



PARENT HANDBOOK

2026-2027

Allison Creek Preschool

5780 Allison Creek Road

York, SC 29745

director@allisoncreekpreschool.com

www.allisoncreekpreschool.com

803-325-8655

About Our Preschool

Our Purpose

Preschool offers a good beginning for children to learn and play with other children outside of their homes. Allison Creek Preschool seeks to provide a safe and loving environment for the children of our community and church. It is our desire that we provide a stimulating and enjoyable school environment that encourages each child to discover and learn as he or she experiences new things.

Contact Information

Please call or e-mail to let us know if your child will be unable to attend school on any day.

803-325-8655

director@allisoncreekpreschool.com

Allison Creek Presbyterian Church

If you do not already have a church home, we invite your family to join us at Allison Creek Presbyterian Church for Sunday worship at 10am and any other events taking place at the church. On occasion, we will send updates of happenings at ACPC so you can determine what might appeal to your family. Please join us!

Fees

Registration

Each child must be registered each year. The non-refundable registration fee is \$175/child and \$125/each additional child.

Supplies

Each child will be asked to bring an assorted list of back-to-school items or pay a \$75 supply fee.

Tuition

Tuition is due on the 2nd Tuesday of the month. All tuition payments are made online through our payment portal. **First month's tuition is due May 4, 2026. If this is not paid by the due date, then you relinquish your child's spot in our program. First month's tuition payment is non-refundable after July 1, 2026.**

Tuition is considered late on the 3rd Monday of the month and a late tuition fee of 10% will be added to your balance for the month. If tuition is not paid by the 30th of the month this is considered grounds for dismissal from our program.

We offer a discount if tuition is paid in full for the year by May 4, 2026. The discount is \$125 off for the year. This is only offered if tuition is paid in full by May 4, 2026.

Your child's tuition is used to pay the salaries of all staff members and for needed supplies. Thanks, in advance for paying in a timely manner.

Snacks

Snacks will be provided by Allison Creek Preschool. We will serve healthy, nutritious snacks and beverages each day. Please be sure that the school has been made aware of any food allergies. Please refer to our Peanut/Tree Nut Sensitive Policy. The yearly snack fee is as follows:

Days Attending Per Week	2	4
Yearly Snack Fee	\$55	\$100

2026-2027 School Calendar

Allison Creek Preschool follows Clover School District's school calendar as closely as possible aside from start and finish date. Keep in mind that there are also Fall and Winter intersession breaks.

Inclement Weather

- In the event of inclement weather, Allison Creek will **most likely** follow the closing of the Clover School District closings.
- For the safety of our families and staff members, when Clover School District is on a 1-hour delay, Allison Creek Preschool will operate on a 1-hour delay. Preschool hours will be 9:30-12:30pm. Please remember to send a lunch with your child on that day.
- When Clover School District is on a 2-hour delay, Allison Creek Preschool will be CLOSED for the day.
- **Allison Creek Preschool will not make up any days due to inclement weather.**
- **No tuition fee adjustments will be made for inclement weather days.**
- Special situations arise. Changes will be made as needed keeping in mind students and staff are being pulled from Clover, York, and Rock Hill attendance areas.

Please note: Closings will be posted by 7:45 am on our website. Please do NOT assume we will always follow Clover, check our website to be sure. In the event of a power outage, we will do our best to notify families.

In Case of Emergency

Emergency Plan

The safety of our children and staff is a top priority at Allison Creek Preschool. We maintain comprehensive emergency preparedness plans and regularly review them to ensure they remain current and effective.

Throughout the school year, we conduct practice drills, including fire drills, severe weather drills, and shelter-in-place procedures to help staff respond confidently and to gently familiarize children with what to do in the event of an emergency.

Our procedures are developed and periodically reviewed with guidance from local community partners and law enforcement to ensure we are following current safety recommendations and best practices. Staff members are trained in these procedures and work together to maintain a safe, prepared environment for all children in our care.

Personal Emergency

In the event of a personal emergency, when possible, please contact the preschool – late for pick-up, late arrival due to unforeseen circumstances, etc.

