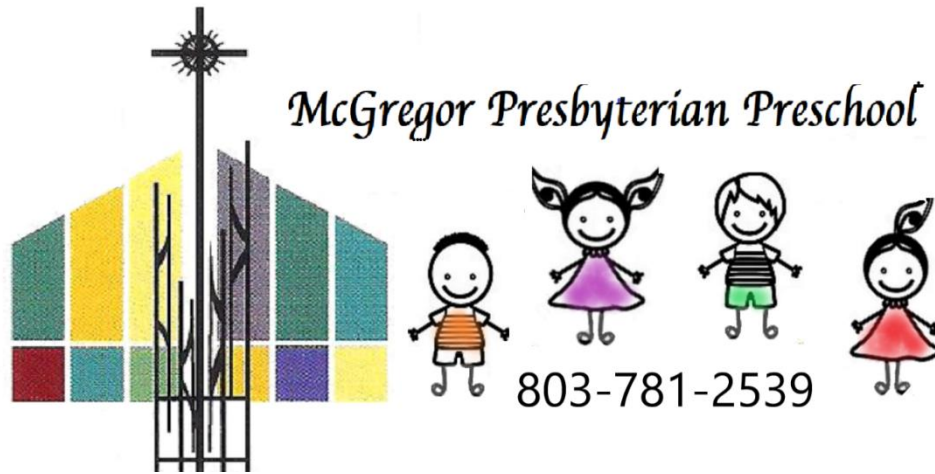


# McGregor Presbyterian Preschool

Parent Handbook  
2026-2027



# MCGREGOR PRESBYTERIAN PRESCHOOL HANDBOOK

## TABLE OF CONTENTS

|  | Page # |
|--|--------|
| 1. 2026-2027 STAFF LISTING AND CHURCH INFORMATION .....                                | 1      |
| 2. 2026-2027 SCHOOL CALENDAR .....   | 2      |
| 3. STATEMENT OF PURPOSE, PROGRAM OBJECTIVE AND GOALS .....                             | 3      |
| 4. BOARD MEMBERS, ENTRANCE REQUIREMENTS, REGISTRATION,<br>TUITION AND OTHER FEES ..... | 4      |
| 5. IMPORTANT ENROLLMENT PROCEDURES .....   | 7      |
| 6. SCHOOL HOURS AND HOLIDAYS.....  | 8      |
| 7. GUIDELINES FOR EFFECTIVE DISCIPLINE .....   | 9      |
| 8. EMERGENCY PROCEDURES, SAFE HAVEN AND OTHER CONDITIONS                               | 10     |
| 9. CHILDREN WITH SPECIAL NEEDS.....  | 11     |
| 10. HEALTH REQUIREMENTS.....   | 12     |
| 11. FOOD ALLERGIES AND HEALTHY SNACKS .....  | 14     |
| 12. CARPOOL PROCEDURES.....  | 16     |
| 13. LATE PICK-UP POLICIES .....  | 18     |
| 14. CURRICULUM, PARENT CONFERENCES AND PARTICIPATION .....                             | 19     |
| 15. NEGOTIATING GRIEVANCES WITH PARENTS.....   | 21     |
| 16. DSS SAFETY COMPLIANCE .....  | 22     |
| 17. LUNCH BUNCH POLICIES .....   | 23     |
| 18. EARLY BIRDS DROP OFF POLICIES AND PROCEDURES.....                                  | 24     |

## ***2026-2027 STAFF LISTING AND CHURCH INFORMATION***

|                   |  |
|-------------------|--|
| Director:         | Christine Manley                         |
| Business Manager: | Lisa Rasnick                             |
| Teaching Staff    |  |
| 1's:              | Suzanne Eckstrom and Audria Bailey       |
| 1's:              | Sarah Prime and Susan Young              |
| 5 day 2's:        | Sally Stuart and Cleo Colwell            |
| 5 day 2's:        | Randall Russell and Novella Corbett      |
| 5 day 3's:        | Hedda Bell and Jenny Gantt               |
| 5 day 3's:        | Leslie Cervantes and Erica Bellonio      |
| 5 day 4's:        | Rebecca Lane and Natalia Alvarenga-Ortiz |
| 5 day 4's         | Ayla Brock and Elaine Bouknight          |
| Gymnastics:       | Randall Russell and Ayla Brock           |

### **Church Information**

McGregor Presbyterian Church  
6505 St. Andrews Road  
Columbia, SC 29212

[www.mcgpres.org](http://www.mcgpres.org) – click on Preschool link

Christine Manley – (803) 781-2539  
Preschool.director@mcgpres.org

Church phone number – (803) 781-2391  
Fax number – (803) 781-2538

**MCGREGOR PRESBYTERIAN PRESCHOOL**  
***2026-2027 SCHOOL CALENDAR***

|                         |   |
|-------------------------|---|
| August 31               | First Day of School   |
| September 7             | Labor Day Holiday   |
| October 9 – 12          | Fall Break  |
| November 3              | Election Day  |
| November 25 - 27        | Thanksgiving Holidays   |
| December 21 - January 4 | Winter Holidays   |
| January 18              | Dr. Martin Luther King, Jr. Holiday, no school                                  |
| February 12 – 15        | Lexington/Richland 5 professional development days, no school                   |
| March 12                | Lexington/Richland 5 professional development days, no school                   |
| March 26 – April 2      | Spring Break  |
| April 23                | No School   |
| May 21                  | Last Day of school <b>WITH</b> Early Morning Drop Off, <b>NO</b> Lunch<br>Bunch |

*\*\*Note: There will be **no** changes to the drop off or pick up times for McGregor Preschool on Early Release days at the elementary schools.*

# **MCGREGOR PRESBYTERIAN PRESCHOOL**

## ***STATEMENT OF PURPOSE, PROGRAM OBJECTIVE AND OUR GOALS***

### **STATEMENT OF PURPOSE:**

The Preschool provides a ministry through the church by offering quality care in a desirable environment. We will promote opportunities for the children to be happy, safe, and participate in developmentally appropriate activities in a Christian environment. We will express interest and concern for all families within the school family as part of the church's mission to minister to the needs of all people.

