

Celebration Presbyterian Preschool
2300 Carolina Forest Blvd
Myrtle Beach SC 29579
843-903-3211

CELEBRATION PRESBYTERIAN PRESCHOOL PARENT HANDBOOK

Welcome to Celebration Presbyterian Preschool! It is our goal to provide the children in this program with an environment that allows them to grow mentally, physically, emotionally, and spiritually. We look forward to celebrating the growth of your child over the next year and thank you for choosing us!

Administration

The Preschool is administered by the Director of the program with the guidance of the Preschool Board and the Pastor of the Church. The program is actively supported as an outreach ministry of the church.

Our Purpose

Our purpose is to provide a wonderful learning environment where children can explore, enjoy, and become excited about the world around them. Celebration Presbyterian Preschool believes that children are unique individuals who develop at their own pace. We offer a loving, Christian atmosphere that gives the preschool-aged child a good foundation for becoming a lifelong learner. This program is focused on the development of the whole child by providing them with mental, physical, social and spiritual activities daily. We welcome students of any race, color, nationality, and ethnicity.

Confidentiality Statement:

All children's records, emergency information, and other information about your child or family and information that may identify your child by name and address is confidential and will not be disclosed to unauthorized persons.

Our Classes

Our preschool program offers classes for children between the ages of 2 1/2 and 4 years old. Each classroom has a Lead Teacher and an Assistant Teacher.

For 2-year-old children:

- | | |
|--------------------------------|----------------|
| • Monday, Wednesday and Friday | 8:15am-11:15am |
| • Tuesday and Thursday | 8:15am-11:15am |

For 3-year-old children:

- | | |
|--------------------------------|-----------------|
| • Monday, Wednesday and Friday | 8:15am-11:15am |
| • Monday, Wednesday and Friday | 12:15pm-3:15pm |
| • Tuesday and Thursday | 8:15am-11:15am |
| • Monday-Friday | 8:15am -11:15am |

****All Children MUST be potty trained to enter the 3 year old program.**

For 4-year-old children:

- 2 classes Monday-Friday 8:15am-11:15am
- 2 classes Monday-Friday 12:15pm-3:15pm

Tuition

Tuition is paid monthly as follows:

2-year-old program:

Monday, Wednesday and Friday	\$210
Tuesday and Thursday	\$185

3-year-old program:

Monday, Wednesday and Friday	\$210
Tuesday and Thursday	\$185
Monday – Friday	\$235

4-year-old program:

All Monday – Friday AM & PM	\$235
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Registration Fee

There is a \$100 per student **non-refundable** registration fee paid yearly. This is due at the time of registration and will secure your spot in a class.

Supply Fee

There is a \$50 per student **non-refundable** supply fee paid yearly. This is due with your first month's tuition.

Lunch Bunch Program:

This program operates Monday thru Friday. It allows the students to stay with us from 11:15am – 2:00pm daily. Parents are responsible for providing their child's lunch. The cost of the program is \$10.00 per day, per child. If your child is an afternoon preschooler and you would like to come an hour early, the fee is \$5.00. You must sign up in advance for either service.

All children **MUST** be potty trained to participate in this program.

Please remember that we do **NOT** include a nap time during lunch bunch hours for any children.

Payment Policy:

Tuition is due on the first day of each month. Payments are to be made no later than the 5th of every month. You may pay with cash, check or money order. We do not accept credit cards. Checks need to be made payable to CPP and have your child's name listed on the "memo" line. Fees for lunch bunch are also due no later than the 5th of each month.

You will receive a payment envelope for your child each month. This envelope will list both your monthly class tuition payment and the amount you have due if your child attends lunch bunch.

Late fees will be assessed for ANY payment received after the 5th of each month.

Our Late Fees:

Payment between the 6 th and the 10 th of the month	\$10.00
Payment between the 11 th and the 15 th of the month	\$20.00
Return check fee:	\$15.00

Special arrangements must be made for payments after the 15th of any month. If you are unable to pay your fees for any reason, please contact the Director immediately. We will make every attempt to work with you.

Student Withdrawals:

Occasionally, a child will withdraw from our program. If this situation occurs, a thirty (30) day advanced written notice must be given to the Preschool Director, along with your last month's tuition. This allows us to fill your child's spot with a child off of our wait list.

