

Kindergarten/Preschool

Parents' Guide
2017 - 2018



A Ministry of
White Oak Baptist Church
Weekday Early Education

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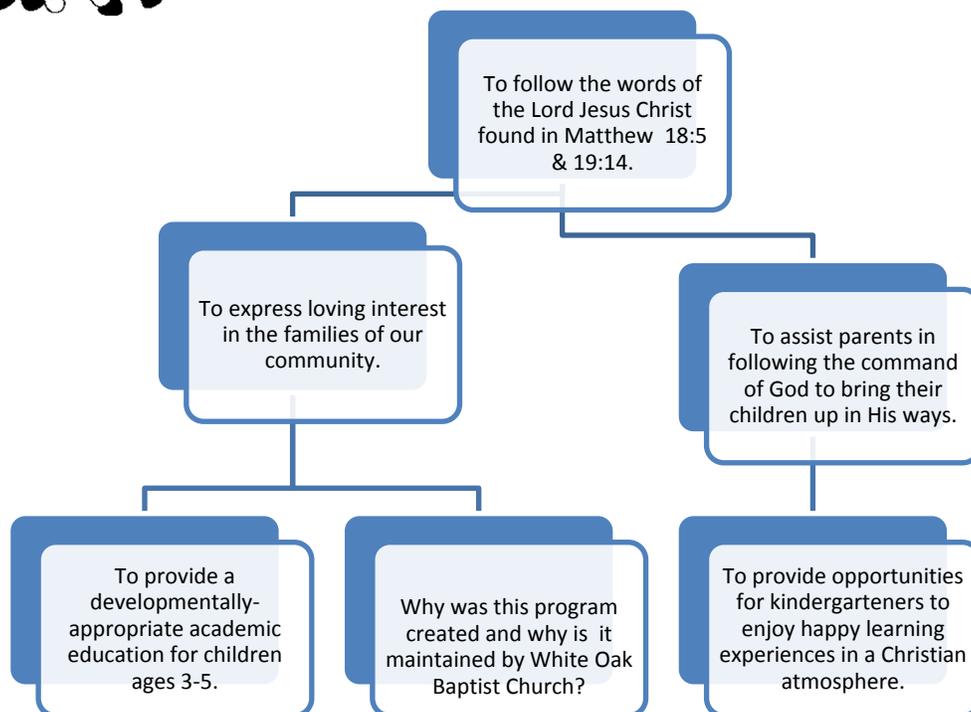


Lo, children are a heritage of the Lord (Psalm 127:3a). Thank you for sharing your most precious gift with us. We do not take this trust lightly.

We are in a very close relationship created by our mutual concern for your child. Please communicate to me your questions or concerns about the program, your child's development, or any issue that affects your family's well-being.

Mora Vernon

Director of Weekday Early Education



We are members in good standing of the South Carolina Church Weekday Education Association. Our program is registered with the Department of Social Services and is operated in accordance with its regulations in conjunction with DHEC and other cooperating agencies. Our K5 program is fully recognized by the SC Department of Education.

Our faculty members are all Christians. They are trained in continuing education classes as required by DSS. In addition, they have experience helping kindergarteners grow spiritually, emotionally, academically, and physically. They specialize in seeing each child as a unique individual and tailoring our programs to meet the needs of each child.

HANDBOOK NOTE

You are furnished with one copy of the handbook. You are asked to sign a statement that you are familiar with and supportive of the policies and procedures outlined in this document. If you require more copies or replacement copies, they are available to you at \$2 each. The complete handbook for Preschool and Kindergarten is available on our website.

Who may enroll in kindergarten?

The program is for any child regardless of race, ethnic or national origin, or parents' church membership as long as there is space available and as long as the program can accommodate his/her needs.

Maximum Class Sizes		
K3 = 12	K4 = 16	K5 = 12

Note: In order to be enrolled in our kindergarten program, a child must be the correct age by **September 1st of the enrollment year**—i.e. 3 years old for K3, 4 years old for K4, 5 years old for K5.

All kindergarten children must be completely toilet-trained. This means-

Tell when they need to use the bathroom in time to get there.	Undo their clothing and do it up again.	Clean themselves.	Wash their hands.
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How do I enroll my child in kindergarten?

