

Siloam Christian Preschool



Family Handbook

2023-2024

Siloam Christian Preschool
229 Siloam Road
Easley, South Carolina 29642
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Welcome!

Welcome to Siloam Christian Preschool! We are delighted that you have chosen to share your child with us this school year. Siloam Christian Preschool is a Christ-centered school for young children. It is the mission of Siloam to provide a Christian education that nurtures the “whole” child in areas of physical, intellectual, emotional, social, and spiritual development. Students will begin to build a foundation for a relationship with Jesus Christ in a loving, safe, and nurturing environment.

Hours of Operation:

Siloam Christian Preschool is open Monday to Thursday 9:00am – 1:00pm.
Drop off begins at 8:45am and pick up begins at 12:45pm

Academic Calendar

Siloam Christian Preschool will follow the academic calendar as it coincides with Anderson School District One.

August 7-10:	Staff in-service and workdays
August 10:	Meet the Teacher
August 14:	First Day of School
September 4:	Labor Day Holiday
October 10:	Partner with Parents Event
October 30-31:	Fall Break
November 22-24:	Thanksgiving Holiday
December 18-Jan. 2:	Christmas Break
January 3:	Return from Break
January 15:	MLK Jr. Holiday
February 19:	Presidents’ Day Holiday
March 11:	No School (ASD1 teacher in-service day)
April 1-4:	Spring Break
May 16:	Last Day of School

Emergency Closings

In the event of inclement weather or an emergency, the decision to cancel preschool classes will be determined by Anderson School District 1. Staff and families will be notified of any school closures via group messaging. Families are required to be connected to our emergency texting group. Due to the length of our school day, if a delay is called for 2 hours or more, Siloam Christian Preschool will cancel the day’s classes.

Monthly Tuition Rates and Policies:

Tuition is due on the **first** of the month. Tuition not received by the 10th will incur a \$25 late

fee. If an account becomes **15 days past due, then the child may be withdrawn from the program** until the account is made current.

2023-2024 Monthly Tuition Rates:

All classes (4 days per week) \$260

K2, K3 (3 days per week) \$235

MMO (2

days per week) \$130

**Monthly tuition rates remain the same each month regardless of holidays, vacations, absences, and/or illness.

Tuition Payment Options:

You may choose from any of the following options for tuition payments:

- **Cash**
(Submit in labeled envelope with your child's name and teacher name. You will submit this on first of each month via your child's school folder)
- **Check**
(Submit in labeled envelope with your child's name and teacher name. You will submit this on first of each month via your child's school folder)
- **Text Pay**
(see handout)
- **Automated Draft Payment**
(Tuition drafted from designated banking account on the 1st of each month. Must submit form)

Registration & Material Fees:

Enrollment is determined on a first come, first serve basis. Fees must be paid at the time that a registration form is submitted. All fees are non-refundable.

Enrollment

"In House" registration will be held in late January/early February. New registration forms will be sent home in your child's folder. Open enrollment begins with an Open House event in early February for the public.

Child Placement

At the time of registration, a child's class placement is determined using child's age on September 1st of that school year. We realize that each child presents a unique set of needs. Changes will be made with the approval of the director and the parent, however birthday exceptions to move up to an older class will not be honored. **Children entering the 3 year old class must be daytime toilet trained.**

Authorization for Pick up

Information giving permission for person(s) other than a parent/guardian to pick up the child from school must be included in your child's file. It is a good practice for the parent to notify the teacher, or staff member, when other person(s) are picking up the child on a given day. In the event that someone other than those listed on the authorization form are to pick up, the school needs to have authorization. We require a description of the vehicle driven by the person picking up. We also ask for a photo ID to be presented.

You must have a student car rider tag on display and hanging from your car window. Send a note to your child's teacher if you need additional car rider tags.

Late Pick Up Fee:

Children should be picked up no later than 1:05pm. The dismissal car line for all students begins at 12:45pm. After 1:05pm, parents must come in and sign their child out as well as submit a \$10 late fee.

Attendance:

While preschool attendance is not mandatory, consistency ensures your child is receiving the best from our program. Chronic absenteeism or tardiness severely affects a child's ability to learn new material and bond with teachers and classmates. Absences and tardies are recorded. These can affect a child's ability to perform tasks on assessments and developmental checklists.