Policies and Procedures**Arrival and Dismissal**

We ask that you please remember that morning classes operate from 8:15am – 11:15am and afternoon classes from 12:15pm-3:15pm. Please be considerate of the staff, other parents, and all students by dropping off and picking up at the scheduled times. The door will open five (5) minutes before the start time for parents to begin drop off procedures.

You **MUST** walk your child into the school each day and drop them off in their classroom. The teachers will be there to greet them and escort them in.

You are required to come into the school and pick your child up from their classroom. We ask that you wait outside your child's classroom until the teacher dismisses to you. This is to ensure that each child is dismissed to the proper person. Classes will dismiss at 11:15am and 3:15pm.

Drop off and pick up needs to be done in a timely manner. With this in mind, if you have something to discuss with your child's teacher please schedule a conference with them that will better suit both of your schedules.

A late fee of \$1.00 per minute will be charged for late pickups. We understand that emergencies can occur; however we do ask that you **PLEASE INFORM US IMMEDIATELY** if you have had situation that prevents you from being on time for pick up.

CPP will not release your child to anyone other than the persons you have listed on your registration form, unless we have written notification in advance. We will need the name of the person picking up your child and they will need to present proper identification at the time of pick up. This is for the safety of all involved.

Communications

We want to make sure that you as parents are well informed about what is going on at Celebration Presbyterian Preschool. One way we will communicate with you will be a weekly newsletter from your child's teacher! Each child is given a classroom folder that is labeled with their name. This folder will come home daily. Please check your child's backpack daily for important school-wide and teacher information. All folders must be returned each day your child attends school.

If you have any questions or concerns throughout the year, we encourage you to make an appointment for a conference with your child's teacher. All three and four year old children will have scheduled conferences in January. All conferences are treated confidentially.

Please feel free to call and leave a message or stop by to see the Director if you need additional help.

Parent Involvement

We encourage parents to visit our program and to be involved in your child's preschool experience. We love volunteers especially during parties and special events. We also encourage you to share any special skills or talents you may have with us. Look for opportunities to become involved!

Health and Safety

Each child enrolled in our program is required to have an up to date South Carolina immunization record on file. For the general health and well being of the teachers and other children we ask that you please adhere to the following policy. Please DO NOT send your child to school if:

- They are too sick to participate in regular daily activities
- Caring for him or her will interfere with the teacher's ability to care for the other students
- They have a contagious condition
- They have not been fever free for 24 hours
- They have vomited or had diarrhea more than once in the last 24 hours
- They have head lice, scabies, ringworm, or other insect infestations

Parents must inform us of any condition that your child contracts that is contagious. We must be able to inform other parents of such things as: chicken pox, hand-foot-mouth disease, fifth disease, etc. when they occur at our preschool. This is for the health and safety of everyone involved with our program.

If your child becomes ill during the school day, we will notify you as soon as possible. We ask that you **please keep all emergency contact information up to date at all times**. We will provide care for your child until someone is reached in situations that do not require immediate care. In an emergency situation, we will contact 911/EMS.

Medication Policy

Celebration Presbyterian Preschool does not administer medication except for life threatening situations (i.e. Epipens). If your child has an allergy that requires an EpiPen you must fill out a permission to administer medication form and the form must be kept in the medication cabinet along with the EpiPen in its original container. The container must have an up to date prescription on the front with your child's name on it.

Clothing

Please send your child to school in comfortable play clothes. Since we will be offering a wide variety of activities such as outside play, glitter and glue work, painting etc., please dress them in something that they are allowed to have "fun" in and not worry about getting dirty. This allows them to participate freely and not be concerned about keeping something special spotless.

Please send your child in clothing that is easily removed during bathroom visits. Drawstrings, overalls, belts, etc. are all difficult at times for children to manage on their own. We also ask

that each child has a complete change of weather-appropriate clothes in their backpack every day, just in case of an emergency. A complete change of clothes includes: pants, shirt, underwear, socks and shoes. Please make sure that you label everything that you send to school so that we are able to identify your child's items. Please be sure that your child's items including their folder all fit in their personal backpack.

Discipline

The staff at Celebration Presbyterian Preschool will use a positive and productive approach to discipline problems. We expect and will encourage constructive behavior, sharing and caring for others, as well as, showing respect for everyone in our Preschool.

