

St. Elizabeth's Episcopal
Preschool

Parent Handbook 2018-2019

16491 Highway 144
Richmond Hill, GA
31324
912-727-2650

Policy and Procedure Manual

School Hours

Our program follows the Bryan County School Year Calendar. We do start the program one week after the Public School starts and we end our program one week prior to the Public School. The program is open from August through May.

Child Arrival Times:

M/ W 2's ----- 8:30- 12:30pm
T/TH 2's -----8:30- 12:30pm
Younger 3's M-W ----- 8:45 - 12:45 pm
Older 3's M-W ----- 8:45 - 12:45 pm
PreK M-Th----- 9:00 - 1:00 pm

Children are to be walked in to the SEEP building by their Parent / Guardian in the morning at the class time listed above. We encourage you to get into the routine of assisting your child in hanging up your child's backpack, putting their lunch box in the appropriate location , giving the teacher your child's folder and signing your child "IN" to school.

Teachers arrive to school 1/2 hour prior to their class beginning. This is a time for the teacher to prepare for their day and organize the classroom. Drop off for your child is available at the time listed above. A Penalty Fee will be assessed if your child is dropped off earlier than what is listed above.

We have a car pick up line in the afternoon for your child's class. For the safety and efficiency of our pick up procedure please review the "Car Pick Up Line Map" enclosed in your child's folder. Please be in car pick up line at your child's classroom dismissal time. You **MUST STAY IN YOUR CAR** as the children are loaded IN your vehicle and your vehicle **MUST REMAIN IN THE PARK Position**.

A late pick up fee of \$1.00 per minute is charged after 5 minutes of the child's classroom dismissal for the first 15 minutes. Thereafter, the charges will be \$10.00 per 5 minute increments. If late pick up continues to be an issue the child's enrollment may be terminated.

Important Dates

Staff Meeting & Work Days - August 8th - 10th

Open House- Monday, August 13th

First Day of School- Tuesday August 14th

Labor Day- NO SCHOOL Monday, September 2nd

Fall Break- October 1st-5th

Fall Festival- Wednesday, October 31st

Thanksgiving Holidays- NO SCHOOL - November 19th- 23rd

Christmas Program- Wednesday December 12th

Christmas Holidays- NO School December 13th-31st

New Year Holiday- NO School January 1st-4th

Back To School - Monday January 7th

MLK Jr. Holiday- No School January 15th

Donuts With Dad- February 13th & 14th

Presidents Day- No school February 18th - 19th

St. Patricks Day Parade- Wednesday, March 13th
St. Patricks Day - No School Monday March 18th

Easter Celebration- April 17th and 18th

Spring Break - No School April 22nd - 26th

Mothers Day Celebration- May 8th & May 9th

End of the Year Program- Wednesday May 15th

Welcome

Welcome to St. Elizabeth's Episcopal Preschool! We are so excited to have your child in our community of love and learning. It is our goal at SEEP to assist you in your important role of developing your child's strengths and character as they grow and learn during their impressionable preschool years. Parents are their child's first and most important teacher and SEEP strives to work with you to help your child be the best they can be!

Registration for Enrollment for Fall begins January for the upcoming school year and currently enrolled children and their siblings are given first opportunity for space. Remaining spaces are filled from our waiting list. Children must be 2 years of age by August 1st for the '17-'18 School Year to be considered for Enrollment.

Children are admitted to SEEP regardless of race, color, sex, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students in the program.

A non refundable registration / supply fee of **\$160.00** must be accompanied with a Registration Form from each child to reserve their spot in our program.

Tuition fees are monthly fees and are due even if the student will not be in attendance for any portion of the month. At the beginning of the school year and at the time your child begins enrollment, **the first months tuition is due AND last months (MAY) tuition is due.** Tuition is due the first of each month and delinquent by the close of business on the **THIRD** of the month and a late fee of **\$10.00** will be assessed to the student's account. (see table for classes tuition). See SEEP Financial Contract

A 5% discount may be applied towards a second child enrolled in the program.

For re-deposited checks a fee of \$10.00 per re-deposit will be due and a charge of \$30.00 will be assessed for all checks returned for insufficient funds. Collection agency fees, court fees, or any other professional fees involved in collecting unpaid balances will be charged

Enrollment/ Waiting List

Admission

Registration Fees

Tuition

PreK- \$230.00

Older and Younger
3's-\$180.00

M/W and T/Th
2's-\$155.00

to the parent.

SEEP encourages open communication between parents and staff. We appreciate the confidence you place in us for the care of your child. We want you to feel well-informed about all aspects of your child's experience at the preschool. We especially want you to feel comfortable contacting us with any concerns.