No refunds will be made for any absences. In the case of an extended absence, tuition must be paid to reserve your child's place on our rosters.

Please notify your child's teacher or the office if your child will be absent or more than 15 minutes tardy.

Withdrawal Notice:

As a courtesy, a two week written notice is requested to withdraw a child from the program. Tuition and fees will not be refunded.

Termination of Enrollment

It is never an easy decision to remove a child from our preschool program. Such decisions are not made lightly or by a single individual. If such a situation arises (for reasons other than non-payment), the Director will make the decision based on input from appropriate preschool and pastoral staff. No tuition or fees will be refunded should a child be dismissed from our program.

Removal from the program may become necessary if any of the following occur:

- Determination that the preschool cannot meet the needs of the child
- Failure to pay tuition, resulting in a “past due” status
- Failure of a child to adjust to the program after a reasonable amount of time
- Persistent aggressive behavior, including, but not limited to
- Biting, hitting, kicking, or otherwise causing bodily injury
- Inappropriate language (either foul language or threatening others)
- Damaging or destroying school property
- A regression in potty-training that causes major disruption to classroom routines
- Inappropriate adult behavior toward or in the presence of staff or children
- A pattern of chronic absenteeism or tardiness (without communication from parents) impacting a child’s ability to learn or adjust to the program

First Day of the School:

Walking in with your child on the first day of school is a special tradition. We also feel that it is very important to help your child with separation anxiety. After the first day, we ask that all parents use the car line system. Please know that a staff member will get your child out of the car and safely to his/her classroom. This will help your child and your child’s teacher.

During periods of moderate/high transmission of COVID-19, policies in the addendum supersede this section.

Adjustment Period for Students:

Starting school for the first time can cause some anxiety for children. Visiting the classroom during the scheduled Meet the Teacher Night, or earlier with prior staff permission may make the adjustment easier. We want to work with you and your child to help make preschool a positive experience. We ask that you please give your child **at least 4 weeks** to adjust to the new routine and the overall preschool “experience.”

Student Behavior

Student Discipline and Behavior

At Siloam Christian Preschool, children will learn to respect others as well as their school environment. Clear and consistent age appropriate limits are set, and with these limits, each child will gently learn appropriate behavior. Children are encouraged to become independent problem-solvers under the guidance of a staff member. Children are encouraged to use words for their feelings and taught how to self-regulate. When it becomes necessary for a teacher to intervene, then age appropriate and constructive methods of discipline are used. Examples of such interventions include verbal intervention, redirecting, and/or removing a child from the situation, if necessary. Physical or emotional danger will be grounds for a teacher to intervene immediately. Parents are included in this discipline process so children can see that both

parents and teachers reinforce limit setting. Parents are notified daily through a behavior calendar located on the back of the child's folder.

In the interest of maintaining a safe and happy learning environment, Siloam Christian Preschool reserves the right to exclude any child from the program for a specified period of time and/or to terminate any child's enrollment if that child is found to be continuously disruptive to our program.

Classroom and Behavior Management

Each and every child deserves to learn and play in a safe and peaceful environment. Our goal is to help children understand limits while they practice self-regulation and respect.

1. To prevent unacceptable behavior the staff will:
 - Model appropriate behavior.
 - Arrange the classroom environment to enhance the learning of acceptable behaviors
 - Use positive reinforcement and praise such as... "I like the way that John is sitting on the rug."
 - Use descriptive phrase praise when appropriate occurs, i.e., "Look how high you are building the blocks! Let's count them."
2. When unacceptable behavior occurs, or is about to occur, staff will use:
 - redirection—substitute a positive activity for a negative one
 - distraction –change the focus of the activity or behavior
 - active listening to determine the underlying cause of the behavior
 - holding and rocking a child, when needed
 - Time-out (separation from the group) is used as a last resort, only when less intrusive methods have been utilized and/or the behavior of the child is dangerous to himself and/or others. In the event that a time out is used, a child will be separated from the group for a maximum of 5 minutes.

Each Classroom will have a visual chart to help children monitor and take ownership of their behavior. Your child's teacher will provide an explanation of their classroom's individual system.