Each classroom has a thematic visual discipline plan in place. You will receive a copy of your child's classroom behavior plan at the beginning of each school year.

When a discipline problem arises, we will redirect the child, give a verbal warning, and use age appropriate "time outs" when necessary. We will at no time use corporal punishment of any kind. Parents will be informed of behavior issues that arise during school hours that are of concern to staff.

If we are unable to make progress concerning discipline problems or if the safety of other children in the program or the safety of any staff member is jeopardized, the child can/will be asked to leave the program.

Inclement Weather

In the event of inclement weather, please stay tuned to local television or radio broadcasts. Celebration Presbyterian Preschool follows the cancellation policy of the Horry County Public School District. In the event of a delay of public schools, we will operate as follows:

One or Two hour delay of HCS

Celebration Presbyterian Preschool will run as follows:

Morning classes - 9:30am – 12:00pm

Afternoon classes – 12:45pm – 3:15pm

Emergency Evacuation Plan

Celebration Presbyterian Preschool has an Emergency Evacuation plan in place for our school. A detailed copy of this plan is located in each classroom along with the Fire Evacuation plan, attendance records and emergency contact numbers for each child enrolled in the preschool. You may obtain a copy of this plan from your child's teacher at any time.

Early Dismissal:

In the event that Horry County Schools are released from class due to inclement weather, CPP will follow the same schedule. We ask that you again stay tuned to the local radio and television broadcasts when threatening weather occurs.

Field Trips

During the year there will be planned field trips. You will receive information concerning these field trips well in advance. We hope that you and your child will participate in as many of these fun trips as possible. In order for us to go on a field trip, we rely on parent transportation. Due to the age of our children, it is mandatory that all children have a parent to supervise them on all field trips. If a parent is unable to attend, it is the parent's responsibility to find another parent to chaperone their child the day of the field trip. There will be no preschool on field trip days.

We also ask that all parents fill out a field trip release form for each and every field trip. These will be sent home by your child's teacher and will need to be returned prior to your child attending the field trip.

We are asking that each child wear a CPP tee shirt to all field trips. This helps us to maintain their safety and also helps everyone identify them as part of our group. These tee shirts are available in the Director's office for \$10.00 each.

Snack Time

Celebration Preschool has a revolving snack schedule. You will receive a monthly snack schedule from your child's teacher by the first of each month. It will be your responsibility to provide a snack and a drink for each child in your child's class on your designated snack day. It is our goal to provide a variety of healthy food and drinks for our children to enjoy. Please be sure to supply all items needed for your snack.

We encourage parents to have their child assist in the selection of snack each month, to make this a special day for the child. **Please return the allergy notification paper signed by your child's pediatrician if your child has a food allergy that limits his food intake. Children will be given regular preschool snacks unless the paper is on file.**

If your child is celebrating a birthday during the school year, you are more than welcome to send in a special treat for his or her class on that day. Please let your child's teacher know so they can plan accordingly.

Curriculum:

Celebration Preschool uses a theme-based curriculum. Using these themes, we will incorporate all areas of development. We will introduce colors, shapes, letters and number skills. You will receive a copy of our curriculum prior to the first day of school.

CPP Program Extras

The following activities will be included weekly during your child's preschool day:

Chapel Time:

The children have Chapel in the Church Sanctuary once a week. They will sing songs and read a Bible story each week.

Book Mobile:

The Horry County Book Mobile comes to visit the 2nd and 4th Wednesday of each month. Each child will apply for and receive a library card. They will be able to check out books. If your child comes to school at a time when the book mobile does not come, the classroom teachers will check out books and your child will have a chance to pick one.

Extra Curricular Activities

These activities are offered during lunch bunch hours. All activities are offered through outside programs but are brought into our school each week. The cost of these programs is the responsibility of the parent. You will receive a list of the classes offered with your enrollment packet.

Celebration Presbyterian Preschool has an open door policy. We welcome all parents to come and visit our school at any time. If you have any questions or concerns about our program, please feel free to ask. We look forward to a fun filled educational year!

Please sign and return this page for your child's records.

Child's Name – please print

I _____ give Celebration Presbyterian Preschool permission to have my child photographed for school purposes as well as promotional material.

I _____ have read and understand all of the policies and procedures in the Celebration Presbyterian Preschool Parent Handbook.

Signature

Date