We do not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extend to all the rights, privileges, programs, and activities generally made available to students at the school.

### **PROGRAM OBJECTIVE:**

The program's objective is to help children grow in their awareness of the world around them, to develop an understanding of God's love for them, and to experience a rich environment which fosters their social, emotional, cognitive, physical and spiritual development.

### **OUR GOALS:**

In order to promote the different stages of development we will:

- 1) Help the children experience success to contribute to positive self-esteem.
- 2) Help children develop socially and emotionally through interactions with peers and provide role modeling from teachers.
- 3) Provide rich language experiences and provide activities that require thinking and solving problems.
- 4) Offer experiences in gross motor and fine motor activities by participating in art, music, outdoor time and creative expression.
- 5) Help children to grow spiritually as they expand their awareness of God and his special gifts to them.

Our commitment is to nurture and love each child as an individual. We will be encouraging and patient, provide structured and unstructured time, respect each child's uniqueness, and be attentive to the needs of each family.

# **MCGREGOR PRESBYTERIAN PRESCHOOL**

## ***BOARD, ENTRANCE REQUIREMENTS, REGISTRATION AND TUITION***

### **PRESCHOOL ADVISORY BOARD**

The policies and procedures of the Preschool are directed by the Preschool Advisory Board. The Board consists of the following people:

|                            |  |
|----------------------------|--|
| Elaine Abercrombie – Chair | Ex-officio – Christine Manley - Director |
| Sara Bates                 | Lisa Rasnick – Treasurer                 |
| Belinda Langton            | Isabel Williams – Parent Representative  |
| Kelly Smith                | Taylor Williams – Parent Representative  |
| Vivien Windley             |  |

### **ENTRANCE REQUIREMENTS**

All children need to be the correct age on or before September 1 of each school year as required by the South Carolina public school system. We will make exceptions to this entrance date if the child's birth date is close to the cut-off date and there is space available in the class. Parents given this opportunity must understand, however, that the public school system does not make exceptions. Therefore, the child may need to repeat a class here at McGregor before entering public school. We strongly encourage parents to consider this decision at length with the child's best interest in mind. The director can assist in this decision, if interested.

### **REGISTRATION**

Registration for all classes will be held in February for current students, their siblings and church members. The public is invited to register on the first Monday in March. **A registration fee is required to hold the child's space for the following school year.** For the 2026-2027 school year, the registration fee is \$150 for the first child and \$75 for each additional sibling. This payment for registration is **non-refundable or transferable. ALL other fees are also non-refundable.** All appropriate forms must be completed and sent in with the check at the time of registration. \*If monies are still due from the previous year, the child will not be allowed to enroll in the new school year until the unpaid tuition has been paid in full.

### **TUITION AND OTHER FEES**

All fees are due on the **first of each month. The fees will be considered late if not paid by the 10<sup>th</sup> of the month. The first tuition payment will be due at Packet Pick Up August 12. This first payment will cover the tuition payment for September and the 1 x supply fee. October tuition payment will be due October 1.**

**We respectfully request that NO CASH be sent in.**

Payment Options:

- Checks/Money Orders
- Debit/Credit Cards/PayPal (Online) or Debit/Credit Card (In person) **Fee 3.1%**

## **MCGREGOR PRESBYTERIAN PRESCHOOL**

Failure to pay the fees by the 10<sup>th</sup> of each month will result in a late fee of \$25. If the tuition and late fees are not paid by the last school day of the month, the child or children will not be able to attend school on the next school day. The director MUST be notified of any extremely extenuating circumstances immediately upon receipt of a late tuition letter. In addition, the Preschool Advisory Board will be notified. We require that a full month's tuition be paid regardless of the number of times a child attends school during any given month. A 30-day advance notice of withdrawal must be presented in writing.

### **PRESCHOOL TUITION**

|  |          |
|--|----------|
| ▪ Five day 2-, 3- and 4-year-old classes | \$295.00 |
| ▪ Three days per week/2-year old's       | \$240.00 |
| ▪ Two days per week/2-yr old's           | \$220.00 |
| ▪ Five days per week/1 year old's        | \$450.00 |
| ▪ Three days per week/1 year old's       | \$245.00 |
| ▪ Two days per week/1 year old's         | \$225.00 |

*We offer a 10% discount on tuition only to McGregor Church members.*

### **SUPPLY FEES**

**\*\*This is a one-time fee due in August\*\***

|                            |          |
|----------------------------|----------|
| ▪ All 5-day classes        | \$150.00 |
| ▪ 3-day classes            | \$125.00 |
| ▪ 2-day two-year-old class | \$120.00 |
| ▪ 5-day one year old class | \$145.00 |
| ▪ 3-day one year old class | \$95.00  |
| ▪ 2-day one year old class | \$85.00  |

### **OTHER FEES**

In addition to the above tuition and supply fees, there may be other fees. See the list below for more information:

**Lunch Bunch/Early Morning Drop Off Fees** – See separate pages in this handbook for program details and fees.

**Late Fees** – There is a \$25.00 fee for sending in tuition past the 10<sup>th</sup> of the month.

**Late Pick-Up Fees** – There is a fee for picking up your child late. Please see separate sheet in the handbook.

**Returned checks** – see the Tuition Check Policies for more information on these fees.

**Debit/Credit Card Fee** – 3.1% paid in person/online, 4.0% if paid over phone

# MCGREGOR PRESBYTERIAN PRESCHOOL

## *TUITION CHECK POLICIES*

- 1) Returned (NSF) checks will be automatically deposited a second time. If the check is returned a second time a \$9.00 fee to reimburse the Preschool for the fees charged by our bank will be added. In addition, the outstanding balance must be immediately paid PLUS a \$25.00 late charge (if late) PLUS a \$25.00 returned check fee. This should be paid with a cashier's check. Other fees may be charged by your bank for a returned check.
- 2) Tuition payments made after the 10<sup>th</sup> of the month will be assessed a \$25.00 late charge.
- 3) If the tuition and late fees are not paid by the last school day of the month, the child or children will not be able to attend school on the next school day.
- 4) Any outstanding fees and charges must be paid in full before a child can be enrolled for the next school year.
- 5) Post-dated checks will NOT be accepted at any time.
- 6) In the event of extenuating circumstances or emergencies where tuition payments cannot be made on time, please contact the director. She will work with you to provide assistance. There may be options for payment plans if necessary. The Preschool Advisory Board will also be notified.
- 7) We are currently on a computer-based system of tuition payments. We are not sending receipts for payments, unless paying by debit/credit card. We have the ability to pull up a class list with the payment listed and the date of posting. If you receive a late slip for payments made past the 10<sup>th</sup> of the month and you have a question, please call the office. We want to make sure that our records match yours. We appreciate immediate attention in the event that you are sent a late slip.
- 8) We are able to generate monthly payment forms for **TAX PURPOSES upon request**. Please keep a record of all payments made to McGregor during the year if you deduct it on your taxes. Our Tax I.D. Number is 57-0644119.
- 9) If you do not use a checking account, we ask that you pay your fees with a money order or debit/credit card. NO CASH payments will be accepted.
- 10) All accounts remaining in arrears upon leaving the school will be pursued by the Preschool Advisory Board.
- 11) **At no time should a check be handed to a teacher in the car line drop off or pick up. ALL payments should be placed in the child's communication folder in the book bag. Bring debit/credit card to the director's office for payments or pay online.**

# **MCGREGOR PRESBYTERIAN PRESCHOOL**

## ***IMPORTANT ENROLLMENT PROCEDURES***

- 1) For the comfort of the child and family, a tour will be scheduled as part of the enrollment process. These tours are scheduled through the preschool director. This policy goes along with our OPEN-DOOR policy which gives the parents the right at any time to visit our school. Usually, the pre-enrollment visit lasts about 45 minutes. The families are taken on a tour of each classroom, ending in the classroom that is desired for the following school year. Many questions are asked at that time and follow-up phone calls are encouraged. Any registration sheets with policies stated and/or any other written documentation is available to the parent(s) at the time of the visit.
- 2) In order to receive confirmation into our program, the following documents should be dropped off, emailed, faxed or mailed to the Preschool:
  - McGregor Preschool Registration Form with fee
  - SC Certificate of Immunization (DHEC Form 4024) (Need to obtain prior to start of school. Can be faxed to 803-781-2538 by your pediatrician's office.)
  - Or DHEC Form 1126 Certificate of Religious Exemption which can only be obtained through the DHEC office.
- 3) All other necessary documents will be provided to you at packet pick up or can be printed from our website. These documents should be completed by the first day of school. The following forms will be required:
  - McGregor Authorization for Pick up Form
  - DSS Form 2900
  - Administration of Medicine (only with special circumstances) DSS 114-525 D(1)
- 4) Please note that once your child is enrolled in our program all files are confidential. Individuals who have access to a child's files are the parents/guardians, teachers of the child, the director and any Department of Social Services specialists deemed necessary to work with the child. Files are kept in a locked cabinet in the director's office.
- 5) If a family is interested in enrollment and the requested class is full, we will place the child's name on a waiting list. There is no fee required to be placed on this list. Prospective enrollees will be contacted in chronological order in which they were added to the waiting list. Once a parent is notified of an available space, registration must be completed within FIVE business days with the necessary payment included.

# **MCGREGOR PRESBYTERIAN PRESCHOOL**

## ***SCHOOL HOURS AND HOLIDAYS***

The preschool program will begin in September with Orientation events in August. You will be notified each summer of these dates in an email.

Regular hours are 8:45-11:45. Drop-off begins at 8:45 a.m. Pick-up begins at 11:45 a.m. and ends promptly at noon. Lunch Bunch begins at noon. Pick-up begins at 1:45 p.m. and ends at 2:00 p.m. We offer Early Birds from 7:30-8:30 a.m.

We follow the same guidelines as Lexington Richland District 5 for holidays and staff in-service days. In the event of inclement weather, the director will be in touch with you via text messaging, social media and/or Email. The information about delays or closure will also be posted on WIS TV news. **If there is a 2-hour delay in opening in the district we will cancel preschool. If there is a cancellation of classes in the district we will also be canceled.**

In the event that there is an early dismissal called during our school hours we will text and email as soon as we are aware of a dismissal. Be sure to use your best judgment when we are in the midst of bad weather.

- ❖ If we miss several days due to weather/snow, we will use our discretion in planning make-up days. This will be the only time we may elect not to follow the policies of District 5.

