



St. John's Preschool



321 South Oakland Ave.
Rock Hill, SC 29730
803-985-5656

Children Learn What They Live

By Dorothy Law Nolte

If a child lives with criticism,
He learns to condemn.
If a child lives with hostility,
He learns to fight.
If a child lives with ridicule
He learns to be shy.
If a child lives with jealousy,
He learns to feel guilty.
If a child lives with tolerance,
He learns to be patient.
If a child lives with encouragement,
He learns confidence.
If a child lives with praise,
He learns to appreciate.
If a child lives with fairness,
He learns justice.
If a child lives with security,
He learns to have faith.
If a child lives with approval,
He learns to like himself.
If a child lives with acceptance and friendship,
He learns to find love in the world.

Family Handbook 2020-2021

Family Handbook

for

St. John's Preschool

321 South Oakland Ave.
Rock Hill, SC 29730

Phone:

(803) 985-5656

Fax:

(803) 327-3119

St. John's U.M.C. website:

www.stjohnsrh.org

Katie Goodwin, Director of Weekday Ministries

e-mail: kgoodwin@stjohnsrh.org

Rev. David Surrett, Senior Pastor

Ryan Powell, Associate Pastor

Sarah Crockford, Director of Children Ministries



St. John's Preschool

Serving the families of our Community

321 S. Oakland Ave
Rock Hill, SC 29730
(803) 985-5656

kgoodwin@stjohnsrh.org

Dear Parents,

St. John's United Methodist Church and I would like to welcome you and your family to our preschool. We are excited to have the opportunity to work with you and your child. It is the mission of St. John's Preschool to provide a safe nurturing Christian environment that encourages the intellectual, physical, social, emotional and spiritual development of each child through play and active learning. Our staff will provide love, encouragement and positive guidance for your child as well as age-appropriate stimulating curriculum throughout the year. Throughout the year, your child will have many different experiences provided to them through Kindermusik, yoga, gardening, field trips, and chapel time with our Pastor and Associate Pastor. As a parent you can feel confident that you have chosen a quality program where your child will be happy and secure. We believe frequent, positive communication with you is very important. Our staff will keep you well informed of events and activities happening in the program and we look forward to having you involved in our school year.

As we find ourselves entering a unique school year, we wish to ask of our families and our staff to extend grace as we navigate uncharted territories. Our policies may change to keep up with new Covid updates and suggestions from the CDC and other governing bodies. We may hit bumps along the way but will continually reevaluate and modify as needed. It will definitely be a year of flexibility and compassion. We decided to leave our handbook in its original form as we may go back to a normal schedule and routine at any point this year. We have added a Covid appendix to share our current guidelines and changes to the handbook.

I am available any time throughout the year if you have questions, concerns, or comments. Please feel free to call me at 985-5656 or email me at kgoodwin@stjohnsrh.org.

In Christ's love,

Katie Goodwin

Director of St. John's Preschool and Weekday Ministries

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St. John's Preschool Staff

St. John's Preschool staff is a team of loving, caring, Christ centered, people that are looking forward to serving the needs of you and your child. All staff participates in staff development opportunities that include monthly staff meetings, special workshops, and regular age-level team meetings. All staff members have undergone a background check and are certified in infant/child/adult CPR and First Aid.

T/Th -d Ones:	Teacher – Beth Janicke Assistant – Jennifer Rollins
W/F-d Ones:	Teacher – Lacie Thomas Assistant – Amanda Miller
W/F Twos:	Teacher – Meghan Silvers Assistant – Ginny Jordan
T-F Twos:	Teacher – Sarah Wetherbee Assistant – Elizabeth Miller
W/F Threes:	Teacher – Sarah Schaff Assistant – Jennifer Newsome
T-F Threes:	Teacher – Kristy Pellegrino Assistant – Cailey Barnes
T-F Threes:	Teacher – Emily VanCleaf Assistant – Rae Willis
T-F 4K:	Teacher – Katheleen Poteat Assistant – Connie Leland
T-F 4K:	Teacher – Amanda Ramsey Assistant – Melinda Bradley
Music & Yoga	Lisa Gallagher
Assistant Director:	Emily Bell

Mission Statement

It is the mission of St. John's Preschool to provide a safe, nurturing Christian environment that encourages the intellectual, physical, social, emotional and spiritual development of each child through play and active learning.

Belief Statements

At St. John's Preschool, we believe that every child...

- has his/her own growth rate and learning pattern, and we respect and recognize his/her individuality;
- is motivated by their interests and an innate desire "to know";
- learns best when the learning environment is predictable;
- learns best through meaningful, concrete experiences;
- benefits from exploration and experimentation which are basic to creative thinking and problem-solving;
- deserves an environment that will stimulate curiosity, a questioning attitude, and an eagerness for learning; many opportunities should be offered for self-selection of experiences and interaction with others;
- learns through the medium of play which is child's work;
- benefits from having the opportunity to develop self-help skills;
- should be helped to acquire respect and sensitivity towards the needs and feelings of others while interacting and forming relationships with adults and peers;
- benefits from group experiences as well as independent learning activities designed to foster social skills and self-awareness, and
- learns best when their physical needs are met and they feel psychologically safe and secure.

Staff Creed

St. John's Preschool staff believes...

As we enter this place of work, we will **choose** to make today a great day. Our team members, students, parents and teachers will be thankful. We will find ways to **play**. We can be serious about our work without being serious about ourselves. We will stay focused in order to **be present** when our students, parents and team members most need us. And should we feel our energy lapsing, we will try this surefire remedy: Find someone who needs a helping hand, a word of support, or a good ear – and **make their day**.

