of the drive.**

Please refrain from using cell phones during pick-up or drop-off. It is important to be focused on safety, to greet your children, and to make sure they are safely secured in their car seats as they leave the school. **Children must hold hands with a caregiver or a parent at all times between the building and the traffic line.**

**Parents must notify the teacher in writing of any change in going home plans for your child.** This includes anyone not listed on the Emergency Information & Transportation Form, relatives, and classmates. Approved carpools may be listed on your child's Transportation Form or by a note at the beginning of the year. Please be prompt in picking up your child. In case of an emergency, call the church at 864-654-2061 to give verbal instructions to the church staff.

## **MEDICAL ACTION PLANS/MEDICATION ADMINISTRATION**

Action plans will be required for any child with a potential life-threatening condition (severe allergic reactions, asthma, etc.). It is the parent's responsibility to notify the preschool of any existing conditions. The staff will then work with the parents to develop an action plan. Please see your child's teacher or the Director to develop a plan.

If your child is required to take medication while at school or if you are leaving medication at the preschool, a Medication Administration Form is required.

## **EMERGENCY PLAN**

Although a disaster is unlikely, it is important for you to know where your child will be should an emergency occur while they are at preschool. Your child's safety is our primary concern.

In the event of a tornado, hurricane, or other situation that requires sheltering within our facility, we will be located in **Bethlehem Hall**, the basement of our sanctuary building. It is located at the end of the preschool hallway.

If it is necessary to leave our building in the case of fire, a major water leak, etc., we will walk next door to the **First Baptist Church**. Children may be picked up at the back door near their playground (off of Sloan Street).

If we are ordered to evacuate the city of Clemson in case of a chemical spill, a nuclear event, etc., our destination will be **Easley Presbyterian Church**. The address for Easley Presbyterian Church is: **200 South 1st Street, Easley**. The phone number is (864) 859-4220. To pick up your child, take Highway 123 to Easley, exit at Wal-Mart onto Highway 8. Turn left at the end of the exit ramp. Turn left onto W. 2nd Avenue and then right onto S. 1st Street. This location was chosen because it is located near the evacuation sites for public schools in Clemson.

## **MEDICAL EMERGENCY PLAN**

If your child is injured & requires more than basic first aid, the following steps will be taken:

- Staff will notify a parent and depending on severity, may call 911 first.

- If the parent(s) are not available, the emergency contacts listed on the Transportation and Emergency Contact Form will be contacted.
- If no one can be contacted and it is imperative that the child be transported to a hospital, a staff member will accompany the child.
- Paramedics will be directed to take the injured child to the preferred hospital listed on the Transportation and Emergency Contact Form.
- The staff will continuously call the parent/guardian/emergency contact until someone is reached.

## 2017 - 2018 Fort Hill Preschool Calendar

Wednesday, September 6th	Open House (9:00 a.m. - 11:00 a.m.)
Thursday, September 7th Shorter "Get to Know You Day"	School Begins: 2-Day Two's, 2-Day Three's, and 5-Day Four's <b>(dismiss at 10:45)</b>
Friday, September 8th Shorter "Get to Know You Day"	School Begins: 3-Day Three's, 3-Day Four's <b>(all dismiss at 10:45)</b>
Monday, September 11th	Early Morning Care starts for registered students
October 16 <sup>th</sup> and 17 <sup>th</sup>	No School - Fall Break
November 22nd - 24th	Thanksgiving Holiday
Friday, December 15th	All School Christmas Program (9:30 a.m.)
December 18th - January 2nd	Christmas Break
January 3rd	School Resumes
January 15th	Martin Luther King, Jr. Holiday
February 16 <sup>th</sup>	No school
February 19 <sup>th</sup>	No school-President's Day



March 1 <sup>st</sup> and 2nd	Conferences - No School
March 10th	No School
March 16 <sup>th</sup>	No school
March 30th - April 6th	Spring Break (resume preschool on April 9th)
April 30 <sup>th</sup>	No school
May 18th	Last Day of School
May 21 <sup>th</sup>	Teacher Clean-Up Day

## **Fort Hill Preschool Special Events for 2017-2018 School Year**

- Picture Days-September 20th and 21st
- Denver Downs Farm & Pumpkin Patch (four's classes) - Wednesday, October 4<sup>th</sup>
- Glazed Christmas Ornament Fundraiser - Oct 12<sup>th</sup> and 13th
- Thanksgiving Feasts - November 20<sup>th</sup> and 21st
- Snow Houses (four's classes) - Early December
- Christmas Program - December 15th at 9:30 am in the Sanctuary w/refreshments to follow in Tartan Hall
- Brooks Center Performances-
  - Biscuit-November 8, 2017
  - GO Dog GO-February 7, 2018
  - Goodnight Moon- March 15, 2018
- Fire Station Visit (four's classes) - Mid-March

### **Important**

**\*\*\* The preschool follows the inclement weather policy of the Pickens County School District. If Pickens County is on any kind of delay or if classes are cancelled, the preschool will be closed. If we stray from this plan, you will be notified by your child's teacher by 8:30 a.m. of the morning in question \*\*\***

Revised 8/30/17