The administration communicates through email, the parent handbook, regularly scheduled staff meetings, board meetings, monthly calendars, and SEEP private FB group.

Teachers communicate weekly through a classroom calendar placed in your child's folder and a monthly newsletter each teacher prepares specifically for their class. Teachers are available for questions and concerns by appointment, email and phone calls. Teachers hold two conferences per school year. One in the Fall and one in the Spring to go over the child's progress in our program.

In the event of an emergency, we will contact you at the numbers and email addresses you have provided us. Please ensure we have current contact information on file. In the event of a school-wide emergency, information will be posted on our FB page, emails and text messages will be sent, and phone calls will be made as necessary.

Should an incident occur that affects many of our students, the SEEP staff will make every effort to communicate with the parents involved in a timely, professional manner. Occasionally a situation will arise where we are unable to share specific details with our families, to protect the confidentiality of the parties involved. However, general information intended to keep parents advised will be a priority. If you have any questions or concerns about information you hear, either formally or informally, please contact the director.

If you experience a problem with SEEP, direct communication with the Director through phone, email or personal office visit is the first step to resolving the conflict. If resolution is not reached with the Director, parents should contact the President of the Board, Father Hubbard. If a resolution still cannot be made, the final course of action would be to contact the Board of St. Elizabeth's Preschool.

Communication

Administration

Parent

Emergency Communication

Additional Communication Confidentiality

Complaint Procedure

In the event you withdraw your child from our Program, we need a 3 week written notice prior to your child's departure. Without written notice in that time period, last months tuition (May) will not be refunded, (please refer to SEEP Financial Contract). All withdrawals will be reviewed with the Board and they have the ultimate decision on each situation.

SEEP may terminate services under any of the following conditions:

- 1) The child's account is 60 days past due
- 2) SEEP cannot appropriately provide for the child
- 3) Continual negligence by parents of policies and procedures
- 4) Child becomes chronically unmanageable and cannot participate effectively in classroom activities, or interferes with the participation of other children, and teachers conclude that it is in the best interest of the class.

At SEEP, we believe discipline can be a positive experience for children to help them learn self - control. Disciplinary techniques used are: praise for the accomplishments and cooperation of the child; active listening and role playing with the teachers to help the child identify his / her feelings so he / she can begin to solve his / her own problems; positive reinforcement of desired behavior; ignoring of some behaviors on purpose with the intent that the behavior will not be repeated; substitution of an inappropriate activity with an acceptable form of the same activity.

Time- out will be used whenever a child needs to be seperated from a situation. A child will be asked to stay seated until he / she can regain control - usually one minute for each year of their age. Privileges such as outside play, center play and center time may be revoked if other methods fail to get a situation under control.

Parents will be notified when these methods are not adequate to keep a child under control and will be expected to work with our staff to correct the situation in the best interest of the child and still maintain an orderly and loving class.

Withdrawal From SEEP and Financial Contract

Termination of Service by SEEP

Discipline Policy

Time Out

Steps Taken for Disciplinary Action

The classroom staff will notify the Director each time a child becomes ill while in attendance. When children are found to be ill at school, their parents will be called, and they will be cared for in the Director's office until they are picked up. When a parent cannot be reached, the staff will call emergency contacts.

Parents may not bring a sick child to school. A child who develops any of the following symptoms at school must be isolated and the parent(s) notified and asked to pick up the child within the hour: Fever of 99.4 degrees or higher taken temporarily, Diarrhea two or more abnormally loose stool per day), Vomiting/ Nausea, Severe cough, Severe rashes, Stiff neck and headache with one or more of the symptoms listed above, Difficulty breathing or wheezing, Complaints of severe pain, Pink eye / conjunctivitis (as indicated by red eyes, watery eyes, and mucus in eyes), Unable to participate in normal classroom / playground activities with typical behavior.

When medication is given to ease symptoms (such as fever or upset stomach) the child is **STILL** contagious and may not be at school.

Your child may be readmitted to SEEP when some or all of the conditions below are met, depending on the illness: 1) Child is visibly free from communicable disease / illness, fever free for **24 hours** without the aid of medication and free of vomiting / diarrhea for 24 hours while on a normal diet. 2) A physician's note is given stating that the child is free from communicable disease and that returning poses no risk to the child himself / herself or to others. 3) Child has received at least 24 hours dosage of prescribed antibiotic/ medication and is visibly free from symptoms of communicable disease/ illness. 4) He/ she exhibits normal behavior and activity level, as determined by

Illness / Medication

Temporary Care of Ill
Children

When to keep children
at home

When it is safe to
return to school

Cont'd safe to return
to school

classroom teachers.