Getting Off to a Good Start

Tips for a Successful School Year

- Talk with your child about school prior to the beginning of school
- Plan a morning routine to allow time in the morning so your child doesn't feel rushed
- Arrive at preschool on time
- Reassure your child that you will return to pick him/her up and please don't be late
- Let the teacher know where you can be reached
- Praise your child and show approval for what he/she does
- Do not hesitate to tell your child "no" when appropriate and stick to it
- Be a good listener and teach your child to listen to others
- Read to your child daily
- Give your child a good breakfast prior to arrival at school
- Set a reasonable bedtime since preschoolers and toddlers need 10-14 hours of sleep
- Do not compare your child with others his/her age
- Communicate with your child's teacher
- Check your child's folder each day

Health

Your child must be well attending school each day. A healthy environment is very important to us and to the success of our program. We ask for your cooperation in keeping your child out of school if he/she shows signs of an illness or infectious disease. It can be difficult to decide when and how long to keep your student home from school. Please follow the link for

<https://dph.sc.gov/health-wellness/child-teen-health/school-exclusion> for when to keep your student home from school. The school nurse may also be able to answer questions you may have.

Students **cannot** return to school until the following symptoms have been resolved for at least **24 hours** without any medication or they have been diagnosed and cleared to return by a healthcare professional:

- Fever (greater than 100 degrees)
- Rash of unknown origin
- Persistent Deep Cough
- Vomiting
- Diarrhea

Please do not send your child to school if he/she:

- has a communicable or contagious disease
- has a cold that is less than three days old
- has reddened eyelids, white or yellow eye discharge with eyelids often matted after sleep, and eye pain
- has heavy nasal discharge
- is cranky or tearful (unlike his/her usual self)
- is over tired

SCDPH School and Childcare Exclusion List: Frequently Asked Questions

When should my sick child stay home from school or childcare?	If your child feels too sick to go to school or childcare and is unable to participate in activities, please keep him or her at home.
Does my child need to stay home when he or she just has a cold?	Most children with mild colds who have no fever (without taking fever reducing medication) and who feel well enough to go to school or childcare do not need to stay home.
How long will my child need to stay home if he or she is sick?	The School and Childcare Exclusion List (link above) explains how long children should stay home after they become sick with certain illnesses.
When would my child have to stay home if my child is not sick?	Sometimes children will have to stay home from school or childcare if they are exposed to certain diseases. Your school, childcare center, or local health department will discuss the amount of time with you.
What illness might keep my child from participating in other activities?	Children with illnesses that can be spread to others may not be allowed to participate in some sports, physical education, or other school activities.

When your child is ill or cannot attend school, please call the preschool at 803-325-8655 or email at director@allisoncreekpreschool.com and tell us the nature of the absence. If your child becomes ill at school, you will be contacted immediately to pick him/her up. In the event, we are unable to reach the parents, the next person listed on the emergency contact form will be called.

No medications will be administered at school, unless a “Permission to Administer Prescription Medication” form is on file.

No fee adjustments will be made for absences, sicknesses, or vacations. No fee adjustments will be made if a classroom must close temporarily for any illness or communicable disease.

Communication: The Key to Success

Parent / Teacher Communication

- Please use the supplied folders or Class Dojo for special messages and other correspondence
- The Preschool Newsletter will be emailed monthly.
- A printed monthly calendar will go home each month
- Please check and read anything in your child's correspondence folders each day
- Please include any notes or payments in your child's folder
- Please make sure that you accept the Class Dojo invitation at the beginning of the school year as we communicate and make announcements through that platform along with our newsletter, email and our website.

Room Parents & Parent Committee

The Room Parent Committee at Allison Creek Preschool exists to support two important goals: building community among preschool families and encouraging our teachers and staff.

Throughout the year, the committee helps organize opportunities for families to connect, such as parent coffee gatherings, the Back to School Bash, the Winter Ball, and our largest fundraiser, the Annual Art Show and Silent Auction. The committee also coordinates efforts to show appreciation to our teachers and staff, including small gestures of encouragement throughout the year and Teacher & Staff Appreciation Week.

Room Parents serve as a communication link between the committee and the families in their child's class. They help share information about events and volunteer opportunities, welcome families at the start of the year, and help their class recognize teacher birthdays or special occasions.

Parents who are unable to serve as a Room Parent are still welcome to participate in the Parent Committee and assist with events and initiatives throughout the year.

Room Parents attend bi-monthly meetings (typically held during the school day, with one evening meeting during the year).

