



PARENT HANDBOOK

2023-2024

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 registration fee is \$135/child and \$100/each additional child.

Supplies

Each child will be asked to bring an assorted list of back to school items or pay a \$60 supply fee.

Tuition

Tuition is due on the 2nd Tuesday of the month. Submit your check payable to Allison Creek or cash in an envelope clearly labeled with your child's name in your child's folder. Credit card payments are accepted with a small fee. **First month's tuition is due May 15, 2023. If this is not paid by the due date then you relinquish your child's spot in our program.**

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 15, 2023. The discount is \$125 off for the year. This is only offered if tuition is paid by May 15, 2023.

A \$25.00 insufficient funds penalty will be assessed for returned checks. 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	3	4
Yearly Snack Fee	\$45	\$67.50	\$90

2023-2024 School Calendar

Allison Creek Preschool follows Clover School District's school calendar as closely as possible aside from start and finish date. We will also recognize the new balanced schedule Clover School District is implementing. Due to this schedule and the additional week of in October and February in addition to normal days off we will start 2 weeks earlier than when we normally start.

Inclement Weather

- In the event of inclement weather, Allison Creek will **most likely** follow 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

Please review our Emergency Readiness & Reunification Plan that is on our website.

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 to attend school. 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.

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

- has a communicable or contagious disease
- has had 3 or more loose stools in 24 hours or stools with blood or mucus
- has a fever or has had a fever in the last 24 hours (**Your child must remain FEVER-FREE for 24 HOURS without fever reducing medicine before returning to school.**)
- has an undiagnosed or contagious rash
- 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

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.

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

In addition to the above Health Policy, please review our most current COVID-19 Response Plan if applicable.

Communication: The Key to Success

Parent / Teacher Communication

- Please use the supplied folders 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.

Parent Involvement

Our preschool exists because of our families and the will of God. Therefore, we ask that you let us know if you have any questions or suggestions. In addition, we are always looking for parents who have any special talents or hobbies that would be of interest to our preschoolers. We are also in need of volunteers to help the teachers, volunteers to help make our fundraisers successful, and volunteers to bring in supplies and extras, as needed. Your assistance is beneficial in the success of our program.

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:

- Child is given several gentle reminders of acceptable behavior
- Child is removed from activity and redirected by teacher to another activity
- Child loses privilege of playing in a center or activity for a period.
- Child is 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.

Biting Policy:

- **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 in an attempt to break the biting cycle. 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. The other teacher will speak with the offending child about what has happened. The child will be reminded that teeth are for eating food and smiling, not for biting.
- **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 in an attempt to break the biting cycle. 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. The other teacher will speak with the offending child about what has happened. The child will be reminded that teeth are for eating food and smiling, not for biting.
- **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, a determination will be made at that time.

Raising Funds

Opportunities

You will not be asked to “sell” anything during the year. You will be asked to assist in the fundraisers we have planned. These may include Pizza Lunches, spirit nights and our annual Art Show Fundraiser. We also will raise donations to assist organizations within our community.

Each fundraiser takes the whole Preschool family to be successful. Please consider how you may help as the opportunities arise, but don't feel pressured to participate.

There is always the possibility of other fundraisers as needed or as the opportunity arises.

Ready, Set, LEARN!

Preparation for School

Your child should bring a backpack that will hold the school-provided correspondence folder, lunchbox & 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 on or before the first day of school.

What to Wear

We ask that you dress your child in comfortable clothing that is appropriate for play and can be handled easily by the child during restroom times. Your child will be playing outside, running in the gym, and participating in arts and crafts activities. Please dress your child in clothes and shoes that easily accommodate these purposes. In the interest of safety, **NO FLIPFLOPS, CROCS OR RAINBOOTS**, please. Tennis shoes are the best choice for children and are required for Playball days. In addition, please send your child in clothing that is ***appropriate for the weather*** taking care that your child's name is marked on any clothing that will be removed during the school day.

****Please note we will go out during the winter when the temperature is 35 degrees and above.****

All children should have a LABELED zipper bag containing a change of weather-appropriate clothing in their backpack (please update as seasons change).

Arrival

The preschool day begins at 8:30 am each day. During our drop-off line, Staff will be stationed outside to assist children out of their cars. The remainder of Staff will be inside to assist the children in hanging backpacks and jackets. Please try your best to arrive by 8:30 am each day, as your child's day starts when they arrive and it can be disruptive to others when we have late arrivals.

Dismissal

The school day ends at 12:30 pm for children. We ask that when you arrive you follow the car line and begin parking in rows to await dismissal. At 12:15 pm, Staff will begin walking children to their cars. Parent/guardians must be at the car to receive their child and buckle them into the car. The cars in the next load will wait to file up until the first load is out of the parking lot.

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, a 30-day written notice is required.

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 will offer Language Arts, Content, Art, and Bible classes. Music will be offered across the curriculum. Chapel is offered one time each week. In our two and three-year-old programs we incorporate the Zoo Phonics curriculum. In the four-year-old program we incorporate both the Zoo Phonics and Handwriting Without Tears program. All of our children will use Orange curriculum for our bible lessons and chapel follows along with this as well. Parents can follow along each week at home by downloading the Parent Cue app. Once you download the app you can sync to Allison Creek Presbyterian Church.

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

Parties

Throughout the year, there will be opportunities for parties and celebrations of things we have experienced at Allison Creek Preschool. Parties will always be arranged in advance. Information will be sent to you about these events.

Birthdays / Special Days

Your teacher may send home a class birthday schedule. An informational 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: donuts, single ice cream cups, cookies, muffins, packaged snack cakes and fruits.** 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 **modified** or **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 the planned trips. There are minimal fees for each of these experiences. Two weeks' notice of trips will be given when possible.