



ALLISON CREEK
preschool

Parent

Handbook

2016-2017

2016-2017 School Calendar

Allison Creek Preschool follows Clover School District's school calendar with the exception of start and finish dates.

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 one hour delay, Allison Creek Preschool will operate on a one hour delay. Preschool hours will be 9:30-12:30 for ALL CHILDREN. Please send a lunch with your child on that day.
- When Clover School District is on a 2 hour delay, Allison Creek Preschool will operate on a two hour delay. Preschool hours will be 10:30-1:30 for ALL CHILDREN. Please send a lunch with your child on that day.
- **Allison Creek Preschool will not make up any days due to inclement weather.**
- No 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.

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 given day.

Allison Creek Preschool
5780 Allison Creek Road
York, SC 29745
director@allisoncreekpreschool.com
www.allisoncreekpreschool.com
803-325-8655

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!

Getting Off to a Good Start

Hints 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

In Case of Emergency

Emergency Plan

In the event of an emergency evacuation in the Allison Creek community, Allison Creek Preschool will follow the emergency evacuation route as stated by Catawba Nuclear Station in its emergency planning guide. All children will be taken as safely as possible to Bowling Green Presbyterian Church on Ridge Road in Clover. This is also the pick-up point for Bethel and Crowders Creek Elementary School, our closest public schools.

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.

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 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 can not attend school, please call the preschool at 325-8655 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.

Communication: The Key to Success

Parent / Teacher Communication

- Please use the supplied folders for special messages and other correspondence
- The Preschool Newsletter will be sent home monthly along with a monthly calendar with each child
- Please check and read anything in your child's correspondence folders each day
- Please include any notes or payments in your child's folder

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.

Ready, Set, LEARN!

Preparation for School

Your child should bring a small, unwheeled book bag that will hold the school-provided correspondence folder and return both to school every day. Please check your child's folder each day and include all notes, tuition, and other correspondence in the folder.

Immunization Records

Please submit a copy of your child's immunization record or a doctor's school entry form on or before September 1, 2016.

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 OR CROCS**, please. 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.

All children should have a labeled zipper bag containing a change of clothing in their bookbag. Changes will be kept in bookbag so parents will know immediately if more clothes are needed as well as if additional items are needed at season change.

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 particular center or activity for a period of time
- Child is moved to a time out 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.

Arrival

The preschool day begins at 8:30 am each day. During the first week of school, please walk your child into his/her classroom. After this initial adjustment period, staff members will be stationed outside to assist children out of their cars. The remainder of the staff will be inside to assist the children in hanging backpacks and jackets.

Dismissal

The school day ends at 11:30 am for three-hour children. We ask that you enter the preschool by the ramp by the kitchenette. School ends at 12:30 pm for four-hour children. We ask that you park in the parking lot and enter the building through the door next to the church office. Once double doors are opened continue down the hall to the door of your child's classroom. Please exit through the Preschool Hall doors. After 11:35/12:35, 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.

Potty Training Policy

All students enrolled in a three or four year old class 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.

Late Pick-Up Fee

After 11:35, twos and toddlers families will be charged \$1 for each minute they are late picking up their child. 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 customary.

Wish List

Throughout the year, the teachers may discover that they are in need of certain materials for various activities. A sign-up sheet will be posted near each door. 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.

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.

Special family programs will take place throughout the year. These may include Preschool Sunday, a Christmas program, and an end of the year program. Individual teachers may also provide opportunities for families to be involved.

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 and the parent volunteers may contact you to assist.

Birthdays / Special Days

Your teacher will provide a birthday/special day schedule for her class. 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. We ask that you do not bring hard candy or balloons. If birthday invitations are being distributed at school, invitations may be placed in the classmates' cubbies only if each child in the class is invited. Otherwise, please mail the invitations.

School Lunch

Children who stay at school for lunch should have a ready to eat, **NUT free** lunch packed in a bag labeled with his/her name. All lunches should contain a drink and any needed utensils. **NO MICROWAVABLE MEALS**, please.

Please refer to the handout about lunch suggestions for ideas on some yummy options for your child.

Fun Fridays

The preschool will offer "Fun Friday" at least one time during the year. These Fridays are designated Fun Days for your children. Our preschool staff volunteer on these days to provide your child with fun, engaging activities for a "Mom's Day Away." Permission slips will be sent home for Fun Fridays. Please note: All students who attend MUST bring a bag lunch (nut-free and ready to eat).

Room Parents

Each teacher has been assigned a parent who has volunteered to be the Room Parent. The responsibilities of the Room Parent, in conjunction with the teacher, are to coordinate snacks and treats for holidays and celebrations, and coordinate volunteers for certain events. All classroom parents are able to sign up to help out with special celebrations. Room parents will make sure the volunteer parents are given plenty of notice before celebrations and will offer help as needed. This system will enable all parents to contribute to celebrations as they wish.

Raising Funds

Opportunities

You will not be asked to “sell” anything this year. You will be asked to assist in the fundraisers we have planned. These may include Fun Fridays, Pizza Lunches, and spirit nights at area restaurants.

Each fundraiser takes the whole Preschool family to be successful. Please consider how you may help as the opportunities arise.

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

Easy Fundraising

We will be linked to reward cards area stores. Please be sure to link your reward cards to Allison Creek Preschool so we will get credit for your purchases. Don't worry, we have no idea who purchases anything or what you purchase!

Please be on the watch for messages on how to link to these accounts – more information coming soon!

Fees

Registration

Each child must be registered each year. The registration fee is \$125/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 \$20 supplies fee.

Tuition

Tuition is due on the 15th of the month before. Submit your check payable to Allison Creek or cash in an envelope clearly labeled with your child's name in your child's folder. A \$5.00 late fee will be assessed after the 20th of the month. A \$10.00 late fee will be assessed after the 25th of the month. Children will not be able to attend preschool if tuition for the month is unpaid by the first of the month. Once accounts are current, the child will be able to return. 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. Allison Creek Preschool is now a nut free zone. The yearly snack fee is as follows:

Days Attending Per Week	2	3	4
Yearly Snack Fee	\$45	\$67.50	\$90

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 can 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 will schedule field trips this 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 advance notice of trips will be given when possible.