## ***MEDICAL/DENTAL EMERGENCIES***

We ALWAYS make every attempt to contact the parents first in the event of an emergency. If all our attempts fail, and if the situation warrants immediate attention, 911 will be called and then #'s on the Authorization for Pickup. The director will stay with the child until parents arrive.

Our staff is trained annually in Pediatric First Aid and CPR as well as Blood Borne Pathogens.

## ***DSS/DHEC REGISTRATION***

McGregor Preschool is registered by the South Carolina Department of Social Services (DSS) and the Department of Health and Environmental Control (DHEC). Our DSS registration number is 644. Representatives from DSS and DHEC will make unannounced visits to our school during the year for deficiency citing. Keeping our standards without violations provides the foundation for ensuring safety and quality of care for all children. All staff and children's records will be checked by our DSS representative to ensure that all proper forms are complete. If records are found to be incomplete, we will be subject to probation for DSS renewal.

# **MCGREGOR PRESBYTERIAN PRESCHOOL**

## ***GUIDELINES FOR EFFECTIVE DISCIPLINE***

Our goals at McGregor are centered on a positive, nurturing environment. Our three school rules for the 2- to 4-year-old classes are as follows:

- 1) I will take care of myself.
- 2) I will take care of others.
- 3) I will take care of my school.

Our teachers serve as positive role models and practice guidance and discipline over punishment. In order to maintain this environment conducive to positive experiences, we have developed a plan for classroom management. Please know that your children will be praised very consistently for positive behaviors. When actions occur that are inappropriate for the classroom, the following procedures will be used:

**A non-verbal warning**, Example: The teacher will go to the child and use distraction and redirection to take him/her from the situation.

**A verbal warning**, Example: Should the non-verbal warning not be effective, the teacher will tell the child that the behavior is inappropriate using a persuasive tone of voice. She will offer alternatives to the inappropriate behavior using redirection and positive choices. Verbally suggesting what can be done instead of “no” without understanding.

**Quiet Time**, Example: Should both the non-verbal and verbal warnings not work, the child will sit in the calm down area, but not away from the class. This will last only a few minutes. An explanation will be given to the child about the quiet time consequence. “Calm down” area.

**Parent phone call**, Example: All efforts have been exhausted, and the child has not been able to continue positive behavior. The teacher and parent should decide at this time what is best for the child. Possibly, the child would need to go home early. Strategies will be discussed among the parent, teacher, and director.

If inappropriate behavior continues on a regular basis the teacher, parents and the director will need to conference after school. In the event that all options have been exercised and a resolution has not been found, a review would be made by the Preschool Advisory Board. Although we would only dismiss a child under EXTREME circumstances, we must take all matters into strict consideration in order to maintain the quality of our program, as well as to protect the rights of all children enrolled. At all times, regular documentation will be recorded and kept in a private file for each child. This documentation of observations will be taken into consideration if an agreement to dismiss must be made.

Please note that corporal punishment is NEVER used under any circumstances. This is an acknowledgement of DSS policy number 114-506.B (2). We believe corporal punishment is NOT an effective discipline or a consideration within our program.

## **MCGREGOR PRESBYTERIAN PRESCHOOL**

### ***EMERGENCY PROCEDURES, SAFE HAVEN AND TRACKING OF CHILDREN***

#### **EMERGENCY PROCEDURES**

In the case of an emergency such as a fire, hurricane, tornado, or natural disasters we have specific procedures that we follow. ALL EMERGENCY ROUTES are posted in each classroom. Our first concern is the safety of each child. We have a fire alarm system in place that sounds an alarm in the event of a fire. DSS requires that we conduct fire drills monthly. These drills are clearly documented for inspection by the Fire Marshall.

For tornado or hurricane drills, we use the alarm and direct the children to the center of the school near Glenn Hall/Workrooms and to the hallway area with two restrooms. All these drills are done in a non-threatening way with explanations of safety beforehand.

The Fire Marshall's office sends an inspector to our school twice during the year to inspect our fire alarm system, our smoke detectors, our fire extinguishers, door locks, and exits. We are given a written report which allows us to keep our licensure updated.

We have a written procedure in the event we need to go on Lock Down. These procedures are posted on each classroom door. In the event we are contacted about a possible threat to our school, we will follow the Lock Down procedures. In addition, if we suspect the possibility of an intruder, we will also use these procedures.

In the case of all accidental emergencies, we will remain as calm as possible, realizing that our reaction will affect the child's reaction. Staff members are certified in Child First Aid and Infant/Child CPR. We will contact you first then use the emergency procedures as listed in this handbook.

#### **A SAFE HAVEN**

In the event that McGregor Presbyterian Church and Preschool should come under attack by a bomb or any weapons threat, or an actual attack at the school or in close proximity we will retreat to Irmo High School. There is a large gymnasium which would be considered our safe haven. We would transport the children by car to this location ONLY if you were unable to pick them up on your own. We are required to take our First Aid bags, flashlights and cell phones. Our first priority always would be to get the children out of the building and away from any impending danger.

#### **TRACKING CHILDREN**

EACH DAY WE USE TRACKING FORMS TO FOLLOW CHILDREN IN THEIR TRANSITIONS. THE CLASS ROSTER IS POSTED AND EACH CHILD'S NAME IS CALLED TO ENSURE HIS PRESENCE FROM PLACE TO PLACE. STAFF WILL MAKE EYE CONTACT WITH EACH CHILD WHEN HIS/HER NAME IS CALLED.

## **MCGREGOR PRESBYTERIAN PRESCHOOL**

### ***CHILDREN WITH SPECIAL NEEDS***

Inclusion in a classroom supports the rights of all children, regardless of their diverse abilities, to participate in settings within their community. Such settings include home and family, play groups, preschool programs, kindergartens and school classrooms.

