

# EMMANUEL CHRISTIAN SCHOOL



PRESCHOOL HANDBOOK  
2016-2017

## **INTRODUCTION**

### **STATEMENT OF PURPOSE**

The administration and staff of Emmanuel Christian School purposes to:

- Provide Christ-centered care for children of our community.
- Provide quality child care at affordable rates.
- Provide employment opportunities for Christian workers with the talents and professional qualifications necessary to train children.
- Provide developmentally appropriate opportunities for children to learn and play.
- Provide emotional, physical, and spiritual support to the children and their families.

### **AFFILIATION**

Emmanuel Christian School is a ministry of Emmanuel Baptist Church, under the organizational control of Emmanuel Baptist Church. ECS is licensed (#22365) with the South Carolina Department of Social Services. ECS is a member of and fully accredited through the South Carolina Association of Christian Schools and the American Association of Christian Schools.

### **AIMS**

Our aim is to develop the total personality of each child by providing learning opportunities:

- Spiritually - by inclusion of God's Word interspersed in daily activities led by staff that model Christ-like character.
- Emotionally - by encouraging participation and cooperation in group activities which will help build the child's sense of security and confidence in their abilities.
- Physically - by offering experiences which will develop large and small muscle coordination and motor skills.
- Intellectually - by exploring and using first-hand experiences which help to build enthusiasm for learning.

### **AGE REQUIREMENTS**

Your child's birthday must fall on or be before September 1 to be accepted in the age appropriate class. **Three year old students have to be completely potty trained in order to be accepted in our three year old program.**

### **STAFF/CHILD RATIOS**

We maintain a staff/child ratio as required by the State of S.C. and is as follows:

1 staff member: 8 two year olds

1 staff member: 12 three year olds

1 staff member: 17 four year olds

## **STAFF PROFILES**

Our teachers are professing Christians who strive to live for the Lord. Each teacher feels that she has been called into a place of service for Christ and directly into the ministry of young children. Our teachers are actively involved in the ministry of a local Bible believing church and are continually building their knowledge of children through workshops and training. Our teachers are certified in infant and child CPR and first aid.

## **PROVISIONAL EMPLOYEES**

Emmanuel Christian School chooses not to hire provisional employees to provide care for children. A provisional employee is someone hired with only a SLED Internet Review and they must be directly supervised at all times by a caregiver who has all information on file to be a regular DSS approved caregiver.

## **ADMISSIONS**

Emmanuel Christian School has an open admission policy with regard to natural gender, race, national or ethnic origin. No discrimination is permitted against any student on the basis of natural gender, race, national or ethnic origin in administration of its educational policies, admissions policies, financial aid programs, athletic, and other school administered programs.

Children are not officially enrolled until the following materials listed below have been received in the school office.

1. Parent/Student Handbook Agreement
2. Copy of student's birth certificate
3. SC Certificate of Immunization Form (DHEC 1148). This form can be obtained from your physician or the local DHEC office.
4. Legal documentations regarding custodial issues.

## **AFTER SCHOOL CARE (ASC)**

Preschool students who have not been picked up by 3:00 p.m. will be placed in After School Care, and parents will be charged the daily fee of **\$12.00**. ASC is available at a reduced rate for those who pay in advance for the week or month. For liability and safety reasons, no student can be left unattended while on school grounds after school.

## **MORNING ENTRANCE TIME**

Students may not arrive on campus earlier than 7:30 a.m. There will be no adult supervision prior to that time.

## **SCHOOL HOURS**

Half Day children attend from 8:00 A.M. – 12:00 P.M. Monday through Friday.

Full Day children in twos, threes and fours attend from 8:00 A.M. - 2:45 P.M. Monday through Friday. After School Care is available at an additional cost until 5:30 P.M. NOTE: A **\$1.00 per minute late fee** will be added for each **minute** a child is not picked up **after 5:30 P.M.**

## **SCHOOL OFFICE**

The school office is open from **7:45 A.M. - 4:00 P.M.** on school days. Summer hours are 9:00 A.M. - 2:00 P.M. on weekdays.

Parents who wish to speak with a child's teacher may schedule an after school appointment by contacting the school office. Please respect the teacher's class preparation time in the mornings and personal time at home by making every attempt to call them during school hours.

Lunches, clothing, etc., may be left in the school office to be delivered. Please do not go directly to the classrooms.