Program Information

The preschool offers programs to children who are 3 months to age four by September 1 as follows:

PMO	Tuesday and Thursday	* p.27 Handbook updates
PMO	Monday, Wednesday and Friday	
Ones	Tuesday and Thursday	
Ones	Monday, Wednesday and Friday	
Twos	Tuesday and Thursday	
Twos	Monday, Wednesday and Friday	
* Threes	Tuesday and Thursday	
Threes	Monday, Wednesday and Friday	
Threes	Monday thru Friday	
*Fours	Monday thru Friday	
Fours	Monday thru Friday	
Special Needs	Monday, Wednesday, Friday	
Special Needs	Tuesday, Tuesday	

Each class meets from 9:00 a.m. to noon. * 2-d Threes class meets 8:00 a.m. until noon; *Fours meets 8 a.m.-noon.

Costs per child

Registration fee:

All registration fees are nonrefundable.

\$150 (for 2 day a week classes)

\$170 (for 2 day Threes 8-noon)

\$180 (for 3 day a week classes)

\$220 (for 5 day a week classes – threes and 9-12 fours only)

\$280 (for 5 day Fours 8-noon)

\$190 (for 2 day special needs)

\$220 (for 3 day special needs)

* p.27 Handbook updates

Monthly tuition:

\$150 (for 2 day a week classes)

\$170 (for 2 day Threes 8-noon)

\$180 (for 3 day a week classes)

\$220 (for 5 day a week classes – threes and 9-12 fours only)

\$280 (for 5 day Fours 8-noon)

\$190 (for 2 day special needs)

\$220 (for 3 day special needs)

Tuition:

Tuition is based on enrollment not attendance. Tuition has been divided into monthly payments for your convenience. Tuition is due on the 10th of each month, starting in August and ending in April. We accept payment of checks, cash or thru the use of the St. John's UMC Rock Hill app. Checks should be made payable to ST. JOHN'S U.M.C. with the memo line marked Preschool and student's name. Tuition should be placed in the box labeled St. John's Preschool Tuition located on the reception desk.

Please DO NOT leave checks in book bags/diaper bags or in folders. We cannot be responsible for misplaced checks.

There is a 10% discount for a second sibling enrolled and a 15% discount for a third sibling enrolled.

Late Fee Tuition is considered late if not received by the 15th of the month. A late fee of \$20 will be added to tuition if payment has not been received by the 15th. Failure to make two consecutive tuition payments will result in recommendation to withdraw your child from the preschool. If your family is experiencing financial difficulty due to extenuating circumstances, the preschool will make every effort to work with you until the issue is resolved.

Return of Check If your check is returned to us as "insufficient funds", you will be responsible to repay the full amount of the check along with a \$20.00 service fee.

Registration Fee:

This is an annual, nonrefundable fee, which allows for processing your child's application and projection of school enrollment. It also includes snack and supply fees. Registration is complete when all enrollment forms have been completed and returned along with receipt of your check.

Contact Information

The preschool phone number is 803-985-5656. Please mail any correspondence to: St. John's Preschool, 321 South Oakland Ave., Rock Hill, South Carolina 29730.

Calendar

You can view and print a copy of the calendar on line at www.stjohnsrh.org under preschool. School closings will correspond with Rock Hill School District 3.

Curriculum

St. John's Preschool uses a thematic preschool curriculum supplemented with a Bible-based curriculum. In our Ones and Twos Programs, the primary goal is to develop age-appropriate socialization skills by providing opportunities for learning through teacher modeling, structured small group activities including songs, stories, puppets, and games or free play to assist in gross motor development. Fine motor skills are developed through crafts, puzzles, painting, coloring, play dough, cutting, stringing beads, and building with blocks.

In the Three and Four year old Programs, our classrooms are arranged in learning centers, which are separate areas of the room where activities transpire. Centers are planned by the teachers, but sometimes create "teachable moments" which are initiated by the children. Each center contains a variety of learning materials that facilitate learning in one or more developmental areas and the development of specific skills. This arrangement allows children to choose the activities and materials with which to work during learning activities time. It also allows the children to share the responsibility for their own learning and to learn through "hands-on" manipulation of objects. The centers are set up to accommodate one child or a small group so that children have the opportunity to work alone as well as with one or more peers. The role of the teacher in the learning center is to plan for and provide the equipment and materials, ask thought-provoking questions and make suggestions that help the children to see themselves as learners. Although the number and arrangement of the centers may vary in each classroom according to the activities and needs of the children, the following centers are incorporated into each classroom:

Reading/Language -- Activities in this center include opportunities for listening, speaking, writing, and reading. Books, writing utensils, different types of paper, and iPads and CD's are some of the items available in this center.

Math/Manipulative -- Activities in this center develop such concepts as shape, color, size, classification, seriation, one-to-one correspondence, and number. The games, puzzles, construction toys, beads for stringing, and objects for sorting in the center also encourage the development of fine motor coordination.

Home Living/Dramatic Play -- Activities in this center provide opportunities for children to work and play cooperatively and to try out the real-life roles they see enacted around them. A variety of themes during the year stimulate the children's creativity and imagination.

Blocks -- Activities in this center improve small and large motor coordination as well as promote learning of concepts such as shapes, relative sizes, balance, and methods of construction. Children learn to work and play cooperatively and to use their imaginations and problem-solving skills.

Science/Discovery -- Activities in this center promote children's questioning, exploring, and problem-solving skills in order to develop their thinking ability. Children learn to use all of their senses to explore their world as they investigate weight, balance, color, water, light, animals, plants, and more. We encourage the children to bring interesting natural objects found at home to share with the class in this center.

Art/Creativity -- Activities in this center encourage the children to become involved in the process of creating. Free choice materials and planned activities encourage many types of creativity as children work with different media including paints, play dough and collage materials. Children learn about color, textures, shapes, and positive self-concept by accepting children's creative efforts without placing a value judgment on them.