Each child should be given access to health, social services, special education and other opportunities that promote participation in community life. A family-guided process for determining services that are based on the needs of children is supported by the Division for Early Childhood of the Council for Exceptional Children.

Based on these guidelines our staff at McGregor will:

- Foster interactions between children with special needs and children who do not have special needs.
- Recognize the strengths of all children and build on those.
- Address needs with parents to learn if there are services outside our school which would be beneficial to the child.
- Recognize that having a child with special needs will help others learn to accept differences in people from an early age.

We are in very close contact with the Lexington/Richland District 5 office of Special Services and Ready by 5. When circumstances occur that we feel the need to intervene with the parents about seeking professional help in certain skill areas, we will make referrals. We have worked in partnership with speech pathologists, occupational therapists, and physical therapists to provide the best well-rounded care for children with speech, motor and cognitive difficulties. We also have a wide range of community services listed such as Baby Net, Family Connections, and First Steps.

If a child is unable to function in the school setting without one-on-one care, we are unable to provide that care the child needs. We will make every effort to accept all children within the range of agreement with parents and professionals. Under DSS requirements, if the care of any child exceeds the care that can be given by staff members in the classroom the parents will need to consider alternate care.

# MCGREGOR PRESBYTERIAN PRESCHOOL

## *HEALTH REQUIREMENTS*

### **IMMUNIZATIONS**

All children who enroll in McGregor will need a current immunization record called the DHEC 4024 form. This can be obtained from the pediatrician's office or the health department. If there are any problems with the form you will be notified by our DHEC representative. The notice will state the appropriate steps you need to take. We often receive out-of-state shot records and while that may seem acceptable, South Carolina requires the form be transferred to the SC DHEC 4024 form.

If your child receives **any updated immunizations during the school year**, please send us a new copy for our files. Having your pediatrician's office send by fax at 803-781-2538 is appropriate.

### **ILLNESS**

In addition to the immunizations, it is of utmost importance that all children come to school free of illness. In the case of a fever, vomiting or a bad cold, we ask that you refrain from sending your child to school until they are symptom free without the aid of medicines. Certainly, the child should stay out as long as needed with a communicable disease. This can be decided by your pediatrician.

If a child comes to school ill or becomes ill during the school day, parents will be called immediately to pick up the child. The staff have been trained in doing a Daily Health Check as required by DSS. Mildly ill children will be kept comfortable in the director's office until the parent or caregiver can pick them up. This is why it is very important to always have a number where you can be reached. If we exhaust all our efforts, your emergency contacts will be called. Please make sure this person has agreed to serve in this capacity.

If your child has any of the following symptoms, we will contact you to pick up your child to prevent contagion of other children and staff, and to provide comfort for your child:

- Fever of 100 degrees or above
- Sore throat or mouth sores
- Conjunctivitis, mucus or swelling of the eye(s)
- Diarrhea
- Vomiting
- Rash or skin eruptions
- Active head lice
- Earache or headache
- Constant nasal discharge or uncontrolled cough
- Any other signs of a communicable disease

## MCGREGOR PRESBYTERIAN PRESCHOOL

### MEDICINE

**Medicine will not be administered to a child during school hours.** The only exception would be in cases of an emergency, Epi Pen, Inhalers, or diaper creams for severe situations. In these cases, the child's teacher or the director will administer the medication in accordance with a detailed form on file, completed and signed by parents and director. This form will remain in the child's classroom file and the administrative office file.

The medication will be kept in a secure container in the teacher workroom nearest to the classroom in its original medicine bottle/container with the child's name on it.

The Medicine Log Form will allow for detailed documentation of the administered medication for that day/week. At the end of the medication need, the form will be kept on file for future review if needed. In the event of an error in administration, parents will be notified, and all events documented.

We always need to know concerns such as allergies or special needs. There are additional pages in the handbook that specifically cover these two areas. All information on your child is always kept completely confidential.

# **MCGREGOR PRESBYTERIAN PRESCHOOL**

## ***FOOD ALLERGY POLICY AND HEALTHY SNACKS***

### **FOOD ALLERGY POLICY**

It is the policy of the preschool to meet the needs of students with food allergies or other dietary restrictions. With food allergies on the rise, specific measures must be taken to ensure the safety of all our children.

We will:

- ★ Provide necessary food allergy information to teachers and administrators
- ★ Send home allergy information to all parents in the identified classroom to ensure that snacks and other food items sent in from home are safe in terms of allergens
- ★ All classrooms are now **NUT** free. Please see the next page for more information.
- ★ Ensure adequate cleaning of tabletops to limit the potential for cross contamination.

### **ENCOURAGEMENT OF HEALTHY SNACKS**

In addition to our policy on allergies we are concerned about the nutrition of the children while they are in our care. Therefore, we strongly encourage parents to send healthy snacks for their children. Teachers will have snack ideas available for each age group. We encourage you to also send healthy refreshments during parties. While we know that you are certainly allowed to make your own choices, we are trying to put more emphasis on healthy eating as a life-long habit. Our goal is to provide something healthy during snack time each day.

Our school does not provide snacks. Please send in a healthy snack in a zip lock bag and a refillable water bottle in your child's book bag. If the parent forgets the snack a snack will be provided with water.

## MCGREGOR PRESBYTERIAN PRESCHOOL



# Safe and Healthy Snack Ideas

When packing your child's snack or lunch, make it fun and healthy so their energy and focus are their personal best! Here are some recommendations for Allergies as well as fun additions to our bodies.