## **GENERAL INFORMATION**

### **CONFIDENTIALITY**

Teachers' files which consist of a report card and a copy of an emergency card are kept in a locked cabinet in their classroom, accessible by teachers, law enforcement, DSS and other mandated agencies without prior permission from parents. All cumulative records which are confidential are kept in a fireproof locked cabinet located in the school office and are not disclosed to unauthorized persons without written consent of the parents.

### **FEES/BILLING**

Current rate schedules and business office policies are available from the school office or on our website at [www.ecscrusaders.com](http://www.ecscrusaders.com) under the Admissions tab.

### **FREE AND FULL ACCESS**

Free and full access will be granted to parents of children enrolled at ECS unless a court order stipulates otherwise. Please be mindful not to disrupt instructional activities or classroom routines.

### **LIABILITY INSURANCE**

All students are covered on the school insurance. If an accident occurs while on school property or a field trip, you will file your primary insurance first and the remaining balance will be filed against the school insurance.

## **HOLIDAYS**

Classes in two-, three-, and four-year olds will follow the same calendar schedule as grades K-12 with the exception of ending date.

## **LOST AND FOUND**

Non-labeled clothing and other items left in the preschool will be taken to the lost and found in the school office. Lost items may be redeemed from the school office for a charge of \$.50 per item. A lost and found sale will be held each semester, and any remaining items will be donated to needy families.

## **PROMOTION**

Emmanuel Christian School reserves the right to place a child in the group determined to be the most developmentally appropriate for the child. Promotion from K2, K3 and K4 into ECS full-day kindergarten is not automatic. Each child enrolled in the preschool and eligible for kindergarten will be evaluated for school readiness by school faculty and administration.

## **CARING FOR SICK CHILDREN**

### **ADMINISTRATION OF MEDICATIONS**

Medications should be given before and after school by the parent or guardian, when at all possible. Written, signed and dated parental consent is required for the administration of any prescription or over the counter medication (OTC). All prescription medications must be in the original container with the child's first and last name, medication name and dosage. Over the counter medications must have written instructions from the parents on what dosage is needed and times needed. Prescription and OTC drugs will be kept in a locked cabinet in the school office.

Medication will be dispensed by your child's teacher, director or office personnel. The school office will document in a log the child's name, the name of the medication, dosage, date and time. The school will notify the parents if the school failed to administer the medication.

### **CARE OF MILDLY ILL CHILDREN**

ECS does not provide care for mildly ill children.

### **CONTACTING PARENTS**

Parents will be contacted in the event of an emergency, accident, sickness, behavioral difficulty, etc., using the phone numbers listed on the Emergency Card. It is imperative that the parent/emergency contact information be current; it must be updated with moves, job changes, etc. Failure to provide

accurate/current information needed for the appropriate care of the child will be grounds for termination of the agreement and removal of the child from ECS Preschool.

### **EMERGENCY MEDICAL PLAN**

Any medical emergency that would warrant emergency care will be followed in this order:

- The staff will assess the situation.
- The child will be secured and 911 will be called.
- If CPR/First Aid is required, that will be administered by our staff who are certified in CPR/First Aid.
- The Emergency Medical Technicians (EMT) will determine if the child needs to be transported by ambulance for additional care.
- If needed the student and his/her emergency medical information will be transported to Carolina Pines and someone from our staff will remain with your child until a parent/guardian arrives. The staff member will be a DSS approved caregiver.
- Parents will be notified as early as possible and updated until you are with your child.
- Please be aware that under emergency medical situations we may use care givers from our substitution list to work along with a qualified preschool teacher to care for the children. The child care director will make the necessary arrangements for the children who are in our care. Anyone on the substitution list are DSS approved caregivers.

### **EXCLUSION FOR HEALTH**

The staff will make every effort to protect the health and safety of the children in our care. We ask that you keep a child home if he/she shows symptoms that you think may be communicable. Parents should notify the School Office if the child contracts a contagious disease. Children who have the following symptoms or illness must be kept home and/or required to leave school until symptoms dissipate.

1. If your child has a fever, diarrhea, vomiting, unexplained rashes, an infectious disease or has been exposed to a communicable disease, please do not bring your child to school until they are well.
2. If your child was sick during the night or had a fever, they should NOT attend class the following day. Please do not give your child medication to bring down a fever simply so they can attend school. In most cases, the child will have a fever after the medication wears off, and they are still contagious to the other children and teachers.
3. Matting in the eyes must be checked by a doctor, and a medical statement must be provided stating that the child does not have a contagious disease and when the child may return to school.
4. If your child becomes sick while at school or has a fever of 100 degrees or higher, you will be called and asked to pick up your child. A child may return to school when they have had a normal temperature for 24 hours without receiving any fever-reducing medication.