Snack -- Snack is served "family style". Children help prepare and serve their own snack and clean up after themselves. This develops specific self-help skills (pouring, cutting, spreading) as well as independence and responsibility. Teachers encourage children to discuss the food they are eating and make snack time a learning experience as well as a time of socialization.

Active physical play -- This is a required part of the daily schedule at St. John's Preschool. It takes place outdoors except under extreme weather conditions. Outdoor play is a valuable opportunity for learning, as well as a time for children to feel relaxed and free to move about. We have access to St. John's Center for rainy days and are able to enjoy 30 minutes of activity everyday regardless of the weather.

Field Trips -- Field Trips are a great way for children to learn about the world around them. Many of our classes will go to a local farm either in the fall or spring. The Fours take trips to the York County Library, the York County Museum, and other local sites throughout the year. Parents are encouraged to come along with their child on these trips.

Free Little Library – We work in collaboration with The Historic White Home and Resolute Forest to offer free books to the community. Our little library is located in the parking lot behind the White House. The preschool classes will manage the weekly replacement of new books. Any donations of books of any reading level- youth to adult are much appreciated. There is a donation book shelf in the preschool hallway.

Music

Music class is offered to the One, Two, Three and Four and Special Needs classes. It is designed to help stimulate the growth of your child's cognitive, social, language, physical, and emotional development through music. Each week the children will experience a 15-30 minute lesson taught by a trained Kindermusik teacher.

Spanish

Spanish is offered to the One, Two, Three, Four and Special Needs classes. The curriculum is created by Blue and Brooks from Sonrisas Spanish School. The curriculum focuses on each student's strengths through dance, song, reading, and art projects.

Chapel Time

The Two, Three, Four and Special Needs classes will have the opportunity to visit our chapel for a brief lesson, prayer, and song on a bi-monthly basis. Our Pastor, Associate Pastor and Director of Children will take turns leading each of these lessons. This time allows children to experience the lay out of a church prior to attending church services in a large sanctuary.

Yoga

Yoga will be offered to twos, threes, fours and special needs. Yoga builds strength, flexibility and confidence. It is also a great tool to calm and refresh the body and mind.

Community Garden

Master Gardener, Dee Morgan volunteers weekly to help us plant and harvest a garden. The children rotate visits to the garden and enjoy fresh goodies and also donate to the local Soup Kitchen.

Book Mobile

The York County Library Book Mobile visits out preschool twice a month. The Twos, Threes, Fours and Special Needs rotate visits on the bus and checking out materials.

Parent Communication

St. John's recognizes the importance of parent/guardian involvement and strives to work closely with families throughout the school year. Listed below are some ways contact is maintained. Families are encouraged to suggest additional means of communication.

* p.27 Handbook updates

1. Conferences – Two parent/guardian-teacher conferences will be scheduled each year. The purpose of these conferences is for sharing information and ideas about your child's growth and development. Additional conferences may be arranged at the teacher's request or family's request.
2. Newsletter -- A St. John's Preschool school wide newsletter will be distributed each month via email. Teachers will also send home individual publications highlighting activities in their classrooms.
3. Informal conversations and notes – Each day, teachers will talk informally with parents/guardians as they pick up their child. Please share any pertinent information about your child, such as a recent emotional upset or interrupted sleep the previous night. Please notify the teacher **immediately** about a change of address, telephone number, or if family circumstances change (e.g. birth of baby, separation, illness).
4. Communication Mailbox – Each student will be assigned a box outside the classroom door. This will be you and your child's "mailbox". All paper communications from the director and teacher will be placed in this box. Your child will be able to place their artwork or any other class work throughout the day in this box. Please take the time each day to go check the box and look at your child's art work and read any papers.
5. School Directory – You will receive a directory containing students' names, parents' names, addresses, and telephone numbers in September. Parents not wishing information to be included should notify the office.
6. Facebook – We have a St. John's Preschool Facebook page. We hope this will be a central location that is easy to find reminders, news blast etc. Search for St. John's Preschool Rock Hill and request to join our private group.
7. Instagram - We will share upcoming events and pictures @ *stjohnspreschoolrh*
8. St. John's UMC Rock Hill App – The app is an easy way to pay registration, tuition and all other preschool fees but it is also a tool to text urgent messages like traffic pattern changes and general reminders like tuition reminders.
9. Email - Director emails are sent throughout the year with reminders and alerts as needed. If you have not received an email by the first week of school, please contact the office and we will make sure your email is added correctly.

1. ARRIVAL AND DEPARTURE

* p.27 Handbook updates

Each program begins at 9:00 a.m. and ends at noon with the exception of our T/Th Threes class and two of our 4K classes, which begin at 8 a.m. and end at noon. Please observe the hours of operation and be prompt in bringing and picking up your child. The classrooms will be ready for children at 8:50 a.m. (7:50 a.m. for early classes). Staff members are not ready to receive your child prior to this time.

STUDENT Bookbags w/I.D. CARDS

- Each student at St. John's will receive an I.D. card. This I.D. card is used to check the student into the school each day. It is essential that each student bring a book-bag with the I.D. card attached to school. We will be using our computer system for attendance purposes and the card will allow for faster and more accurate recordings. In the event that a student does not have their I.D. card, they will need to be manually checked in on the computer.

DROP OFF

- Please escort your child into the classroom upon arrival. Once your child is in the classroom, we ask that parents not linger in the hallways. It is harder on your child to adjust to school the longer you stay. We would be more than happy to call and update you with how your child is doing or allow you to wait in the reception area for a short period of time.
- Mid- September, we will begin a car drop-off line in the morning. The start date is designated on the school calendar. Instructions will be covered at the Parent Orientation meeting. We encourage all parents to participate in our Drop Off service in the mornings. Our 4K students are preparing for Kindergarten and learning how to become independent decision makers. This is a great step towards reaching this goal.
- Classes have routines and specials they travel to starting early in the day. Please make every effort to arrive at school by 9:10 am for the 9 am classes or 8:10 am for the 8 am classes. Late arrivals are disruptive to the class.