In order for your child to be enrolled, the following documents are required:

- ✓ a White Oak Registration Form
- ✓ a DSS health and information form
- ✓ a signed Discipline Policy form
- ✓ a signed Promise of Payment form [Returning White Oak students must have all accounts up to date]
- ✓ a signed Permission to Photograph form
- ✓ a signed Parent's Guide Statement
- ✓ a copy of the birth certificate showing the names of the parents
- ✓ an up-to-date original South Carolina immunization form [obtainable from county health department or physician]
- ✓ documents of custody or guardianship [if applicable]

A **non-refundable** registration fee of **\$125** for K3 and K4 and **\$150** for K5 is due at the time of registration in order to assure your child's place. There are no multiple child discounts for registration fees.

An interview will be scheduled with each applicant and his/her parents. Readiness testing may be required.

How do I withdraw my child from the program?

When you enroll your child in the kindergarten program, you are enrolling him/her for the school year. You are obligated to pay tuition payments until you have officially withdrawn your child. Your child is not considered withdrawn until you have notified the director in person or by email.[not by leaving a message with a teacher, sending a note, leaving voice mail, etc.]. A withdrawal form must be filled out to start the withdrawal process. Until such time, your child is considered enrolled and your payments are due.

If you wish to have your child re-enter the kindergarten program at any time, you must reapply as if he/she were a new student and pay all required fees.

Is my child insured?

Although every reasonable precaution is taken, White Oak Baptist Church and White Oak Weekday Education and their faculty and staff members are in no way responsible for medical expenses resulting from illness or injuries that occur while a child is in our care. A school accident policy is in effect during the time your child is in attendance in the program or any related field trips. It does not cover injuries that occur previous to arrival or after the child is picked up from the teacher.

What is taught in kindergarten?

All kindergarten students are taught Christian principles and character qualities from the Bible in their classrooms daily and in chapel once a week.

They learn through work and play in classroom centers equipped with art materials, manipulatives, blocks, home and community equipment, science and nature materials, books, listening equipment, and other interactive materials.

In more structured activities built on seasonal and subject units, they learn to use school tools, follow directions, and cooperate with each other. They are introduced to beginning phonics, math, and pre-reading concepts. Science, Health, and Social Studies are integrated with other lessons.

Music appreciation, singing, rhythm instruments, and movement to music are introduced, taught, and enjoyed. The instructional music program is provided by *Kindermusik*.

The tuition fees include party fees, soccer fees, and in-house field trip fees.

Our K5 students follow the Bob Jones University Press Kindergarten Beginnings Program which readies them for first grade.

How much is kindergarten tuition?

5 days [K3 and K4]	\$1800 for the school year [scheduled days]	One payment of \$95 for August. Nine payments of \$190 for September–May
5 days [K5]*	\$1855 for the school year [scheduled days]	One payment of \$100 for August Nine payments of \$195 for September–May

What other fees and charges are there?

There is a yearly non-refundable registration fee payable at the time of enrollment.

3- and 4-year-old kindergarten	\$125	5-year-old kindergarten	\$150
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There is an additional charge for after-school daycare and for daycare on days when school is not in session. See Late - Stay for billing details.

How will I be billed?

Kindergarten tuition is automatically due on the first school day of each month. **You will not receive a bill.** After that date, a late charge of \$25 will be added to unpaid or partially paid tuitions. If tuition is not paid after 7 days, you will be asked to keep your child home from school until it is paid in full. There is a \$25 fee for each returned check. We do not accept post-dated checks. Please do not ask us to hold checks for presentation to our bank at a later date.

How do I present my payment?

You may give your payment to a worker when you drop off or pick up your child. If you pay in cash, please obtain a receipt at that time. Any payment should be sealed in an envelope with the child's first and last names on the front. Please do not put payment in your child's backpack or lunch box unless the teacher has indicated that she has a system for this. You may mail your payment, but be sure that it arrives on time. Please make checks to *White Oak Baptist Kindergarten*. We do not have provision for automatic funds transfers, charges, debits, etc. If you choose electronic payment, please be sure to allow time for the check to be delivered by the first of the month.

Do I get receipts?

Your check is your receipt. If you pay cash, a written receipt will be provided to you. You will be provided with a summary of your payments for tax purposes by the end of January. If you require another copy of this statement, there will be a charge of \$5.00 payable at the time you request the duplicate. If you need monthly statements for reimbursement, there is no charge, but you must present these requests at least three business days before you need them.

What do I do if I have a question about my account?

If you have questions about tuition, please consult the director.

Where do I leave my child in the morning?