Raising Funds

Opportunities

Families at Allison Creek Preschool will not be asked to "sell" items during the school year. Instead, we invite families to support a few community-centered fundraising efforts that help enrich our preschool and serve others.

These opportunities may include events such as Pizza Lunches, Spirit Nights, Seasonal Pictures and our Annual Art Show Fundraiser. At times, we may also collect donations to support organizations within our local community. Families are encouraged to help in ways that work best for them when opportunities arise, but participation is always optional and there is no pressure to contribute.

Discipline Policies

Individual Teacher Policies

Please refer to the Positive Preschool Climate (given out during the first week of school) for a description of the behavior program used in the classrooms. If you have any questions, comments or concerns regarding these policies, please contact the director.

Procedures:

- Children are given several gentle reminders of acceptable behavior
- Children are removed from activity and redirected by teacher to another activity
- Children lose privilege of playing in a center or activity for a period of time.
- Children are moved to a “sit and see” place in the classroom where they can have time to think
- If inappropriate behavior continues, the director and/or parents will be involved

Severe / Repetitive Behavior:

- In the extreme case of a child inflicting or attempting to inflict harm on another child (kicking, biting, punching, etc.), a parent will be called to take the child home.
- Repeated offenses will result in a mandatory family/teacher/director conference in which a plan to improve the behavior will be agreed upon by all parties.
- If behavior does not improve and/or the family does not adhere to the agreement, the child may be dismissed from the program. ***(See below for a possible Severe Behavior Plan that could be implemented to keep our preschool environment safe)***

Severe Behavior Action Plan (plan will be put in place as needed at the discretion of the preschool director):

- **1st Offense** - The child's parents will be called to pick up their child and will be required to keep their child at home for one week. During this time, the parents will be required to pay tuition if they want to maintain a seat in their child's class. If they choose not to continue to pay tuition, then the child will be withdrawn from the program for the remainder of the school year.
- **2nd Offense** - The child's parents will be called to pick up their child and will be required to keep their child at home for 30 days. During this time, the parents will be required to pay tuition if they want to maintain a seat in their child's class. If they choose not to continue to pay tuition, then the child will be withdrawn from the program for the remainder of the school year.
- **3rd Offense** - The child will be asked to leave the program for the remainder of the year. If a child is asked to leave our program for any reason, and returns the following school year, he/she will be placed on a 90-day probation period. At the end of the probation period, a determination will be made as to whether the child can remain in the program. If there are any problems during the probation period, determination will be made at that time.

Ready, Set, LEARN!

Preparation for School

Your child should bring a backpack that will hold the school-provided correspondence folder, lunchbox, water bottle & zip bag with change of clothes. Please check your child's folder each day, include all notes, tuition, and other correspondence in the folder and RETURN daily.

Immunization Records

Please submit a copy of your child's immunization record or a doctor's school entry form via email (director@allisoncreekpreschool.com) on or before the first day of school.

What to Wear

Please dress your child in comfortable clothing that is appropriate for active play and easy for them to manage independently during restroom times. Throughout the day, children will be playing outside, running in the gym, and participating in arts and crafts, so clothing and shoes should support these activities. For safety reasons, we ask that children do not wear flip-flops, Crocs, or rain boots. Tennis shoes are the safest and most appropriate choice and are required on Playball days. Please also ensure your child is dressed appropriately for the weather. Be sure to label any items that may be removed during the day, such as jackets or sweatshirts.

Please note: We go outside during the winter when temperatures are 35°F and above.

Each child should keep a labeled zipper bag in their backpack with a full change of weather-appropriate clothing. Please remember to update these items as the seasons change.

Arrival

The preschool day begins promptly at 8:30 a.m., and we will begin opening car doors at 8:15 a.m. each morning. During drop-off, staff members will be stationed outside to help children out of their cars, while the rest of our team will be inside assisting children with hanging up their backpacks and jackets.

Please make sure all your child's belongings fit inside their backpack to make the walk into school smooth and easy.

We kindly ask that you make every effort to arrive by 8:30 a.m. each day. Your child's day begins as soon as they arrive, and late arrivals can be disruptive to the classroom routine. Thank you for helping us start each day on a positive and timely note!

Dismissal

The preschool day ends at 12:30 p.m. When you arrive for pick-up, please follow the car line and park in the designated rows to wait for dismissal.