PICK UP

- All students must be picked up at their classroom. You will be allowed to go back to the classroom area at 12:00pm. This is for the child's safety as well as to give you an opportunity to speak with the teachers informally about your child's day.
- If you need your child earlier than 12:00pm, you will need to sign your child out at the reception area. The Assistant Director/Receptionist will then call to have your child brought to the reception area.
- Only those adults indicated on the *Emergency Contact/Permission Form* will be allowed to pick up your child. In the event someone else needs to pick your child up, a written message or a direct phone conversation with your child's teacher or the director will be required that day. If at anytime a teacher does not know or recognize a person asking to take home a student, we will request a photo identification of that person before allowing the child to leave with them. This is for the safety of the child. Please instruct friends and family to bring a picture I.D.

TARDINESS

- Prompt pick up after school is important. Our teachers have staff development meetings to attend, planning for the next day as well as home and family obligations; therefore, **a fine will be imposed for tardiness in picking up your child at the end of the school day. This fine will be \$10 for the first five minutes (12:10-12:15) and \$1.00 per minute beyond five.** This fine can be waived by the director if, it is a bona fide emergency.

CODE & VISTORS

* p.27 Handbook updates

- A door access code will be assigned yearly. It allows our families to enter the building during preschool hours of operation. This code system is designed to keep our children safe at all times. Please do not share this code with anyone. At times, the code may need to be changed. You will be notified immediately of any changes made.
- All visitors must sign in with the receptionist to receive a visitor badge. Teachers are instructed to send any adult back to the reception area if they are not wearing a badge.
- Visitors are considered to be anyone staying after drop off, substitutes, volunteers, and any person coming to the preschool between the hours of 9:15-11:50 a.m.
- St. John's downtown location creates unique opportunities to serve individuals and families from surrounding communities. We do our best to discourage those we serve from approaching our families in the parking lots to request money or other resources. Despite our efforts to provide other means for assistance, it does still happen from time to time. If you are approached in a parking lot, we ask that you not give money, but rather direct persons to pastors and church staff for assistance. This helps us to more effectively meet the needs of others, maintain records, and streamline the assistance process. If you wish to contribute money that can be given to those in need, you may stop by the church office and contribute through the Pastor's Discretionary Fund. All persons seeking assistance are asked to wait at the door for a staff person to meet them. For safety and security purposes, it is important that we limit building access to preschool families, staff and persons authorized to have building access. If you realize that someone has come in to the building that may not be authorized, please notify a staff person immediately.

2. LUNCH BUNCH

Lunch bunch is offered every weekday afternoon from noon to 2:00 p.m. for children in the Two, Three, and Four year old programs (MUST be potty-trained). The cost is \$8.00 per child per late stay. Please adhere to the following procedures for Lunch Bunch:

- Weekly sign up sheets will be located at the reception counter. Please register your child in the office by 9:20 a.m.
- Send a full lunch, including a drink, for your child to eat during late stay. Make sure to label water bottles, lunch boxes, and articles of clothing.
- Payment is to be made in advance on the morning of lunch bunch. Please do not leave it in your child's lunch box or pay at pick up.
- If your child is having difficulties during school on a continual basis, Lunch Bunch may be something we decide together as a team (parents, teachers, & director) to stop for a period of time. School rules still apply during Lunch Bunch. If a student is repetitively disruptive, the option of Lunch Bunch may be revoked by the director for that individual. Communication with the Lunch Bunch teachers and parents will take place before this decision is made.
- With the possibility of students having peanut allergies in our preschool, Lunch Bunch lunches may be required to be peanut/nut free. You will receive notification of this once Lunch Bunch starts.
- Pick up is promptly at 2 p.m.
A fine will be imposed for tardiness in picking up your child at the end of Lunch Bunch. This fine will be \$10 for the first five minutes (2:10-2:15) and \$1.00 per minute beyond 2:15.

3. CLOTHING AND TOYS

Please dress your child in comfortable, **play clothes** that can get dirty! We provide plastic smocks for messy activities, but accidents inevitably happen and children will get paint, paste, or playground dirt on their clothes. Because the nature of preschool is a "hands" on learning experience, St. John's is not responsible for stained or damaged clothing due to typical activities. Therefore, please do not place yourself in a potentially frustrating situation by sending your child to school in clothes you want to remain immaculate.

Because the use of large muscles is important for physical development, we provide an environment (outdoors and in the gymnasium) for running, climbing, and jumping. Jewelry, long or frilly dresses, cowboy boots, shoes with slick soles, clogs, flip-flops, and jellies are NOT SAFE for active play. Tennis shoes or shoes that do not fall off easily are best for preschool activities.

Also, we ask that you send a complete set of "replacement clothes" in case of a water, paint or bathroom accident. On the first day of school send, pants, shirt, underclothes, and socks in a Ziploc bag labeled with your child's name to be kept in the cubby. As necessary, please replace items of clothing so that a full set of seasonally appropriate clothing remains at school at all times. Clearly label all sweaters, coats, jackets, hats, and mittens your child will use throughout the year. If an item of clothing is lost, please check with the classroom teacher first and then the office lost and found. With the exception of books and show-n-tell toys, children should not bring toys to school. Weapon-type toys and imaginary weapon play are never allowed.

4. HEALTH AND SAFETY GUIDELINES

We have made every effort to make the program safe for children. However, in case of an accident or illness involving your child, we will notify you immediately. If we cannot reach you, we will follow the procedures outlined on the *Emergency Contact/Permission* form. Families are responsible for keeping the Emergency Contact Information on file current and accurate.