Behavior Calendar

Your child has a daily behavior calendar in his/her folder. This will indicate what type of behavior your child demonstrated each day. Please check the behavior calendar daily. Be sure to give praise where praise is due. Please give encouragement to make better choices, when needed. At Siloam Christian Preschool, we want to partner with you to help your child learn to be a kind, compassionate, and respectful follower of Christ.

Biting Policy

Although it is not uncommon for very young children to bite, it is a behavior that is taken

seriously, and is strongly discouraged. Whenever a child is bitten, the teacher's first task is to comfort and reassure the bitten child. Next, the wound is washed with anti-bacterial soap. If the bite has broken the skin, first aid will be administered. Both sets of parents will be advised of the incident.

When a child under the age of 2 bites, it is generally due to lack of language skills, out of curiosity, teething, ownership, or even affection. In the instance of the youngest children, the teachers will try to determine which type of biting scenario has taken place. Teachers will closely monitor the situation in order to prevent further. When children are older than 24 months, biting is less common. Language is developing and friends learn to use words and make better choices. When an older child bites, the preschool's policy is the child who bites will quickly be placed in time-out while the teacher comforts the child who has been bitten, and attends to cleaning the bite. Then, the teacher will return to time-out and speak with the offending child about what has happened. The child is reminded that teeth are for eating, not for biting.

Student Dress

Children should come to school dressed comfortably for active learning and play. Clothing should be simple to remove and redress during diaper changing or potty training. Tennis shoes (which don't require frequent retying) are preferred, however all shoes should be closed-toe for safety.

Regulations

Staff Emergency Certification

ALL preschool staff are required to have current CPR and First Aid training. All preschool staff undergo an independent background check prior to their employment at Siloam Christian Preschool.

Child Abuse

The staff at Siloam Christian Preschool is mandated by South Carolina State Law to report any suspicion of child abuse and/or neglect to the Department of Social Services (DSS).

Student Health/Medical/Illness Policy

Preschool children naturally come into contact with germs that can make them sick. We strive to keep our campus sanitized but little hands like to be in mouths and noses. Children are taught and practice proper handwashing skills. It is important that we do our best to keep children, and staff, healthy. Please adhere to the following policies.

Please keep your child at home if he/she has experienced one of the following conditions in the past 24 hours:

- Fever
- Diarrhea
- Vomiting or nausea
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, and/or coughing up green/yellow mucus
- Nasal secretions that are thick, yellow, or green accompanied by a fever. Any cloudy or colored nasal secretions may indicate an allergy. Please check with your physician to rule out infection.
- Pink eye or other eye infection. Eye drainage of any type should be checked by a doctor to rule out infection. If your child has a written physician's statement ruling out infections, then the child may attend as normal.
- Head lice present (nits or active lice). If any nits or live lice bugs are found, then the child will be sent home and all classroom parents will be notified (see lice policy)
- Impetigo or other unusual rashes. Rashes should be checked by a physician to rule out infection. If your child has a written physician's statement ruling out infections, then the child may attend as normal.
- Child not feeling well such as lethargic behavior, fussiness, and/or crying

The child may return to preschool after illness when:

- NO fever for 24 hours without medicine (ie: fever reducing medication such as ibuprofen and/or Tylenol)
- Nausea, vomiting, and/or diarrhea has subsided for 24 hours without the aid of medication
- At least FOUR doses of antibiotics have been given over a 24 hour period for any type of strep or bacterial infection
- Child is feeling well again and normal behavior has returned

During periods of moderate/high transmission of COVID-19, policies in the addendum will be followed IN ADDITION to this section.

Head Lice

Head lice is a very common problem and easily transmitted between humans. It is a nuisance and can be difficult to get rid of. Lice eggs are called nits. They are whitish/yellow

and attach firmly to a single strand of hair (typically close to the scalp). Nits sometimes resemble dandruff, only they can't be removed by brushing or shaking them off. They must be pulled off each individual strand of hair.

NO NIT Policy: Students will be sent home if nits and/or live lice are found. Students' heads will be checked upon returning to school. Students cannot return if ANY nits still remain. A teacher may complete class "head checks" if needed.

Medical/Emergency Information

Please be sure that you have submitted any, and ALL, paperwork with updated emergency contact information as well as medical information, etc. In the case of an emergency, we will first provide care to the child and then we will notify families as soon as we are able.