At 12:15 p.m., staff will begin walking children to their cars. A parent or guardian must be present at the vehicle to receive their child and buckle them in.

For everyone's safety and efficiency, cars in the next group will wait to move forward until the first group has left the parking lot. Thank you for your cooperation in helping dismissal run smoothly!

Late Pick-Up Fee

After 12:35, families will be charged \$1 for each minute they are late picking up their child. It causes great anxiety in children when they are the last ones to be picked up.

Withdrawals

It is our sincere hope that your child's experience here is nothing but positive. In addition, we hope that once your child begins the program here, he or she will be able to complete the year. However, to withdraw for any reason, please contact the preschool director to complete the withdrawal form. There is a 30-day notice for withdrawal in regard to tuition.

School Lunch

All children will stay at school for lunch and should have a **ready to eat** lunch. All lunches should contain a drink and any needed utensils. NO MICROWAVABLE MEALS, please.

****Peanut and Tree Nut Sensitive Policy****

As a school dedicated to some of the youngest members of our community, we understand that many of our students are not old enough to make sound decisions when it comes to what should go into their mouths and are therefore less able to manage their allergies. We have decided to make Allison Creek a Peanut/Tree Nut Sensitive School.

We ask that no peanuts or tree nuts be brought into our School. Foods sent in for lunch or any class event should be carefully checked to make sure they are peanut/tree nut-free. **This means the product cannot contain peanuts and tree nuts and cannot have the following warnings: "may contain..."; "processed in a facility..."; "manufactured on shared equipment..."**

Families can help ensure that our school stays peanut/tree nut-free by reading packaging labels and by reminding children not to share food with other children at school. We need to make sure that there is little opportunity for a child to be exposed to foods that could harm him/her.

Program Information

Allison Creek Preschool offers classes in Language Arts, Content, Art, and Bible, with Music integrated throughout the curriculum. Chapel is held once each week. Our two- and three-year-old classes incorporate the Zoo-Phonics curriculum to build early literacy skills. In our four-year-old program, we use both Zoo-Phonics and the Handwriting Without Tears program to further develop reading and writing readiness. All children participate in Bible lessons using the Orange curriculum, and our weekly Chapel services align with these lessons.

Parents are encouraged to follow along at home by downloading the Class Dojo and Parent Cue app. This will allow your family to stay connected with the weekly lessons and activities.

Special family programs will take place throughout the year. These may include Preschool Sunday, a Christmas program, and an End-of-the-Year program.

Birthdays / Special Days

Your teacher may send home a class birthday schedule. An information sheet will be sent home to let you know how you can help us make this day special for your child. If you are sending in a special treat, please remember to check with your child's teacher to determine if there are any children with food allergies. Please send in only store-bought treats. **Approved treats include mini cupcakes, donuts, iced cookies, packaged snack cakes, ice cream/bars and fruits.** **Please be sure to carefully check all labels to ensure that treats are peanut- and tree nut-free.** We ask that you do not bring candy or balloons. If birthday invitations are being distributed at school, invitations may be placed in the classmates' folders only if each child in the class is invited. Otherwise, please mail the invitations.

Potty Training Policy

All students enrolled in **our 3 or 4-year-old classes must be potty trained**. We request that these children come to school in underwear - no diapers or pull-ups. If a child needs to be changed while at school, a parent may be asked to come to school to do so. Children who have multiple accidents (3 accidents in a two-week period) at school may be asked to stay at home for a one-week period to reinforce potty training before returning to school.

Wish List

Throughout the year, the teachers may discover that they need certain materials for various activities. A sign-up sheet will be sent via email. If items are needed by each child, the teachers will ask all parents to supply that item. Thanks, in advance for your willingness to give.

Scholastic Book Orders

A Scholastic Book order will be sent home each month. The school will be awarded points for each dollar that you spend. We can use those points in exchange for books and other materials. Orders should be placed online. To access the online catalog, go to:

www.scholastic.com/parentordering.

Our class code is M8TZ4.

Contact the director if you have any questions or problems ordering online.

Field Trips

We schedule field trips during the year to enhance learning experiences. Our regular school schedule is **cancelled** on these days so that all families and staff can attend the field trips.

Because of our interest in the safety of all our children, we will not transport children for field trips. Therefore, all parents are invited to bring their children to planned trips. There are minimal fees for each of these experiences. Two weeks' notice of trips will be given when possible.