



2025-2026 PARENT HANDBOOK

**Holland Avenue Baptist Church
Weekday Preschool & Kindergarten
801 12th Street • Cayce, SC • 29033
(803) 794-9133 OFFICE
(803) 794-2935 FAX**

THE MISSION

The Mission of Holland Avenue Baptist Church Preschool is to lead children as they grow spiritually, physically, socially, mentally, and emotionally. We will bring Glory to the Lord and make His name known. We strive to provide a loving and safe Christian environment for the children of our church and community.

ADMINISTRATION

The program is administered by the director and assistant director with the guidance of the Pastor of Holland Avenue Baptist Church. The program is self-supporting and is considered an outreach ministry for the children and parents of Holland Avenue Baptist Church and the communities of Cayce, West Columbia, Columbia, Gaston, Pelion and Lexington.

OUR PURPOSE

Our primary purpose is to bring glory to the Lord and make His name known. We strive to provide a loving and safe Christian environment for the children of our church and community. It is our desire that we provide a stimulating environment that encourages each individual child to discover and learn as they experience the world around them. We pray that your child will grow physically, mentally, spiritually, and socially.

POLICIES

1. Registration is open to all children without regard to race, creed, sex, religion, or ethnic background.
2. We cannot guarantee a space in the program for any child who is absent unless tuition is paid for each month of absence. Please notify the director if your child will be out of school for an extended period of time.
3. ALL immunizations must be up-to-date, and a Certificate of Immunization issued by a licensed physician or local health department must be on file for each child. ***For the protection of the children, no child will be admitted without proper immunizations. Forms may be sent through Brightwheel or emailed to preschool@hollandavenue.com***
4. During the registration period, classes are offered on a projected enrollment basis only. Enrollment determines the classes that will be offered. Sometimes classes may be altered due to the actual enrollment.

HEALTH

All immunizations must be current and kept on file with the director. Exemption letters must be submitted by September 1. A healthy environment is of the most importance to us and the success of our program. We ask your cooperation in NOT sending your child to school if he/she shows signs of an illness or signs of an infectious disease. Please do not send your child to school if he or she has diarrhea, contagious rash, open sores, fever, vomiting, earache, chronic cough, sore throat, congested eyes, or non-clear mucus drainage or congestion. If your child develops one of these symptoms at school, you will be notified and asked to pick up him or her. All children must be fever, diarrhea, and vomit free for 48 hours, without medication, prior to coming back to school.

Please speak to your doctor regarding when your child should return to school. If your child develops a contagious illness, please inform the director immediately so that parents and teachers can watch for symptoms among other children. PLEASE keep your child at home if he/she is unable to go outside with the class.

Failure to follow these guidelines may result in dismissal from preschool.

MEDICATION & MEDICAL RELEASE FORMS

NO medication will be administered at school. Should your child become ill or injured at school, we will notify you as soon as possible. It is expected that

parents will pick up sick children in a timely manner. If we are unable to reach you, we will notify the person listed on your emergency form. We will provide care for your child until someone is reached, or in an emergency, we will contact your family physician or EMS.

CLOTHING

We ask that you dress your child in comfortable clothing that is appropriate for play and can also be handled easily by the child during bathroom times. Please dress him/her in clothes that they may work and play in. Please send jackets, hats, mittens, and sweaters when appropriate according to the weather. Please ensure that all of these items are labeled. A change of clothes should be brought on the first day in a Ziploc bag, labeled with the child's name. Remember to change out the extras as the seasons change. If your child wears diapers or training pants, please provide these and any other changing supplies.

SNACK TIME

All children will have a morning snack and water provided for them. If your child has any food allergies or if there are other foods that you do not wish for them to eat, please make sure they are listed on his/her personal information form **AND** inform your child's teacher. If you prefer your child to have a special snack and/or drink from home, please send them in a bag labeled with your child's name. Cups for water will be provided for children. We also try to include fresh fruit (apples, bananas, oranges, etc.) and some veggies (carrots, celery, etc.) as much as possible. On special occasions, we will provide juice or other drinks. The following snacks are **NOT** permitted under any circumstances: Hot dogs, whole grapes, hard candy, seeds, dried fruit, peanuts and nut butters, small pieces of meat, popcorn, or other hard food that is difficult to chew.