In the event of a lice outbreak , parents are notified immediately. The child is sent home, treated, and then rechecked before they are allowed to return to school. The Director or Teacher must re-check the child for lice bugs and nits prior to entering the classroom. We have a **NO NIT** policy. If the parents find an outbreak at home, please notify the school as soon as possible so we can check for it.

SEEP teachers and administrators can only administer medication to a child with written permission, describing the dosage and frequency. Medication and permission need to be sent on a daily basis. All medication must be in its original container. When a student requires the administration of medication, it remains locked and inaccessible to students. The following precautionary measures must be taken:

- 1- Each current prescription medicine must be labeled with the child's full name, prescription number, and come in the original package.
- 2- Authorization to Dispense Medication form must be filled out in detail. This includes prescription drugs and non-prescription medications.
- 3- All medications must be given to the Director, Administrative Secretary or designated lead teacher, who will see that it is stored and administered properly.
- 4- Parents will be notified in writing of any adverse reactions to medications. In the case of a serious adverse reaction, emergency medical procedures will be followed.

We require that all immunization records be turned in at the time of enrollment , prior to the first day of

Lice

Medication

Immunizations

classes, and be kept up to date thereafter. Each time your child is immunized, you need to update your school records. **State law mandates that any child who does not have current immunizations be excluded from the school until they are up to date.**

Georgia law allows for two types of exemptions from the immunization requirements: medical and religious. Each child must have one of two items on file—either a valid Georgia Immunization Certificate (Form 3231) or a signed, notarized statement, which is called an Affidavit of Religious Exemption.

Medical exemption – Medical exemptions are used only when a child has a medical condition that keeps him from being able to receive a specific vaccine(s), not all vaccines. – A medical exemption must be marked on the Georgia Immunization Certificate (Form 3231). A letter from a physician, Advanced Practice Registered Nurse (APRN) or physician assistant (PA) attached to the certificate will not be accepted as a medical exemption. It must be marked on the certificate. – A physician, APRN or PA must re-evaluate the need for a medical exemption at least once each year and issue a new certificate of immunization at that time. The date of expiration on the section of the certificate marked “medical exemption” should be one year from the date of issue and never be longer than one year.

Religious exemption – There is no standard form for the affidavit of religious exemption. The parent or guardian must give the school or childcare facility a signed and dated notarized affidavit stating that immunizations are against the family’s religious beliefs. – This affidavit of religious exemption should be filed instead of the Georgia Immunization Certificate (Form 3231). The affidavit does not expire. Educate parents that in the event of a

Two Types of Exemptions

Medical Exemption

Religious Exemption

Cont’d Exemptions

vaccine-preventable disease outbreak, children with medical or religious exemptions will be excluded from attending the school or childcare facility.

(Department of Georgia Immunization Guide for schools and childcare facilities- IPC Form 3258)

To preserve the health and wellness of the entire preschool population, teachers will make daily informal visual inspections of every child as they enter the classroom. In particular, teachers will look for physical signs of child abuse, illness, and body infestations and take necessary standard precautions based on the individual observations. By Georgia law, we are required to report **ANY SUSPECTED INCIDENCE** of child abuse or neglect to the Department of Family and Children Services.

Most people view allergies as an inconvenience; something that causes a runny nose, itchy eyes and perhaps some sneezing. However, for those with life threatening food allergies, allergies are a serious matter. The number of severe allergies in young children is on the rise. The severity can be such that allergies can lead to death if not treated immediately. The most common foods to cause reactions are nuts, peanuts, milk , wheat, soy, and shellfish.

At SEEP we want to provide a safe, healthy environment for all children, including those with severe allergies. To accomplish this, the staff at SEEP work hard to read the labels carefully for allergens, to prevent cross-contamination by hand washing and sanitizing the classroom, and to administer epinephrine if necessary. In addition, ALL teachers at SEEP are trained in infant, child and adult CPR and first aid. Our school building also has an AED located in

Health Inspections

Severe Allergies

Teacher
Responsibility

the main hallway of the Christian Education Building.

SEEP would like to ask for parents' support in our efforts to protect these students with life-threatening allergies. Be aware of the severity of the issue; talk to your child about not sharing snacks, lunch, or utensils at school; remind your child about washing his / her hands before and after eating; talk to your child's teacher about classroom allergies before sending special snacks.