We do not have a nurse or health room. If we call to you to pick up a sick child, we need you to be at the school within 30 minutes of calling. If you cannot make it by that time, we ask that you call your emergency backup.

Health Forms – It is the policy of St. John's UMC that all persons who use the preschool area must be up to date on vaccinations. Immunization records are to be turned in to the preschool by the first day of school. Immunization records need to be updated on a yearly basis as needed. If no changes were made from a prior year, you do not need to send in a new record.

South Carolina Law requires that childcare employees report any suspected abuse and/or neglect of children to the South Carolina Department of Social Services. All reports will be followed up by DSS to determine their validity. The staff at St. John's Preschool is informed on the different types of child abuse and how to identify them.

Infectious Diseases – If your child contracts an infectious disease (such as measles or chicken pox), notify the teacher immediately. The child should remain at home until a physician determines he/she may return to school. We will notify other parents about any communicable disease in the classroom and inform them of appropriate treatments and precautions.

Please keep your child home if he/she has any of the following:

- a fever of 100 degrees or more within 24 hours
- three or more episodes of diarrhea within 24 hours
- vomiting within 24 hours
- constant cough
- heavy nasal discharge
- sore throat
- abdominal pain
- pink eye within 24 hours

Any medication needs to be checked in with the DIRECTOR

Allergies/Anaphylaxis– If your child has severe allergies, an Anaphylactic Policy and Forms packet will need to be read, signed, and returned prior to the first day of school. A meeting with the director and teachers will need to be scheduled the first week of school to go over the student's Allergies/Anaphylaxis Action Plan.

5. BEHAVIOR MANAGEMENT

Children are constantly engaged and involved in activities that interest them. Therefore, negative behavior is seldom an issue. Positive behavior is encouraged through several strategies:

- A. **Redirection and Substitution** – Channel the child’s attention elsewhere and offer something else to do when applicable.
- B. **Model and Problem Solve** – Show examples of expected behavior and offer suggestions.
- C. **Logical Consequences** – Match the consequence to the behavior being corrected. (i.e. If a child is throwing blocks instead of building he may be asked to play in another center)
- D. **Visual Reminder** – Teachers might choose to use an aide such as a Traffic Light system with each child having their name on a cloths pin that starts on GREEN everyday. This visual is a reminder that is easy for the child to understand. Individual teachers will provide more explanation if used as part of their classroom behavior management plan.
- E. **Isolate** – Time alone helps get feelings under control.
- F. **Office Visit** – If negative behavior continues, a visit with the Director and parent notification may be necessary.

A copy of the classroom rules being used in each program is provided (see Appendix B). To assist the students in learning these rules, extra effort was used to ensure that the rules are age appropriate, visually aided, color coordinated, and sung as a song for easier memorization.

6. FIRE/TORNADO/LOCKDOWN PROCEDURES

The preschool has put into place a procedure for all emergency situations. All staff has been trained and is knowledgeable with all of these emergency procedures. Practice drills are conducted for all emergency procedures throughout the year.

- FIRE – We have fire evacuation routes set in place and a visual map of the route is displayed in all classrooms. We conduct a fire drill in the beginning of the year.
- TORNADO – Your child is in the safest place here at school 15 feet under the ground! All students report to the “CORE”/basement of the building when a tornado warning is in effect. Please do not drive out to the preschool to pick up your child. NO CHILD WILL BE ALLOWED TO LEAVE THE SCHOOL UNTIL THE WARNINGS FOR OUR AREA HAVE BEEN LIFTED.
- LOCKDOWN – The preschool has a lockdown plan that will be implemented in the event of a need for crisis management.

7. SNOW/ICE CLOSINGS AND DELAYS

We follow Rock Hill School District 3 closings and delays. To find out about closings or delays you may:

1. Check St. John’s Facebook page, Instagram, email and/or the St. John’s App notification.
2. Go to RHSD website at www.rock-hill.k12.sc.us

If the Rock Hill School District 3 is closed due to ice, snow, or poor weather conditions, St. John’s Preschool will also be closed. If Rock Hill Schools are delayed 2 hours or more, we will be closed. School days that are missed are not made up.

8. BIRTHDAYS

It is important that all children have a “special day” at school. If birthdays fall over vacations, families will select a school day as their child’s special day. They may bring a special treat (cupcakes, fruit, or ice cream) that day. Always check with your child’s teacher about allergies before bringing in any food. Please bring only one treat per child and do not bring favors. This can become a competition among children to see whose parents bring the most. Please arrange in advance with the teacher. Having family members attend is the most important part! We love for our parents to read a birthday book. * [p.27 Handbook updates](#)

9. ADMINISTRATIVE DISMISSAL

The following situations can result in a child being dropped from enrollment:

A. Nonpayment of fees:

1. Registration, supply and snack fees must be paid before a child attends class.
2. Tuition is due by the date specified previously listed in this handbook under “Tuition”.
3. Further, the school reserves the right to refuse registration for the next year for any family whose accounts are chronically or excessively delinquent.

B. Severe disruptive/destructive behavior

Every child and situation is different and will be handled on an individual basis. Depending on the age of the child and the circumstances, it is at the discretion of the director whether or not to dismiss a child from the program.

Any severe behavior that disrupts a classroom will result in removal of the child from the classroom until he can gain control of himself. A note will be sent home that day for the parent/guardian to sign and return the following day.

In the extreme case of a child inflicting or attempting to inflict harm to another (e.g. kicking, biting, punching), a parent/guardian will be called to take the child home. A second offense of this nature will result in a mandatory Family-Teacher-Director conference in which a plan to improve the behavior of the child will be developed and signed by all parties. This may include recommendations for counseling, shadowing or a pediatric examination. If behavior does not improve significantly and/or the family does not adhere to the agreed upon behavioral plan, the child may be dismissed from the program.