TOILET TRAINING

Children in the 3-, 4- and 5-year-old classes **MUST** be toilet trained. Because of the nature of the classroom activities and the age of the children, we are not equipped to change diapers on children who are 3 and above. Children may go to the restroom any time during the school day. There are also built-in times in the schedule for each class to use the restroom.

TUITION

All tuition is due by the first of the month. You must pay online using your Brightwheel Account. We are no longer able to accept cash or checks. All fees and tuition must be paid online through Bright Wheel.

A \$15.00 late fee will be assessed after the due date for each week that it is late. Thank you in advance for paying on time. There is a registration fee due at the time of enrollment. These fees help cover the expenses of curriculum and supplies needed and are nonrefundable.

\$230/month – Five Day Infants

\$230/month – Five day 1-year-olds

\$215/month – MWF 1-year-olds

\$190/month – T/TH 1-year-olds

\$230/month – Five day 2-year-olds

\$215/month – MWF 2-year-olds

\$190/month – T/Th 2-year-olds

\$215/month – T/W/Th 3-year-olds

\$230/month – Five day 3-year-olds

\$230/month – 4-year-olds

\$255/month – Five-Year-Old Kindergarten

Activity Fee - \$50 (Infants), \$75 (1-year olds-five-year-olds) - Due by November 1st

Early Bird:

\$ 10.00/per month for each day per week

Charges for random early bird days will be \$5 per day per child.

Please pay on Birghtwheel the day of use.

If you ever have a question about your payment or a problem paying your monthly payment, please contact the director. Tuition and fees must be paid for a child to stay enrolled in the program.

PROGRAM HOURS

Early bird begins at 8:00 AM. K5 classes begin at 8:30 AM and all other classes begin promptly at 9:00 AM and will end at 11:55 AM. Children will not be allowed to enter the classrooms early because this time is used for teacher preparation. Doors will open at 8:55 AM. Please make sure your child uses the restroom and arrives in class on time. We do not want him/her to miss any important activities or interrupt the class once it has begun.

Early Bird Program: Once enrolled in the Early Bird Program, children may be dropped off at school as early as 8:00 AM each school day. The early bird group will meet in a designated classroom. Children will be supervised and escorted to their assigned classes at 8:50 AM.

DROP-OFF & PICK-UP PROCEDURES

All children will be dropped off and picked up through car line or exterior doors.

DROP-OFF: All 3s, 4s, & 5s will be dropped off under the breezeway in the back parking lot. This will run the same as pick-up. This is ONLY for children in the 3s, 4s, and 5s. Younger siblings will need to use the front preschool door. Infants - Age 2, please use the glass doors on 12th Street near F Avenue. Parking is available at the front, side, and rear areas of the building. If you need to meet with your child's teacher, please make an appointment.

PICK-UP: Only children in the Infants, 1- & 2-year-olds, are to be picked up at the front glass preschool door. Children in the 3s, 4s, & 5s classes will be lined up in the hallways with their teachers near the back covered driveway in the back parking lot of the church for car line.

We will have a pick-up line at the rear of the church in the back parking lot. The car line will form from the "F" Avenue side and continue through the covered driveways and cars will exit onto "E" Avenue.

If a child in the 3s, 4s, or 5s, has a younger sibling, please pick up the younger sibling first and then get in the car line to pick up your child. We will have 2 lines for picking up children in the back lot. Each line will go through the covered driveways as they exit onto "E" Avenue. Children WILL NOT be permitted to leave with anyone other than the parents unless we are notified in advance. If there is someone other than a parent that will bring and pick up the child each day, please make note of that on your child's information form. Each family will be given a car tag to be displayed in the car's front window on the driver's side. The car tag helps us speed up the process, so please have it clearly displayed! If no car tag is displayed, you may be asked to pull over. Please notify all persons with permission to pick up your child of your family code word.

The dismissal line will begin at 11:50 am. If you need to speak or meet with the director or a teacher, please arrange a time other than the dismissal time to do so. We are happy to meet with you in person or on the telephone at any time other than dismissal. It is our goal to dismiss children in a safe and timely

manner. Please remain in your vehicle and do not walk to the building during the carline as this delays the dismissal process for those waiting in line.

Please bear with us the first several days of school as we learn to recognize faces and vehicles. This process will speed up and improve during the first weeks of school.