Questions to ask when your child is sick:

1. Does your child's illness keep him/her from comfortably taking part in activities?
2. Does your sick child need more care than the staff can give without affecting the health and safety of other children?
3. Could other children get sick from being near your child?

If the answer to any of these questions is "Yes," please keep your child out of school or childcare.

## **DAILY PROCEDURES**

### **ARRIVAL/RELEASE OF CHILDREN**

Parents or other responsible adults are to sign their child in upon arrival and sign them out upon departure from the facility. Please prepare in advance for an emergency situation. Children will **not** be released to anyone who is **not** named on your "Permission to Pick Up Form." Picture identification will be required. Please visit the school office to update this list if any additional names need to be added or deleted. In the event that a person who is not on the list tries to pick up your child we will not allow your child to leave with them. We will notify the parent but will not allow the student to leave with them.

### **CLOTHING/DRESS CODE**

Children should be comfortably dressed according to weather conditions. Loose fitting long pants and modest length shorts are acceptable for both boys and girls. All shirts, blouses, and dresses must extend out to the shoulder joint, to be modest enough not to reveal undergarments, and be long enough to tuck in. All K2-K5 students will be given one ECS T-shirt to be worn during off-campus outings for safety and identification purposes. A complete change of seasonal clothes must be available in case of accidents. T-shirts are acceptable but must be free of inappropriate advertising. For safety reasons, all shoes must have a back strap. No shoe that resembles flip-flops or beach sandals will be allowed. The Head of School reserves the right to make all final decisions on acceptable attire and personal appearance.

### **DISCIPLINE AND BEHAVIOR MANAGEMENT**

Children are expected to be able and willing to obey instructions and be kind to others. We believe children learn these behavior expectations precept upon precept, line upon line (Isaiah 28:10). A system of rewards and consequences accompany consistent, positive instruction. We praise, reward and encourage the child and try our best to work with and through our parents in order to develop good behavior in our children. Corporal punishment will never be administered at our school. Dismissal for behavior is rare but may occur for failure to meet specific behavior expectations, if the behavior endangers the safety of the child or others, or if there is failure to correct specific behavior deficiencies.

### **MANDATORY REPORTERS OF CHILD ABUSE AND NEGLECT**

Teachers and other school personnel and child care providers are mandated by law to report child maltreatment. Individuals designated as mandatory reporters typically have frequent contact with children.

A report must be made when the reporter, in his or her official capacity, suspects or has reasons to believe that a child has been abused or neglected. Another standard frequently used is when the reporter has knowledge of or observes a child being subjected to conditions that would reasonably result in harm to the child.

## **FOOD SERVICE POLICY**

Students may order lunch from the cafeteria. Lunches can be paid for in advance. Lunch menus go home at the beginning of each month. Preschool children may bring a snack for the afternoon. Please label the snack, especially if snack is placed in with lunch items. Please include drinks for your child's lunch and snack. Milk can be purchased from the cafeteria for lunch only for the cost of \$.50. Lunchboxes should be labeled with the child's name.

In accordance with DSS regulations, any food sent should be cut into bite size portions such as hotdogs, grapes and strawberries. Foods that pose a choking hazard such as peanuts, popcorn and hard candy should not be sent.

Lunch will be served in the child's room. Time schedules for lunch are available from the classroom teacher.

\* Be sure to alert the childcare staff, as well as the director, if your child has food allergies.

## **NAPTIME**

Children are required to bring a plastic Kinder mat, a small blanket and a small travel pillow in a reusable grocery bag. Please do not bring mat covers due to sanitary reasons. While all children may not sleep during nap time, each child is expected to lie quietly on his mat.

## **PERSONAL ITEMS/SUPPLIES NEEDED**

Parents of two year olds are required to provide adequate supplies of the following:

- Labeled Pull Ups (minimum 5 per day)
- Diaper wipes
- Change of clothing (appropriate for each season)

All children should have a complete change of clothes in case of an accident. Children may not bring toys from home except on their assigned "show & tell" day or on special, announced occasions. All personal items should be clearly labeled with the child's name and must be picked up at the end of the day. Emmanuel Christian School is not responsible for damage or loss to personal property.

## **POTTY TRAINING**

The staff of the day care center will assist the parents in the potty training process of two-year-old children. Several changes of clothes must be sent in case of accidents. Potty training will be undertaken at the school when the child is able to ask to go to the bathroom. Positive approaches to training are utilized. Modesty and personal hygiene are encouraged as children are trained to finish dressing while still in the bathroom and to wash their hands when done.