C. Health and Safety

A major responsibility of St. John’s Preschool is to ensure the health, well-being and safety of all the children enrolled. Failure of families to abide by health policies and provide the preschool with current, accurate emergency information can result in the child’s dismissal from the preschool.

Fees/tuition paid for the month of a child’s dismissal will not be reimbursed.

10. GRIEVANCE PROCEDURE

Parent/student grievance: Hopefully any grievance of a student or parent can be resolved by a conference with the student’s teacher. If this is not possible, the grievance may be referred to the following:

- 1st Director of St. John’s Preschool – Katie Goodwin
- 2nd Director of Children at St. John’s U.M.C – Sarah Crockford

If any grievance is referred to the Director of Children, it must be in writing stating the nature of the grievance and the relief sought as well as a description of efforts, with dates, to resolve this prior to the referral. The Director of Children’s decision will be final in all cases.

Fundraisers

* p.27 Handbook updates

St. John's Preschool does optional fundraisers as a means to enhance and update our program and equipment. This helps us to make every attempt to keep our monthly tuition affordable to families. Some of our school "fundraisers" are highlighted below:

School Pictures – Professional photographs will be taken twice a year. Both individual and class pictures will be taken in the fall and spring. Sibling photos may be requested. Please notify teachers if you would like sibling pictures taken.

Father/Daughter Dance – We offer a wonderful evening of dance and fun for fathers and daughters to enjoy. This dance includes a D.J., refreshments and professional pictures. The dance is in February, close to Valentine's Day.

Silhouette Artist – Every other fall, we invite a silhouette artist to create a silhouette for your child, any siblings or friends of the preschool and church.

Spirit Nights – A few nights per year, St. John's Preschool staff and friends will be invited to a specific restaurant for dinner. A percentage of the funds go to the preschool and the fellowship is great! Please join us on those designated evenings and bring friends.

Book Fairs – In the fall and spring we have a Book Fair in our main lobby open during preschool hours. We get a percentage of the sales in money for manipulatives and we also improve our preschool library. Preschoolers love books!

Fall Carnival – Children are invited to dress up in Halloween costumes and come play games in the St. John's Center. The youth group leads the games. The event is free but we do offer a dinner for a nominal cost and a percentage of that goes to the preschool scholarship fund.

Church members and preschool families may give towards our scholarship fund at any time. Your generosity sends approximately 20 preschoolers to our preschool who otherwise would not be able to attend. You are making a big difference in a young child's life. Thank you!

APPENDICES

Our Colorful Rules

Sung to the tune – The Wheels On the Bus

**The rules in our school help keep us safe
Keep us safe,
Keep us safe.
The rules in our school help keep us safe
All through the day.**

**The purple rule says to listen well
Listen well,
Listen well
The purple rule says to listen well
All through the day.**

**The green rules says use walking feet
Walking feet,
Walking feet
The green rule says use walking feet
All through the day.**

**The blue rule says use our inside voice
Inside voice,
Inside voice
The blue rule says use our inside voice
All through the day.**

**The red rule says hands to ourselves,
Hands to ourselves,
Hands to ourselves
The red rule says hands to ourselves
All through the day.**

**The golden rule says to be kind to others,
Be kind to others,
Be kind to others,
The golden rule says to be kind to others
All through the day.**

**The rules in our school help keep us safe
Keep us safe,
Keep us safe
The rules in our school help keep us safe
All through the day.**

ParentSMART Information

*To get more information, go to the RHSD website.

ParentSMART is a resource provided for parents with assistance in different areas like:

- Home visitation to assist with effective parenting
- Pregnant and parenting teens groups
- Developmental screenings for pre-school age children
- Newsletters
- Parent to parent peer groups
- Car seat safety workshops
- Drop in and play with your child sessions
- School readiness packets
- Literacy partnership

Parent Resource Centers in York County

**Family Connections
Special Health Care Support**
410 E. Black St.
Rock Hill, SC 29730
(800) 578- 8750
info@FamilyConnectionsSC.org

**Parent Smart Parent Center
Family Resource**
929 Sylvia Circle
Rock Hill, SC 29730
(803) 981-1557
chunt@rock-hill.k12.sc.us

**Encouraging Steps
Early Intervention**
7900 Park Place Rd
York, SC 29745
(803) 818-6134
www.maxabilities.org

**Child Find
Reaching Families with Special Needs**
RHSD3
PO Box 10072
Rock Hill, SC 29732
(803) 981-1085
mvanlieu@rhmail.org

Stephen Ministry

Stephen Ministers are members of our St. John's UMC congregation who receive special training to provide one-to-one Christian care to people in our church and community experiencing challenges in life- grief, loneliness, diverse, hospitalization, disability, job loss and much more.

Contact: Ida Newsom
803-981-2938

School District Information

Rock Hill

www.rock-hill.k12.sc.us

386 East Black Street
Rock Hill, SC 29730

803 981-1000

Fort Mill

www.fort-mill.k12.sc.us

2233 Deerfield Drive
Fort Mill, SC 29715

803 548-2527

Clover

www.clover2.k12.sc.us

604 Bethel St.
Clover, SC 29710

803 810-8000

York

www.york.k12.sc.us

1475 East Liberty St.
York, SC 29745

803 684-9916

Chester

www.chester.k12.sc.us

509 District Office Dr.
Chester, SC 29706

803-385-6122

8/20/20 May be modified as needed.

