

FORT HILL PRESBYTERIAN CHURCH



PRESCHOOL

2020-2021 Handbook

A Mission of Fort Hill Presbyterian Church

101 Edgewood Avenue
Clemson, SC 29631

www.forthillchurch.org, preschool@forthillchurch.org
(864)654-2061, ext. 30

FORT HILL PRESCHOOL STAFF 2020-2021

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FORT HILL PRESBYTERIAN CHURCH PRESCHOOL BOARD

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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).
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 28, 2018.

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 10, 2018 and by January 4, 2019. All fees must be paid for the entire year no later than May 5, 2019.

Program	Total Amount	9 Monthly Payments	2 payments (Sept/Jan)
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)986-4184 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 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—

****PLEASE SEE ATTACHED COVID-19 POLICIES AND PROCEDURES****

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.

2020-2021 Fort Hill Preschool Calendar

SEPTEMBER	
10 th - 11 th	Staggered Start and Dismissal Days
OCTOBER	
TBD	Fall Pictures
TBD	Glazed Fundraiser
12 th -13 th	NO PRESCHOOL-Fall Break
NOVEMBER	
3 rd	NO PRESCHOOL—Election Day
25 th -27 th	NO PRESCHOOL—Thanksgiving Break
DECEMBER	
17 th -3 rd	NO PRESCHOOL—Christmas Break
JANUARY	
4 th	Normal preschool schedule resumes
18 th	NO PRESCHOOL-Martin Luther King Jr. Holiday
FEBRUARY	
4 th -5 th	Conference days by appointment—NO PRESCHOOL
15 th	NO PRESCHOOL-President's Day
MARCH	
15 th	NO PRESCHOOL
APRIL	
2 nd -9 th	SPRING BREAK—NO PRESCHOOL
MAY	
18 th -19 th	Last days of Preschool

****Important****

Please review the attached plan for COVID-19 policies and procedures.

***** 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 8/31/2020



FHPS Reopening COVID-19 Proposal

Proposed plans are for reopening of the preschool based on the conditions that Fort Hill Presbyterian Church reopens to Phase 1 and Pickens County School District opens schools for hybrid form of in-person sessions in cohorts of 25.

* The Preschool will meet on a normal preschool schedule per the class/days your child is registered for as long as Pickens County is in some type of hybrid schedule with in-person sessions.

REOPENING GUIDELINES:

- Preschool reopen date-September 10, 2020 with no Open House—all documents/opening information will be sent virtually.
- To protect our teachers and staff each one should feel free to communicate with the Director if they have personal needs where they do not feel comfortable with in-person preschool instruction.
- Parents will sign an Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 at the beginning of the school year.
- Early morning care will not be offered to reduce mitigation risks.
- Three and Four year old class sizes will not exceed 14. Two year old class will not exceed 10. Two teachers will be in each classroom.
- Children displaying any symptom of not feeling well will be sent home; Parents should be prepared to pick children up on short notice. Preschool will work as quickly as possible to safely remove the child from the building.

SCREENING BEFORE ARRIVAL:

- FHPS families and staff members should evaluate how they feel each morning before coming to the Preschool. If you, your child, or a household member feel sick, stay home and contact your doctor.
- Please notify FHPS that your child will not be attending school. Please remain vigilant to help keep your child and everyone else safe.
- The following screening questions are important for each family to acknowledge prior to each school day. If a YES is answered to any of these questions, at any time, then Staff/Child(ren) should stay at home:
 - Have you or anyone in your household had any of the following symptoms recently: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?

- Have you or anyone in your family tested positive for COVID-19 recently?
- Have you or anyone in your household been tested due to exposure or symptoms for COVID-19 recently? (If you or anyone in your household has been tested as a requirement for return to work, and have not been exposed nor have symptoms, then this is the exception.)
- Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19 recently?
- To the best of your knowledge have you been in close proximity to any individual who has recently tested positive for COVID-19?

ARRIVAL:

- Children will have a temperature check at the door. Any child with a temperature of or above 100 degrees F will not be allowed to attend preschool that day (see notes on SYMPTOMATIC/POSITIVE CASE/EXPOSURE TO POSITIVE CASE)
- Limit adults in the building to lead teachers, assistant teacher, and director. Parents are asked to drop kids off at the door and not enter the building.
- All staff/adults who enter the building will wear a mask if community spread is at medium risk according to DHEC. .
- Hand sanitizer stations set up at doors to wash hands before entering the classroom.

OPERATING HOURS:

- Hand washing / Hand Sanitizing routines
 - Before entering classroom
 - After restroom
 - After tissue use
 - Before/After outside play
 - Before/After snack
 - At Dismissal
- Children will have their own craft bucket for personal craft activities—personal crayons, scissors, glue stick etc.
- Children will have a labeled seat/table place for snack and at table activities. When assigned seating is not practical spaces will be wiped down before/after each use.
- Extended playground time will be offered to reduce time inside.
- Centers set up in the classroom. Teachers will encourage no more than 2-3 children per center—teachers will reinforce distancing throughout center play.
- Outdoor space will be set up outside of classrooms for use as much as possible.
 - Purchase: Outdoor rugs will be used to establish boundaries.
 - Purchase: Tailgate tents will be set up to help with heat in early fall and spring for areas directly outside of the classroom.
 - Set up large activities tent over courtyard with outdoor space to use for center play.
- Chapel and Music activities will be held outside or within the classroom with one class at a time.