### **Safe** Snacks for Nut Allergy Situations...

Cheese cubes, string cheese, yogurt/go-gurts, fruits and vegetables!

### Crackers/chips/cereals:

Cheetos, Cheez-its, cheese Nips, Doritos, Pepperidge Farm Goldfish, Lays Potato chips, Pringles, Ritz Crackers (NOT RITZ BITZ), Fritos, Kix cereal, Life cereal, Ruffles potato chips, Saltines, Triscuits, Tostitos, Wheat Thins, Popcorn-Pop Secret, Orville Redenbacher, Honey Maid Graham crackers/sticks, Golden Grahams, Cheerios (plain or multigrain), Kellogg's Rice Krispies.

### Sweet Treats:

(Many candies you would not suspect contain or may contain peanuts)

\*\*We recommend saving candies for special occasions, not every snack/lunch. For example, Birthdays, treat bags for holidays and parties.

Chips ahoy cookies, Fig Newtons, Oreos, Nilla Wafers, Kellogg's Rice Krispies treats, marshmallows, Krispy Kreme doughnuts, popsicles, tootsie rolls, tootsie pops, starburst, skittles, smarties, Dum Dum lollipops, Hershey peppermint patties, Hershey kisses (not almonds, hugs or other flavors), Hershey chocolate chips, laffy taffy, nerds.

### Consider these options for lunches or snacks, as well:

Sandwiches, wraps, diced fruits/veggies, yogurts, cheese/ham slices with crackers, lunch meat with cheese or cream cheese rolls...

**Please cut up grapes, tomatoes, hot dogs and cheese into 1/2" pieces due to choking hazards!**

Drinks: Water is the best always! Absolutely no sodas, high sugar juice drinks or milks.

# MCGREGOR PRESBYTERIAN PRESCHOOL

## *CARPOOL PROCEDURES*

Preschool children may be dropped off no earlier than 8:45 a.m. each morning. Unless your child is enrolled in Early Morning Drop Off, we ask that you stay in your vehicle until drop-off begins. Please make sure your child has finished eating before exiting the car. The teachers will be outside at the breezeways to welcome and escort your children. Please be on time, 8:45 - 9:00am, each morning. It is a disruption to the class and office to tend to late arrivals. Preschool pick-up is from 11:45 a.m.-12:00 noon. During pick-up, you are reminded to hang your carpool tag from the passenger visor or rearview mirror to assist us in loading the right child into the right car as quickly as possible.

**It is very important to follow the guidelines for carpool to ensure the safety of all children, teachers, and parents during drop-off and pick-up.**

### **Carpool Guidelines:**

- 1) During Drop-off: Pull all the way up to the end of the second breezeway and allow the teacher to assist your child out of the car. If your child refuses to get out, please pull out of the drop-off line (up on the grass) and walk your child in. Otherwise, please avoid exiting your car in carpool.
- 2) During Pick-up: Pull all the way up to the end of the second breezeway, allow the teachers to load your child into your car. Pull around to the other side of the church to properly buckle or car seat your child. **Avoid getting out of your car in the line, please!**
- 3) Children **must enter/exit the car on the passenger side.** Regardless of where the car seat is placed. This is a safety issue for the child and staff.
- 4) If someone other than a parent will be picking up your child, his/her name must be listed on the Authorization for Pick-Up form. You will be required to complete the form and ask that person to provide their driver's license upon pick-up. \*In addition, we need to be made aware of any custodial issues between parents. All information should be given to us **in writing** prior to the beginning of school as to who is allowed by law to pick up the child.
- 5) Drive **very slowly** through the carpool line and be mindful of our "Do Not Pass" signs unless a teacher motions for you to continue.
- 6) Most importantly, AVOID parking on the side of the street near the wooded area. Your child may see you and dart across the carpool line to come to you! If you must park and walk in, park your car in the teachers' parking lot and walk up the sidewalk to the breezeways.
- 7) Children are not permitted to walk alone to their classroom. At 9:05 a.m., or after, each morning, you will need to walk your child to their classroom. Please park in the lot, call the office at 803-781-2539 (NOT YOUR TEACHER) to be let in.
- 8) Please do not allow your child to place any part of his/her body out of car windows or sunroofs. This is a major concern to us.

## **MCGREGOR PRESBYTERIAN PRESCHOOL**

- 9) The carpool line is an inappropriate time to discuss your child's day with the teacher. Parent-teacher conferences should be held privately; not in the presence of your child, and not in a carpool line with other parents waiting to pick up their child.
- 10) Anyone who appears to be under the influence of alcohol or other drugs shall not be permitted to pick up a child. DSS # 114-525 A (3)
- 11) If you call ahead to say you will be late for pick up, please remember this is still considered a late pick up in our policy. You will be given a late slip.

# MCGREGOR PRESBYTERIAN PRESCHOOL

## *LATE PICK-UP POLICIES*

There is great concern to the staff and the Preschool Advisory Board of McGregor that there are many incidents of late pick-up during our school year. Our policy states that:

Pick-up for preschool children starts at 11:45 and ends promptly at noon. At 12:01, or 2:01 for Lunch Bunch, you are considered late and will incur a charge of \$10 plus \$1 per minute. The amount you pay will be calculated by the director based on the late slip turned in by the teacher. You will be given the late slip by the teacher at the time of pick up to sign. The late fee will be added to your invoice.

All the late offenses will be signed by teacher, parent and director. These late slips will be filed at school. If the offenses exceed three times the Preschool Advisory Board will be informed.