Three-year-old children **must** be potty trained before admission to the 3 year old class.



## **TRACKING**

We have a written procedure for tracking children as they enter or exit our child care facility or move to a new location within our facility. All teachers have a written tracking sheet on which they document the date, time, and location of their class when outside of the classroom, and the time they return to the classroom. Our tracking record will also be used for individual students who are not with the group, the time he or she left the group, the teacher or caregiver accompanying him or her to and from the location, and the time he or she returned to the group. Each preschool teacher has a sign in or out sheet which parents sign as their student arrives or departs our facility.

## **EMERGENCY PREPAREDNESS**

### **EVACUATION PLAN**

A formal and thorough written plan is in place and can be found in the school office. Each teacher has a copy of this in her classroom, and training is conducted with this plan at the start of each school year. ECS has a signed contract with Darlington County School District to transport our students to Florence Civic Center located at 3300 Radio Drive, Florence, S.C. in the event of an evacuation due to the Progress Energy Nuclear Plant. All emergency care information will be taken along with the students to contact all the parents as soon as we are allowed to do so. Please **DO NOT** attempt to pick up your child as we may not be allowed to release the children due to FEMA guidelines.

### **FIRE DRILLS**

In the event of a fire on campus, the students will meet in their designated places. If the designated place is not safe, the students will meet in front of the Sanctuary. ECS has monthly fire drills to prepare the children in the event of a real emergency.

### **INCLEMENT WEATHER**

While ECS reserves the right to make our own determinations regarding school closings, we generally follow the decisions of the Darlington County School District. When bad weather strikes, DCSD school officials assess road conditions by fanning out across the county in the wee hours of the morning. They check weather reports, and they also consult with the highway patrol and local law enforcement. Decisions will usually be made around 5:30am.

Please refer to the “School-Closing” listings on these media sites:

- Websites: [www.ecscrusaders.com](http://www.ecscrusaders.com) , [www.snow.com](http://www.snow.com)
- Television: WMBF-TV Channel 10, WBTW-TV Channel 13, and WPDE-TV Channel 15
- Phone: School Office at 843-332-0164
- Emmanuel’s Facebook page

Please see the main Parent/Student Handbook for further information

## **TORNADO DRILLS**

A Tornado Drill is held once a year to inform the students on how to respond to this threat. The students are removed from their classrooms and placed safely in the middle classrooms and hallways away from the windows and bathrooms. The children will remain like this until the threat is gone from Darlington County. The school office has a weather radio to keep informed of the current weather conditions.

## **SPECIAL EVENTS**

### **HOLIDAYS/BIRTHDAYS**

Special events, such as holidays, birthdays, etc., are recognized and celebrated throughout the year. Parents are invited to participate and encouraged to coordinate their participation with their child's teacher. As a Christian preschool, our emphasis for holidays such as Christmas and Easter is on the birth and resurrection of Jesus. We do not recognize or celebrate holidays such as Halloween.

We love to celebrate birthdays for the children at lunch; cupcakes or cookies are great and easy ideas. Parents, please make arrangements with the teacher in advance. You may send out invitations to the class, but please include all students. If you bring party favors, please bring enough for the class. Please be mindful of those with food allergies by checking with your child's teacher.

### **TRANSPORTATION/FIELD TRIP**

Field trips are encouraged and will be planned by the teacher after permission from the administration. Trips will be educational in nature, planned in advance and well chaperoned. All bus drivers have been screened through background checks and are listed on our school insurance as commercial licensed drivers.

Policy for preschool field trips:

- Teacher and bus driver must have a student checklist and tracking sheet.

- Each bus will be equipped with a First Aid Kit and the lead teacher will have a First Aid Kit.