- Personal Items other than coats/jackets not permitted. Extra change of clothes sent at the beginning of the year in a labeled zip lock bag and kept in the Director's office.
- Folders sent home weekly/bi-weekly with artwork to reduce sending personal items back and forth.

DISMISSAL:

- Children will use hand sanitizer as they walk out the door.
- Teachers will wear gloves and/or use hand sanitizer between each child and will hold hands with children to walk them safely to the family/parent.
- Families/Parents are to drive up for pick up and to stay in the car.

SANITIZATION/CLEANING ROUTINES:

- Teachers will remove toys that have been placed in a child's mouth to be properly cleaned at the end of the day and will encourage children to keep toys and hands out of their mouth.
- In addition to CDC guidelines already in place the assistant teachers will wipe down surfaces during transitional times throughout the day with Clorox Anywhere Spray/Safe equivalent disinfectant (safe for use around food and play surfaces).
- Toys spread on carpet and sprayed daily.
 - Only use toys that can be sanitized
 - Toys will be sprayed with disinfectant spray and left to dry until the next morning.

RESTROOM USE:

- Restrooms will be sprayed after each use with Clorox Anywhere Spray.
- Diaper/Clothing Change
 - Both teacher and child wash hands prior to change
 - Teacher wears gloves
 - Diapers disposed in diaper pail
 - Teacher sprays down changing table
 - Teacher and child wash hands

SYMPTOMATIC/POSITIVE CASE/POTENTIAL EXPOSURE/ (STAFF/CHILD):

Staff member/child presents with symptoms while at FHPS

- Arrangements for the Staff member/child will be made for safe removal from the facility. Until staff/child is removed they will self-isolate in the director's office (child will remain with the director) or outside if possible.
- Staff/child will be directed to seek medical advice for further testing or treatment.
- The staff member/child will have to present a doctor's note of when it is safe to return to school.
- Positive cases will need a negative test after 14 days of self-isolation from the preschool
- All areas in which the child/adult were present for the day will be disinfected per CDC guidelines.
- Families will be notified of a positive case (without sharing /Child's name); same procedure used in the past for other infectious diseases (lice, flu etc.)

- Schoolwide email will be sent with information for measures taken within the facility.
- Particular classroom notification will be sent with recommendations for symptoms to look for and precautions to take.
- Case reported to DHEC and follow guidance for closure, etc.

How many days should staff/child remain out of FHPS?

Symptomatic with Positive COVID-19 Test Result

The staff/child must remain out of FHPS for a minimum of 14 days, with days 11-14 (3 consecutive days) being asymptomatic and fever free without medication. The earliest they could return to FHPS would be day fifteen. A doctor’s note indicating the date of visit and/or date of negative test is to be provided to the Director before re-entry to FHPS.

Asymptomatic with Positive COVID-19 Test Result

The staff/child must remain out of FHPS for a minimum of 14 days, with days 11-14 (3 consecutive days) being asymptomatic and fever free without medication. The earliest they could return to FHPS would be day fifteen. A doctor's note indicating date of visit and/or date of negative test is required to be provided to the director before re-entry to FHPS.

Symptomatic with Negative COVID-19 Test Result

The staff/child should be treated as having a positive test result until there is a note from the doctor or a documented negative test. The staff/child will be treated as having a routine illness and may return with a doctor's note when symptoms lessen and are fever free for at least 72 hours without medication. If a doctor does not test the child/staff, the child/staff will require a doctor’s note indicating date of visit AND the child/individual should be fever and symptom free for at least 72 hours without medication in order to return to FHPS.

Not Tested- When Symptoms Occur OR Possible Exposure

When the staff/child does NOT get tested and there are concerns of COVID-19 Illness/exposure, FHPS Director will defer to the 14-day quarantine per the CDC to err on the side of caution. In order for the child/adult to return to FHPS:

1. The child/individual must be in quarantine for at least 14 days without symptoms and remain fever free without medication. (No entry to FHPS during quarantine)

OR

2. If symptoms present during the 14-day quarantine, the staff/child must remain out of FHPS for a minimum of 14 days, with days 11-14 (3 consecutive days) being asymptomatic and fever free for at least 72 hours without medication. The earliest they could return to FHPS would be day fifteen. A doctor's note indicating the date of visit is also required to be provided to the director before re-entry to FHPS.

These policies are not only intended to protect other children and staff collectively, but in turn, are intended to protect each individual staff/child and family members.

This document is a fluid document. The Fort Hill Preschool Board reserves the right to make changes and/or update policies at any time with discretion from church leadership.

Draft date: 7/7/2020

Working plan reviewed and edited by Return to Church Task Force on 07/08/2020

Approved by FHPC Session on 07/26/2020

Sent to Families of Fort Hill Preschool on 7/31/2020