Your child will be taken inside the building if you are late. Therefore, you will need to park and come inside to get him/her. We will make every effort to contact you at home, on your cell or at work. At NO TIME will your child be made uncomfortable about the offense. We will do everything to assure him/her that everything is fine and that you will be here very soon.

Please understand that teachers are uncomfortable in this situation and do not enjoy handing you a late slip. So please avoid any confrontation at this time. You may bring your grievances to the director. Calling ahead to notify us about being late does not exclude you from these policies.

It is always important to give yourself extra time because very frequently we have the train coming through close to pick-up time. The most important thing to remember is that your child probably does not want to be the last in line to be picked up.

\*\*\*\*\*

### **Example of Late Pick-Up Form**

Today, \_\_\_\_\_, your child was picked up from school at \_\_\_\_\_. This is your \_\_\_\_\_ late pick-up offense. You need to sign this form now so the teacher can turn it in to the director. The amount owed will be calculated by the director. Your fee will be included on your invoice. This form will be placed in your child's permanent file at school.

Teacher \_\_\_\_\_ Teacher's signature \_\_\_\_\_  
Child's Name \_\_\_\_\_  
Parent's Signature \_\_\_\_\_  
Late Fee Charge \_\_\_\_\_

# **MCGREGOR PRESBYTERIAN PRESCHOOL**

## ***CURRICULUM, PARENT CONFERENCES AND PARTICIPATION***

### **CURRICULUM**

We will offer your children an environment that will enable each one to grow to his/her fullest potential in all areas of development: social, emotional, physical, spiritual and intellectual. We will strive to make our program well balanced so that each child will develop a love of learning.

Each room is set up in learning centers to allow children the experiences of working with materials and equipment appropriate to the age group. Teachers provide a variety of appropriate activities and materials that help emphasize positive well-being, social learning, language and literacy development, transition skills, safety skills and cultural diversity. Below is an explanation of a developmentally appropriate classroom:

- Learning centers that are clearly defined
  - Concrete materials that are used for the basis of learning
  - Direct experiences where children are active participants
  - Large blocks of time where children choose their activities
  - Freedom of movement to allow active learning
  - Literacy learning as a natural part of daily activities
  - Learning Math and Science experiences that are concrete
  - Expressive art that is free from patterns and dittoes
  - Guidance techniques that promote self-control
  - Anti-bias curriculum to help children respect others
  - Parent partnerships to foster learning and development
- ❖ Limiting screen time at home while encouraging creative and hands on experiences is recommended! Pediatricians recommend no more than 30 minutes per day.

Additional information from the South Carolina Early Learning Standards will be sent to you with goals listed under every domain of learning. This is intended for you to chart your child's growth and development according to his age.

In addition to our daily schedule, we have Chapel twice a month for our 2–4-year-old children. The “Library Lady” from the Irmo Branch Library comes once a month to read to the children. We also have “Fun Friday” with our Grandma Reads and outdoor classroom activities.

Soccer Shots and Gymnastics are available during lunch bunch hours for an additional cost. Registration information will be made available at Parent Night.

## MCGREGOR PRESBYTERIAN PRESCHOOL

Each day, we will encourage all the children to be independent as they grow through their developmental stages. We will give them chances with guidance and assistance to do things for themselves! This will build confidence in all they do as they prepare for kindergarten and Life! SocioEmotional development is extremely important.

They will learn to do some of the following things...

1. Walk into school wearing their backpack (2-4s) and holding a teacher's hand
2. Hang up their bookbag or at least try.
3. Help prepare for activities and clean up when they're finished.
4. Eat on their own. Open their own food containers. Use utensils if needed.
5. Use their words for needs and wants! No talking for them. Use sign language if needed.
6. Put their coat on/off.
7. Manipulate their clothing when using the bathroom. (3's & 4's)
8. Help others. Assist a friend who is learning.
9. Make choices.

Help us and them by modeling this at home!

### When You

Cut it for me  
Draw it for me  
Write it for me  
Open it for me  
Close it for me  
Find it for me

ALL I LEARN IS  
That you can do it better than me.

### PARENT CONFERENCES

Parent conferences are held as the parent or teacher deems necessary. Concerns, questions and input are always welcome. The director is always available to conference with you by appointment. Please feel free to stop by the office at any time as well.

# **MCGREGOR PRESBYTERIAN PRESCHOOL**

## **NEGOTIATING GRIEVANCES WITH PARENTS**

While we strive to make communication vital to our program, we understand that it is human nature to have disagreements. If a situation arises where a parent feels he/she needs to take action, the following strategies should be considered:

- 1) A parent may, at any time, voice a concern to a teacher. This should be done after school hours in a private conversation. The concern should be limited to only the person voicing the concern. Any other parent(s) who may be involved should contact the teacher separately.
- 2) A parent may, at any time, voice a concern directly to the director. They may decide to hold a conference together, or with the appropriate teacher(s).
- 3) If the parent feels that the grievance has not been addressed after an appropriate time frame has passed, he/she may ask to speak to a member of the Preschool Advisory Board. This could permit a meeting with the Board, the director, and the parents when necessary.
- 4) All conversations, documentation, and recommendations shall be kept in strict confidence.
- 5) If a parent feels that all efforts have been made to come to a settlement that is best for all, in particular, the child, and there is still no resolution, he/she may decide to withdraw the child from our program.
- 6) Documentation will be made of the withdrawal and there will be no public discussion made about the decision by staff and parents. All grievances, appropriate procedures, and decisions will be kept discreetly among the director, the teacher involved, and the Preschool Advisory Board.

# MCGREGOR PRESBYTERIAN PRESCHOOL

## DSS SAFETY COMPLIANCES

It's such a pleasure to have your children and family at McGregor Preschool. As we begin our new school year, we want Thank You for working alongside us to make this a wonderful experience.