If your child has a serious health condition or allergy, please make sure that his / her teachers and the office are made aware of both the allergy and your child's SPECIFIC reaction to the diagnosed allergens. Every child with serious allergies MUST have an Allergy Action Plan on file in the SEEP office. These plans will be posted in each classroom in order to provide immediate access to life - saving information regarding individual student allergies.

To ensure further protection to all students with serious allergies, a letter will be posted **OUTSIDE** of that child's classroom informing other teachers and parents of the allergy in that classroom. Additionally there will be a list of food that **MAY** be brought into the classroom and a list of foods that **MAY NOT** be brought into the classroom. **If an item says " may contain " and it is the dangerous ingredient it WILL NOT BE PERMITTED IN THE CLASSROOM.**

Our school building is also shared by Church members. We cannot ban food items from the entire school building, however we will make that child's classroom is free from those items that the child has allergy.

SEEP does not have special education teachers on staff. If your child has special needs, please contact the

Parent Responsibility

Allergy Action Plan

Information Posted
Outside Child's
Classroom

Special Needs

Director for a confidential discussion regarding placement for your child. Children with special needs will be accommodated where possible based on the discretion of the director. A probationary enrollment may be offered, (for up to 6 weeks) , based on the discretion of the director, to adequately assess a child's needs.

SEEP may also find it necessary if the child with a special need continues in our program that a Therapist (Speech, Occupational, Behavioral), accompany the child to school and in our classrooms.

The Two- Year old classes concentrate on toilet training. It is very important that teachers and parents work together, and that parents reinforce (in the evenings and on weekends) the work of the teachers. Reinforcement at both home and school plays a vital role for the child in learning any new skill. We ask parents to NOT send their children to school in underpants until they have been working with the child at home for several weeks and they are having some success. We further ask that once children begin to wear underwear and pull-ups, they do not switch back to diapers, as it causes confusion for the child. Please ALWAYS send an extra change of clothes (underwear, bottoms, tops, socks, diapers and wipes) to school whether or not your child is potty trained. Accidents happen!

SEEP will not turn a child away from our program if they are not potty trained by the 3's classes, however, our facility is not equipped in the 3's rooms to change a child of that age. Children SHOULD be toilet trained before entering the 3 year old classes. If your 3 or 4 year old child has continued accidents at school, there may be extra charges involved for changing your child and / or we may need to call home to have a parent come to school to change their child.

Toilet Training 2's classes

Extra clothes in backpacks is a must!

Cont'd Toilet Training

Meals are not prepared and served at SEEP because our facility does not have a kitchen. Of course we do enjoy having lunch with your child! Please pack a healthy and well balanced lunch in a lunchbox for your child. Include a drink (if it's in a thermos please have it labeled with their name), protein, grains, fruits and vegetables. Proper nutrition is critical for preschool children. Please include a snack in a separate area (backpack) for your child as well. Snacks are usually given to the the children after Free Play in the morning.

Special snacks are encouraged on birthdays; alert the child's teacher prior to bringing a birthday snack. Please consider classroom allergies when sending special snacks to the class. If you choose to bring cupcakes, the smaller cupcakes are usually the perfect size for our Preschool friends. Snacks will be given AFTER lunch. Snacks should be dropped off in the morning the day of the celebration.

At the beginning of the school year, parents will be asked to fill out a photo release form for your child. The release is used to gain parent permission for the purposes of promoting services at St. Elizabeth's Preschool only. Names of students or personal information will not be used. The Director has created a private Facebook group for just parents and teachers. This is a great way to communicate with each other , keep yourself updated on events at the school and see pictures of your child and their class each day. This is the easiest way for teachers to post pictures that you will treasure and to give you a sneak peek of your child's day.

Meals and Snacks

Snack should be in your child's backpack

Birthday snacks

Photo Release and Facebook

During inclement weather, SEEP will notify WSAV Channel 4 about closings, delays, or early dismissals. Emails and text messages as well as a FB post will also be sent when possible. Decisions are always made with the safety of our staff and children in mind. Parents are encouraged to make plans for inclement weather in advance regarding pickup, supervision, etc. Tuition is NOT reimbursed for days lost due to weather conditions.

In the event the child is involved in a situation where a court proceeding has been involved, SEEP needs a copy of the affidavit in our files. Enforcement of the situation will be handled by the local Sheriff's Department.

Inclement Weather

Court Proceedings

Signature Page

Parent Signature

I, _____,
(Parent / Guardian)

Of _____,
(SEEP Student)

Have reviewed and been in receipt of St. Elizabeth's
Episcopal Preschool Handbook for the 2018- 2019
School Year. I understand the Procedures and Policies
of the school.

Dated August _____ th, 2018.