Toileting

MMO – Students are not required to be toilet trained for the Mother's Morning Out program.

Communication between teachers and families should occur to discuss if/when a child is ready to be toilet trained. Families should supply their own diapers and wipes.

K2 – Students are not required to be toilet trained BUT should be practicing at home. Teachers will assist with toilet training at school. Families should supply diapers and/or Velcro tabbed Pull-Ups and wipes.

K3 - Students are expected to be daytime toilet trained as well as verbally express the need to use the toilet. Students should be able to use the restroom with minimal assistance from the teacher.

K4 - Students are expected to be daytime toilet trained with little to no assistance from the teacher.

A child is toilet trained when, without reminders, they walk themselves to the restroom, undress, urinates/has bowel movements, and redresses. We do recognize that on occasion, young children still have accidents or need assistance. Please be sure your child has at least 1 complete change of clothes at the preschool (including underwear and socks).

****Children in pull-ups are NOT considered potty-trained****

Other Important Information

Lunch and Nutrition

Students should bring his/her own lunch from home each day. Each child's lunch box should include a spill-proof water bottle as well as a napkin. Please pack lunches that DO NOT require heating. Ice packs can be used for food required to stay cold.

For children under the age of 3, grapes should be cut in half and hot dog wieners should be cut lengthwise first, and then cut into bite-sized pieces.

ALL food should be ready to eat.

Do not send carbonated drinks or glass containers in your child's lunch box.

NEVER send hard candies of any kind in lunch boxes, treat bags, or for teacher treasure boxes as these are a choking hazard.

A mid-morning snack will be provided by the preschool.

Please feed your child breakfast BEFORE school. Children are not allowed to enter the classroom with food or beverage.

Please notify the school and your teacher if your child has any allergies.

Siloam Christian Preschool is a NUT FREE zone.

Birthdays

Birthdays are special times. You are welcome to send refreshments but we ask that you please notify your child's teacher in advance and be mindful of allergies. Remember, we are a NUT FREE School. If you plan to send party invitations, then we ask that you please make sure to include everyone in the class OR all boys OR all girls.

Parent/Teacher Conferences and Assessments

We believe that the partnership between parents and teachers is essential to the child's well-being. All classes K2-K4 will conduct developmental checklists 3 times per year, as well as various assessment throughout the year on specific skills. These results will come home as appropriate for parent review. Teachers will conduct conferences as needed or requested by parents.

K4 standards align with South Carolina State standards as well as the standards based K4 report card for Anderson School District One.

Partner with Parents:

As a ministry of Siloam Baptist Church, our preschool has the spiritual development of children as one of our top priorities. While children come to understand biblical truths at a different pace, our desire is to introduce them to the basics of the Christian faith and begin to nurture them spiritually at the earliest age. We also recognize the Bible has established

parents as primary spiritual leaders of their children and our chief desire is to help you develop this God-given role.

We will host one biblical parenting seminar each year to encourage parents to grow in this leadership capacity. Seminar for the 2022-2023 school year will be October 10, 2023.

Car Line Procedures

- ALL cars will enter from Highway 81 at the Siloam Baptist Church entrance near digital sign.
- Cars will come in and stay to the right.
- Cars will loop around the outside of the parking lot until the playground is directly to the right of the driver.
- Cars will pull up to sidewalk and drive-thru awning

DROP OFF:

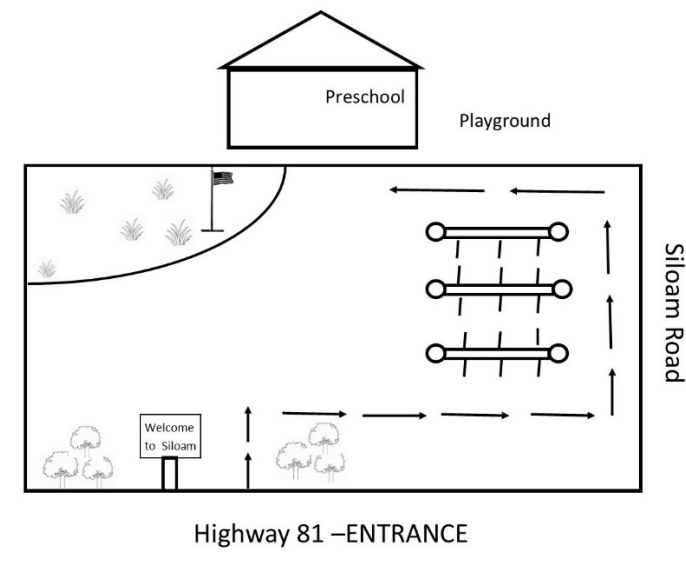
1. Follow the steps above until you approach the sidewalk.
2. A staff member will meet and assist your child with belongings and walk them in.
3. Please help by having your child unbuckled and school bag ready to hop out.