St. John's Preschool CoVID-19 Information

Dear Families,

Our community, our nation, and the world around us continue to navigate the realities of COVID-19 during a time of unbelievable and rapid change. The COVID-19 pandemic has forced us to change how we live and learn. Our team has worked closely with a task force representing staff, parents, and teachers. We have surveyed our families and staff members. We have partnered with medical professionals, including the SC Department of Health and Environmental Control and the Centers for Disease Control and Prevention. We have evaluated and reviewed our current health and safety plans and processes. Additional details are shared in the following pages. While no plan is perfect, we believe our plan will help our families understand how we will start the school year. We are prepared to provide meaningful learning opportunities for all children. This guide will provide information on new procedures and protocols for our school that will be implemented to provide the safest learning environment in these circumstances for our students and staff. We will continue to focus on the needs and development of all our children. Our staff will continue to provide fun and exciting academic opportunities, while supporting the social, emotional, and physical needs of our students. This guide presents instruction model options for students and protocols that have been developed or expanded to prevent the spread of COVID-19. It is based on guidance from the Centers for Disease Control, the South Carolina Department of Health and Environmental Control, Rock Hill School District, and the Transition Task Force of St. John's United Methodist Church. The top priority in all decisions made by St. John's UMC is the health, safety and wellbeing of our students, employees and community. This document is subject to change as conditions evolve in our community. If and when the circumstances surrounding the COVID-19 pandemic change, the guidance we receive from state and local agencies may also change and cause adjustments to our plans. You will be notified via schoolwide email when changes are made.

Page 22: Planning

Page 23: Prevention & Cleaning

Page 24-25: Management of Suspected and Confirmed COVID-19 Cases

Page 26: Communication

Page 27: Changes to the Handbook

Planning

We have four main ways to protect students and staff:

1. Implementing frequent hand-washing and hand-sanitizing opportunities.
2. Requiring the use of masks for staff at all times and 3k/4k students when entering the building and while making transitions within the building.
3. Creating a family pod within our classes, meaning no or little cross-interaction with other classes.
4. Increasing the sanitation protocols in buildings and play areas.

The protocols may evolve throughout the year as conditions improve. Later in this guide, we provide an overview of cleaning and sanitizing processes that are being implemented.

St. John's Preschool Schools Plan:

Our goal is five-day-a-week in-person instruction and we will implement this schedule following the Rock Hill School District's announcement to do so.

Currently St. John's Preschool will be opening Tuesday-Friday, a mix of four day and two day classes, with classes attending 8:30-12 and 8:45-12:15 respectively.

Any changes made, absent a dramatic swing in data, will be announced to parents and staff providing at minimum a two week notice prior to implementation. Ideally, this will be balanced with the goal of aligning any change to the start of a school week.

With help from the community, we hope to flatten the curve.

The Class/Family Model:

Students remain in the classroom throughout the school day, with the exception of recess (which will be outside and extended past the normal 30 minutes per day as frequently as possible). In the classroom of our students ages two and up it will be left up to the individual families if they choose to wear a mask, but it is not a requirement. Students are not required to wear face coverings or social distance within their class. Students will enjoy recess with their class only. Snacks will be served in the classroom.

A staggered entry and dismissal time has been created to decrease the number of students in the communal areas. This will allow for safer transitions to classrooms. Please make every attempt to be on time for drop off and dismissal as we rely on all our families to make this schedule work.

Prevention

St. John's Preschool will be implementing temperature checks when staff and students enter the building. Class sizes are smaller to accommodate the CDC advisement. No Morning Care or Lunch Bunch will be offered at this time to prevent cross-interaction of classes.

The CDC recommends everyone wash their hands often with soap and water for 20 seconds. St. John's Preschool will incorporate additional handwashing breaks into the school day and reinforce handwashing during key times throughout the school day. If your child has sensitivities to hand sanitizer, please communicate this with your child's teacher so they can provide your child other opportunities to clean their hands.

St. John's UMC requires the use of face coverings all staff and visitors.

In an effort to protect the health and safety of our community, only essential visitors will be allowed to minimize the number of people on-site. No outside guests will be allowed to visit classrooms. All efforts will be made to keep necessary visitors to a minimum, including the use of virtual or telephone meetings with families and guests. Parents meeting on-site with school staff must follow social-distancing guidelines and wear masks when appropriate.

Cleaning

Total cleaning and disinfecting of all areas and surfaces will be completed by the custodial team daily before students are allowed to use the facility the next day. Additionally, all staff will follow strict protocols released by Nursing Services on a day-to-day assessment of CDC and SC DHEC guidance.

The following are procedures in place at St. John's for cleaning and disinfecting areas where there was a sick student.

- Remove the sick student.
- Following a student getting sick or having infectious symptoms in a classroom, immediately remove the student from the class and send to the sick room.
- Practice hand hygiene.
- Once the student is removed from the classroom, they will thoroughly wash their hands.
- Disinfect contaminated area.
- Treat the contaminated area with disinfectant.
- Clean the contaminated area.
- Clean the area to remove contaminants Disinfect the entire classroom.

Management of Suspected and Confirmed COVID-19 Cases

Students or staff with symptoms of COVID-19 (but no known exposures to someone contagious with with COVID-19):

Students and staff should not attend school if they have any of the following:

- Fever
- Shortness of breath/Difficulty breathing
- Loss of taste or smell
- New or worsening cough
- Diarrhea

Students or staff staying home for these symptoms should not return until they have either tested negative for COVID-19 or a medical evaluation determines that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat). In this latter case, the individual can return when they meet non-contagious criteria for that condition based on your doctors recommendations.

Students or staff that require testing for COVID-19 will require a negative PCR test or must complete the current isolation criteria for COVID-19 to return to school.

This is not a complete list of all symptoms of COVID-19, but only those that should trigger an automatic exclusion and evaluation for COVID-19. Other symptoms may include: chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea/vomiting, or diarrhea. Given the overlap of these symptoms with other more common illnesses and the lack of symptoms in many cases, it is not possible to identify and exclude all cases of COVID-19 through screening of symptoms. Careful preventive actions within the school and home are needed to reduce the chances of spread.