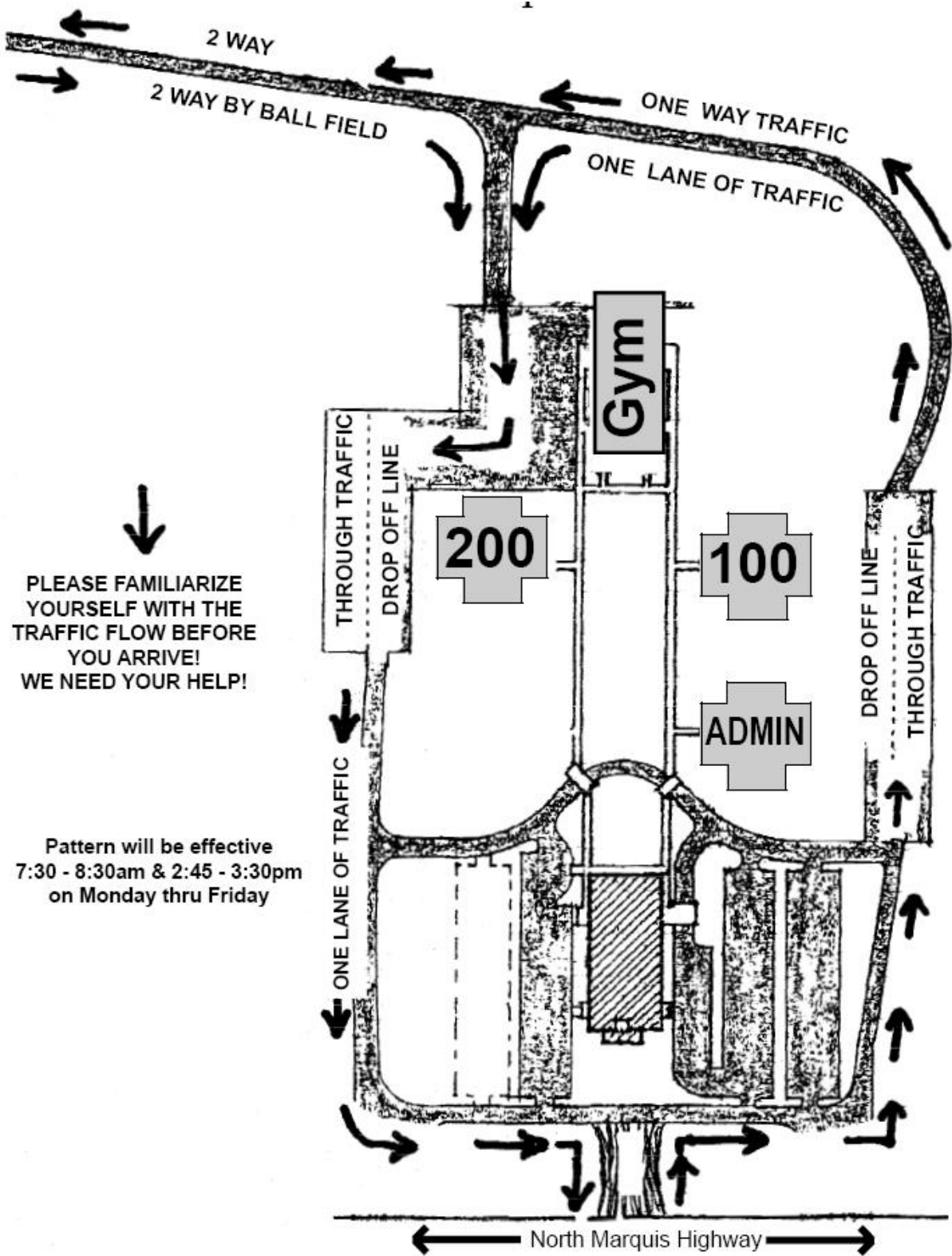
- Signed permission slips from the parents

- Copy of the Emergency Care Card from the school office.

## **DRIVING AND PARKING AT EMMANUEL CHRISTIAN SCHOOL**

Safety for the children and consideration of other drivers are the basis for our policies related to driving and parking on the Emmanuel Christian campus. Please follow the directional pattern described in the Traffic Flow Diagram (Appendix). Parking spaces are clearly marked and the speed limit is "one foot on the brake." Be vigilant for children to do the unexpected. Our carports are designated safety zones and are off-limits for parking, even in the rain. Cars are never to be left parked and running, and children are never to be left in a parked car.

APPENDIX  
**TRAFFIC FLOW DIAGRAM**



↓  
 PLEASE FAMILIARIZE  
 YOURSELF WITH THE  
 TRAFFIC FLOW BEFORE  
 YOU ARRIVE!  
 WE NEED YOUR HELP!

Pattern will be effective  
 7:30 - 8:30am & 2:45 - 3:30pm  
 on Monday thru Friday

## Parent / Student Preschool Handbook Agreement Form

I have read and understand the preschool handbook and will fully support Emmanuel Christian School Preschool policies as stated in the handbook.

I am committed to my student doing their best and will be an active part of their education.

Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please retain this copy