PICK UP:

1. Please have your child's preschool issued car tag hanging from the rearview mirror until

you have pulled away.

2. Please do NOT be on your cell phone talking or texting during this time.
3. Once you loop around the parking lot, remain in a single line on playground side.
4. A staff member will direct you to pull up under the drive thru awning.
5. A staff member will load your child into the car. DO NOT get out of the car to fasten seatbelts, etc.
6. Wait for a staff member to direct you to pull forward.
7. IF you need to fasten your child in his/her seat, then you will pull into a lined parking space in the lot.
8. You may exit the church campus on Hwy 81. You may also wrap around to exit on Powdersville Main OR onto Siloam Road. Please be aware of other preschool parents in the car line waiting pick up their child.



During periods of moderate/high transmission of COVID-19, policies in the addendum will be followed IN ADDITION to this section.

Siloam Christian Preschool Handbook COVID-19 Addendum

Cleaning and Sanitizing

The church custodian will clean each classroom thoroughly every evening (Monday-Thursday). Foggers and EPA approved disinfectants will be used. Chairs, tables and other work spaces will be cleaned, along with high touch areas (ie: door knobs and

light switches). Teachers will use sanitizing wipes periodically to clean high-usage areas.

Arrival

ALL Siloam Christian Preschool students and staff will have their temperature checked each morning.

Car line traffic will flow as usual. Parents will unbuckle children, but leave them in the car seat as they pull forward. Designated staff, wearing face shields and gloves, will greet each child and take their temperature BEFORE the child leaves the car seat. If the child has a temperature of 100.4 or greater, the parent will be asked to pull around to the parking lot to buckle child into the car seat before departing.

All doors will be propped open as children arrive to maintain a touch-free environment.

A staff member will be inside the door to dispense hand sanitizer to each child. Children will then be sent directly to their classroom.

Face Masks/Shields

Masks or shields will not be required. Staff assisting with car line WILL wear shields while conducting temperature checks. The CDC does NOT advise that children under the age of 2 wear a face covering of ANY kind.

Classroom Procedures

Teachers will limit the mixing of classes, remaining in their own rooms, and having staggered recess times. Weekly music class will take place in the classrooms to avoid unnecessary contact.

Proper handwashing technique will be made a priority and will be required multiple times during each day. Teachers will spend time directly teaching personal space and etiquette for coughing/sneezing.

As much as possible, children will have their own set of supplies (crayons, pencils, glue, etc.) to minimize sharing.

Additions to Illness Policy

During periods of moderate/high COVID-19 transmission, additional guidelines will be in place to minimize exposure.

After an illness, a student must be fever-free (without the use of medication) for **72 hours** in order to return to school. A doctor's note allowing the child to return will also be accepted.

If a household member tests positive for COVID-19, the student will be prohibited from returning to Siloam Christian Preschool for 14 days or until specifically approved by a doctor.

Visitors

During periods of moderate/high COVID-19 transmission, visitors-including parents-will be prohibited from entering the preschool facilities (per CDC recommendations).

For late arrivals or early dismissals, parents will need to call ahead and a staff member will meet them at the door.

Waivers

Families and staff will be asked to sign a “waiver of liability” at the beginning of the school year. This waiver acknowledges the personal responsibility and risks of possible COVID exposure and does not hold Siloam Christian Preschool or Siloam Baptist Church responsible for any such exposure.

Field Trips

Field trips are suspended during periods of moderate/high COVID-19 transmission.

Communications

All COVID-19 information and policies will be communicated to families and staff digitally, on the website, and as an addendum to the handbook. Announcements may be made through email or texts, as well as our Siloam Christian Preschool Facebook page.

Families and staff will be notified if any student or staff member tests positive for COVID-19.