As you know, we are registered with DSS which requires us to be in compliance with many safety regulations. Our number one priority always is the safety and well-being of every single child we serve. Therefore, we appreciate the standards set by DSS, DHEC & our Preschool Advisory Board. With their guidance, we have added policies of our own design to ensure safety.

The first way we keep every child safe is through **tracking**. This is done by calling the child's name and checking off his/her name as we see their face. It is done throughout the day in every transition, on the playground, arrival and departure, inside the classroom, bathroom/diapering time and in Glenn Hall. These tracking sheets are on a clip board with one teacher in every classroom, every day.

We are required to have two teachers present in each classroom and on the playground at all times. If a teacher must leave the classroom to accompany a child to another location, the door to another room is open so there are teachers **within earshot** of the class. I am also in/out of the classrooms for most of the preschool day to assist with needs. If a teacher needs to leave the playground, I or another teacher will replace that teacher until she returns.

We are required to **lock our gates and doors** at the end of each breezeway at 9:05 every morning. If you should arrive after that time, please call the office and the Director or Business Manager will meet you at the black gates. One year old classes (and EB) use the 1 yr. old playground entrance to drop off and pick up. **Exterior playground gates can never be locked as requested by our Fire Marshall and fire regulations.** Therefore, we must rely on everyone to make sure they are closed if you use that entrance. We check the gates each morning before the children go out onto the playground. We appreciate your help in our commitment to this safety precaution.

**For better security, please do not use the church office lobby or the 1 yr. old rooms as an entrance for late arrivals or event entrances. Ages 2-4 will be received by our staff in the drop-off/pick up area while parents/families remain in the cars.**

Thank You Very Much for placing your trust in us to keep your child safe and happy while here at the preschool. It is certainly a privilege to have your family with us.

Christine Manley, Director

# MCGREGOR PRESBYTERIAN PRESCHOOL

## *LUNCH BUNCH POLICIES*

- 1) Our Lunch Bunch extended program from 12-2 p.m. is offered to children enrolled in the 2–4-year-old classes. Children enrolled in the one-year-old class are not eligible to stay for Lunch Bunch.
- 2) Children’s lunches will be provided by the parents. Our program does not serve lunch or have access to microwaves or refrigerators. Please send a healthy lunch in a lunch box. In a situation where the parent has forgotten lunch or the child dropped in at the last minute without a lunch, the school will have water and snacks of granola bars, goldfish, pretzels, etc.... to give the child. **We are now a NUT free school.**
- 3) The program begins at noon each day and ends at 2:00 p.m. The pick-up line starts at 1:45 p.m. Failure to pick up your child by 2:00 p.m. will result in a late fee. This policy is explained in the handbook on the page called “Late Pick-Up Policies”.
- 4) You may choose 1-5 days according to the number of days your child attends school each week. If you decide to withdraw your child from Lunch Bunch at any time during the year, it is imperative that you email the office to notify us in advance to avoid being charged. [Preschool.director@mcgpres.org](mailto:Preschool.director@mcgpres.org) or [LRasnick@mcgpres.org](mailto:LRasnick@mcgpres.org)
- 5) If your child should miss a day of Lunch Bunch, you will still be charged on the invoice. We base our staffing on the number of children enrolled each day. **We cannot switch days if your child should miss a day.** If there are extreme circumstances and your child is going to be out for an extended period, please call the office and we will discuss it.
- 6) If you are interested in having your child drop-in one day, please call or email with your request at least a day in advance. The cost for a **drop-in space is \$15.00 per day**, which will be added to your invoice for the month.
- 7) The children will eat lunch together and then play on the playground. There are no structured activities planned.
- 8) If we have a rainy day the children will play in Glenn Hall after eating lunch.
- 9) We strongly encourage you to send a lunch that is healthy. **No carbonated beverages or fast food should be sent.** We will assist the children in opening items, but we are unable to microwave or refrigerate meals.
- 10) The Lunch Bunch fee is calculated on a sliding scale as follows:
  - \$13.00 per day to stay one day per week
  - \$12.50 per day to stay two days per week
  - \$12.00 per day to stay three days per week
  - \$11.50 per day to stay four days per week
  - \$11.00 per day to stay 5 days per week

# MCGREGOR PRESBYTERIAN PRESCHOOL

## *EARLY BIRDS PROCEDURES/POLICIES*

Our Early Morning Drop-Off Program allows the opportunity to drop off children beginning at 7:30 a.m. We offer this program to all ages.

Parents are required to walk their children each day into Glenn Hall from the church side playground. The staff members will walk all the children to their appropriate classrooms at 8:40 a.m.

You will have the opportunity to sign up for Early Birds during the packet pick up and make payment for September fees. We will start a wait list if necessary. The cost will be **\$11.00 per day, per child**. The fee will be added to your monthly invoice. We will calculate the amount each month based on the number of days we are in school. You will not be charged for in-service days and holidays. However, once you have made a commitment you will be charged for those days for the whole month regardless of the number of days your child attends. If for any reason you need to withdraw or make changes in the program, you will need to notify the office immediately.

- ❖ We ask that all breakfast food is finished before coming into EB. DSS and McGregor Policy ask that you refrain from eating in GH1 or Glenn Hall. The children will be allowed to play in Glenn Hall with the toys and will go to the playground as the weather permits.

Unless your child is enrolled in Early Morning Drop Off, we ask that you stay in your vehicle until drop-off begins at 8:45 a.m. There will be NO EXCEPTIONS to the drop-off time.