Unless your child is scheduled for early stay [7:30-8 a.m.], you should drop off your child at the carport [portico] entrance of the lower level of the church **between 8 and 8:25 a.m.** Please drive into the parking lot and line up one after the other parallel to the side of the church sanctuary facing back towards White Oak Drive so that you may stop in turn under the portico. Please have car seats on the side of the car nearest the church. Do not release your child until your car is completely under the portico and the attendant opens the door. Please remain in your car and move on as soon as your car door is closed. Carefully exit the parking lot onto White Oak Drive. Please do not bring your child to the double doors at the playground during this time. You may escort your child through the carpool do

The only exception is the first day of school when you may park and walk your child to the classroom.

What if I am late?

It is understandable that anyone can be late on occasion, but if you bring your child to school chronically late, you are teaching him/her an undesirable attitude that will carry over into later life. You are also causing him/her to miss valuable class time and enter the day at a disadvantage when others have already begun their activities. The teacher is under no obligation to make up any work or fun activity that your child misses by being late.

If you arrive after 8:25, go to the double doors on the playground and leave your child with the attendant there. ***Do not go to the classroom.***

Where should my child be picked up?

You (or the person designated to pick up your child) should pick up at 12 noon at the portico entrance. Be sure to have your number tag hanging from the rearview mirror. If your child is not picked up by 12:10, he/she will be sent to late stay and you will be charged the usual rate until such time as he/she is picked up. Of course if you are in the car line at 12:10, we will give you your child. If you know that you are going to be late picking up, please call the late stay coordinator, Mrs. Mora, at 430-8162 or the Director, Mrs. Lynne, at 551-1682. If you are picking up from late-stay, please go to the playground door.

We will not release your child to any person other than those you have indicated on your registration forms. We reserve the right to ask for identification of anyone picking up your child. We require written authorization to change the persons who may pick up. If you have to have someone not on the list pick up, please call so arrangements can be made.

What should my child bring to school?

NOTE: Any logos, pictures, or themes on any school items or clothing should be in keeping with Christian principles—nothing which models disrespect for God, parents, or other individuals or groups. Also, no apparel with grotesque, frightening, or immodest depictions shall be worn.

Do Bring

Your child should bring a backpack [c. 14"x18"]-NO ROLLING PACKS. An 8 ½" x11" folder should fit in the pack. For late-stay students the lunchbox should fit in the pack. A supply list will be provided before school starts. Teachers will also have sign up sheets for classroom supplies.

All K3 students should bring a complete change of clothing appropriate to the season. Place it in a 2-gallon Zip-Loc bag with the child's name on it.

The sleeping mat is provided. All children should provide 1 king size pillowcase for the cover. They are laundered once a week or more often if necessary.

Late stay students should have insulated lunchboxes that are easy for them to put in their backpacks.

Do Not Bring

He/she should not bring toys, games, CD's, videos, DVD's, electronic equipment, cell phones, pets, or any items from home unless the teacher sends ***gives permission directly*** to parents.

What should my child wear?

Your child should wear comfortable, durable, modest play clothes appropriate to the season. He/she must wear shoes that have a front and a back or straps that hold them on [no slides, flip-flops, clogs, "croc's" etc.]. Shoes should permit free movement and activity [no rain boots, no built-up heels or platform soles, etc.]. Socks or tights must be worn in cool or cold weather. A coat, sweater, or sweatshirt appropriate to the weather should be worn. If girls wear dresses or skirts, they should wear shorts under them so that they may freely climb and flip. Top and pants or skirt should meet and overlap so that no tummy or backside shows.

All clothing and possessions for school should be clearly labeled with the child's first and last names.

Will my child get school pictures?

Our children ages infants-K5 will be photographed in the fall and the spring. Our K5 graduates will be photographed in their caps and gowns in the spring. You may purchase packages of portraits but you are under no obligation to do so.

Will my child have a morning snack?

A morning snack is provided, but alternate snacks are not offered to those who refuse the snack the class is eating. Each teacher will solicit your help with providing snacks for the class. Please advise the teacher of any allergies.

Is sick care available?

The program is for healthy children only. We do not have facilities or licensing for caring for sick children. Do not bring your child if he/she has or has had **any** fever, sore throat, diarrhea, or vomiting within 24 hours of arrival time. If a child is sent home sick with any of these symptoms, he/she may not return to school for at least 24 hours.