LATE PICK-UP FEE: We ask that you pick up your child on time. **There will be a charge of \$5/child for children who are picked up after 12:10 pm.**

After 12:20 pm it will be an additional \$5 dollars for every 5 minutes.

Thank you in advance for your understanding and promptness!

Early Pick-Up: If you need to pick up your child early, come to the backdoor under the breezeway and ring the doorbell.

ABSENCES

Tuition amounts are pro-rated into 10 equal payments for your convenience. There will be NO reduction of fees for scheduled holidays, quarantine, sick days, or closures due to inclement weather or unexpected events.

INCLEMENT WEATHER/CLOSINGS

When public schools are dismissed early or have a delayed start time due to emergencies or inclement weather, we will not be open for school. Please listen to local TV and radio stations about school closings and delays. We will follow Lexington School District 2. You will also receive an alert through Brightwheel.

****HABC will NOT make up any missed days for inclement weather. ****

DISCIPLINE POLICIES

HABC is committed to providing children and families with quality learning and care in a safe and loving environment. A major part of this goal is to use a system of discipline that will provide a positive learning experience for each child. Redirection, time out, and removal from activities are used as forms of discipline. The following are guidelines for handling discipline:

1. No corporal/physical punishment
2. Use of discipline that is developmentally appropriate

3. Use of consistency, fairness, and patience
4. Use of encouragement for positive behavior
5. Use of logical consequences instead of punishment (Acceptable consequences are removing a child from one play area to another, limiting play privileges and using “time out”)
6. The Director will involve a child’s parents in the disciplinary process only when uncontrollable behavior and/or behavior that is potentially harmful to the child or others persists.

HYGIENE

Wet and soiled clothing will be changed immediately. Soiled clothes will be placed in a plastic bag. (In extreme situations, clothing may be disposed of.) All employees will wash their hands after every diaper change. Non-Latex gloves are provided for nosebleeds, body fluids, or whenever necessary. Children are required to wash their hands before every snack and after using the restroom.

MISCELLANEOUS INFORMATION

During school hours, you may contact the staff directly at 794-9133. We will use Brightwheel to communicate with families. We are excited about this school year and ask that you let us know if you have any questions or suggestions. We ask that you not text or call individual teachers during preschool hours.

PARENT INVOLVEMENT

We welcome parents to join us for special events or visits to the classroom. Teachers will send information home about signing up to participate.

We love to celebrate birthdays! Each child may have their parents join them on their birthday to celebrate with the class and enjoy a special snack!

DONATIONS

Our program is totally funded by tuition, fees, and fundraisers. We may have fundraisers during the year and ask that parents please participate. If you want to donate, check with your child’s teacher and bring it during the first weeks of school. We appreciate all donations!

We pray that this will be a blessed, fun, and rewarding experience for your child. We ask that you please be in prayer for our staff and children throughout the year.

WHAT DOES MY CHILD NEED FOR SCHOOL?

1. A change of clothes in Ziploc bag (labeled with name)
2. 3s, 4s & 5s: a bookbag
3. Infants: a diaper bag
4. Infants, 1s & 2s: diapers/pull-ups

*All supplies, cups, and other materials are provided by the school. Your teacher may contact you for special events or items for their classroom.

2025-2026 CALENDAR

August 11, 2025: 9 AM - Noon
August 13, 2025: 9 AM
August 18, 2025: 8 AM
September 1, 2025
October 10 & 13, 2025
November 24 - 28, 2025
December 12, 2025
December 15 - Jan 5, 2026
January 6, 2026 (Tuesday)
January 19, 2026 (Monday)
February 13 & 16, 2026
March 13, 2026
April 3 - 10, 2026

Meet the Teacher
First Day! (No Early Bird this week)
Early Bird Begins
Labor Day/No School
In-service/No School
Thanksgiving Holidays/No School
Last Day
Christmas Break/No School
Classes Resume
MLK Day/No School
Inservice & President's Day/No School
No School
Spring Break

May 15, 2026 (Friday)

Last Day

SPECIAL EVENTS

Goodies with Grandparents: September 15 - 17

Fall Pictures: September 30 & October 1

Fall Fun Day: October 30

Thanksgiving Feast: November 20 & 21

Pizza w/ Parents: February 9 - 11

Dr. Seuss Week: March 2 - 6

Spring Pictures: March 10 & 11

Field Day: April 30

3's Graduation: May 13

4's & 5's Graduation: May 14