Communicating Reported Cases:

St. John's UMC is committed to responding swiftly and appropriately to reports of COVID-19 and will provide families with timely updates in the event of any exposure or virus contraction. St. John's UMC is equally dedicated to maintaining confidentiality surrounding any reports of COVID-19 and will not disclose any names or private information.

Current isolation criteria for COVID-19: (staff/student test positive or have symptoms of COVID-19)

Students and staff who test positive for COVID-19 and persons with symptoms of COVID-19 who do not get tested should isolate until:

- Ten (10) days have passed since symptoms started and
- One (1) day (24 hours) have passed since last fever without taking medicine to reduce fever and Overall improvement in symptoms.

Negative PCR test results are not required after meeting these criteria.

Current quarantine criteria for COVID-19: (staff/student in contact with positive individual)

Some students or staff may have been told they were a close contact to a positive case of COVID-19 and have to complete a quarantine period. This means they will be required to stay home so they do not risk exposing others to COVID-19 if they become sick. The school in partnership with SCDHEC will help determine those individuals that are determined to be a close contact to a case of COVID-19 and if they will need to complete a quarantine period.

Close Contact: The standard quarantine period is fourteen (14) days after last close contact with the positive person while they were contagious with COVID-19. All children and staff must be considered close contacts and must complete a fourteen (14) day quarantine period if there is a positive case in their class.

Household Contact: If the student or staff lives in the same household as the positive case and has daily close contact, they will have to quarantine for an additional fourteen (14) days after the day their household member has been cleared from their ten (10) day isolation period.

Other household members in quarantine: If the student or staff lives in the same household as someone in quarantine, they will not necessarily need to quarantine themselves unless the household member in quarantine is then determined to be a COVID-19 positive case.

Those with COVID-19 who recovered: If a student or staff member is a lab confirmed case of COVID-19 by PCR (nose or throat swab), they do not need to quarantine again after close contact to someone with COVID-19 in the first three (3) months after recovering but will for any close contact that happens after that three (3) month period. The person must provide either a note from a healthcare provider that they had the positive lab result in the past three (3) months or provide a paper or electronic copy of the results (SARS-CoV-2 RNA – Detected or Positive) A positive antibody results (SARS-CoV-2 IgG or IgM) or any other lab test is not sufficient to meet these criteria to defer quarantine. They must quarantine according to the current guidelines.

Communication

Two-way communication will be important to ensure everyone is doing their part to maintain healthy and safe learning environments for our students and teachers. The school sets the following expectations.

Parent Responsibilities to Monitor Health of Student(s) and Notify the School

Attendance is important and we want children to be in school every day that they are healthy. However, this year the greater good for school attendance is to keep children showing any symptoms of COVID-19 home until they are well. To keep all staff and students healthy, it is imperative that parents monitor the symptoms and temperatures of their children before sending them to school and implement the following steps:

- Take the temperature of any child demonstrating shortness of breath, loss of taste, sore throat, muscle aches, chills, new or worsening cough, or runny nose.
- Keep child at home one or more days to monitor symptoms.
- If you decide to have a COVID-19 test, notify the school office the day your child is tested so the school can implement enhanced cleaning and disinfecting protocols in the classroom(s) where your child attended. All information will remain strictly confidential between the school and family. No other families will be given the health information of your child.

Handbook Changes

- p. 6 Program Information:

This year we will start the year with fewer classes due to demand changes and teacher availability. Our classes will run Tuesday thru Friday. Some classes will be 2 day: Tuesday/Thursday or Wednesday/Friday and others will be all 4 days. Some classes will run 8:30 AM until noon and others will run 8:45 AM until 12:15 PM to stagger drop off and pick off.

- p. 7 Cost per child:

\$175 (for 2 day classes)

\$230 (for 4 day 3k and 4k classes)

\$288 (for 4 day 1k and 2k classes)

\$215 (for 2 day Special Needs)

\$380 (for 4 day Special Needs)

Tuition is being collected August 17th and the 10th of every month October – May. In the event that we need to close we will discontinue future tuition collection and only resume when we are able to reopen.

- p. 10 Conferences and Communication:

Parents and visitors will not be allowed in the building until governing bodies deem it is safe. Conferences will need to be done on a limited basis, possibly remotely or in the library. Mailbox items will be placed in your child's book bag.

- p. 11 Arrival:

The drop off line for the 8:30 classes will begin at 8:20 AM and run until 8:40 AM.

The drop off line for the 8:45 class will begin at 8:40 AM and run until 8:55 AM.

No parents or visitors will be allowed into the building. We will take a quick temperature scan in the carpool line. We will walk children to class and scan the ID badges in the office. In an effort to limit travel in the hallways throughout the day, we will only allow 5 tardy arrivals past 8:40 AM for earlier drop off and 8:55 AM for the later drop off for the school year. After that, you will be notified with a letter and not be allowed to enter past drop off times.

- p. 11 Pick Up:

We will utilize a carpool pick up in the afternoons.

The pick- up line for the 8:30-noon class will run 12:00 until 12:10 PM.

The pick- up line for the 8:45-12:15 PM class will run 12:15 until 12:25 PM.

- p. 12 Code & Visitors:

No code will be given until it is deemed safe for parents and visitors to enter the building on a regular basis.

Lunch Bunch:

There will be no lunch bunch until it is safe to mix classes.

- p. 15 Birthdays:

Family members may not join for celebrations until visitor policy is amended.

- p. 16 Fundraisers:

We will not have large group gatherings like the Father Daughter Dance until safe. We plan to have fall pictures with added safety precautions in place.