No child with a communicable disease or internal or external parasites—**with or without symptoms**—is to be present. In the event of your child presenting any of the symptoms named above or having been determined to have a communicable disease or parasite, you will be contacted to come and pick him/her up immediately.

In the case of communicable disease or internal parasites, a dated and signed physician's note indicating absence of contagion or parasites and the date when the child may return to the program is required.

In the case of external parasites, we reserve the right to inspect to determine their absence before allowing the child to return to school.

In the case of skin irritations such as poison oak, ivy, or sumac, the child may be in attendance, but the area must be completely covered in such a way that no worker or other child may be exposed.

Please consult the DHEC exclusion list provided at the back of this handbook.

Please do not ask us to keep your child indoors because of illness or allergies. If he/she is too sick or allergic to play outdoors in reasonable weather for a reasonable length of time, he/she is not able to be at school.

Your child may attend school with restricted activity due to an injury as long as you present a doctor's note specifying permission to return to school and the exact extent of activity that is permitted. The date when the restriction ends or a follow-up note is also required. Your child may not attend school if he/she must be kept inside while others are taken out for recess.

Will the staff administer medications to my child?

We will administer a currently dated medication if it is in the original prescription container with the child's name and the dosage clearly stated. This includes topical medications. You must provide the correct implement for giving or applying the medication. You must give written permission each day that the medication is to be given. It is up to you to remember to pick up the medication each day. **Do not place the medication in your child's backpack or lunch box. Please hand it to your child's teacher.**

If your child requires an Epi-pen or inhaler, you must have an extra one to leave with the teacher at school at all times. We cannot depend upon one going back and forth.

How do I know if kindergarten is closed for bad weather?

Watch WYFF television [Channel 4] for announcements of closings.
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If Greenville County public schools are closed all day, we will be closed. If they open two hours late, we will open at 9:30 a.m., etc.

If bad weather should occur during the school day and we make a decision to dismiss, it will be announced on WYFF. We will also attempt to contact you. Please call the school number 268-4317 to determine our status.

What is the best way to communicate with my child's teacher?

You may fasten a note securely to your child's backpack or hand it to the car line attendant.

Please do not ask the car line attendant to deliver verbal messages.

You may phone the school number 268-4317 and leave a message.

Please do not drop by the class to speak with the teacher during school hours. His/her attention needs to be directed to the students. You may contact the teacher by phone or e-mail at home if she has given you permission to do so.

You may schedule a conference with the teacher at any time that is convenient for both of you. It is normally best not to confer with the child present. If the teacher does not respond to a phone call, please try again. If there is still no contact, please contact the director.

Will I receive progress reports?

Quarterly progress reports in the form of check lists are issued to K3 and K4 students. K5 students receive quarterly reports with letter grades and other information concerning their progress.

Will my K5 student be able to enter first grade in public school or another private school?

If your child successfully completes the K5 program at White Oak, he/she should be able to enter the school of your choice. We will provide transcripts and/or references as needed. The Stanford 10 Achievement test is administered to K5 students in the spring. The results will be available to you on-line and, if desired, we will forward them to the school of your choice.

May my child celebrate his/her birthday at school?

We love to celebrate birthdays here at White Oak. You may bring simple refreshments for your child's class if you wish. Please consult with your child's teacher before you send birthday treats. Please do not bring balloons, favors, or gifts. Do not send birthday party invitations to school to be distributed or ask for addresses or phone numbers of school families.

Do you have other parties at school?

We do have a number of other school parties including, but not limited to, a fall party, a Thanksgiving "feast," a birthday party for Jesus in December, a Valentine's Day party, a 100th day of school party, a spring party, and a last day of school party. Your child's teacher will have a sign up sheet for parties and will communicate specific information about each party.

Is early and late stay available? What does it cost?

Early-stay and Late-stay are available for our kindergarten students at an extra charge beginning the first day of school and ending the last day of school. [Summer care is scheduled separately.]

Early-stay	7:30 – 8 a.m.	\$2 per day	<i>There is a charge of \$1.00 per minute past 5:30 p.m.</i>
Late-stay	picked up by 12:30	\$2 per day	
Late-stay	picked up by 3:30 p.m.	\$7 per day	
Late-stay	picked up by 5:30 p.m.	\$12 per day	

How do I enroll my child in early and/or late stay?

You may place your child on the permanent reservation list by completing a late-stay form at the time that you enroll him/her. This does not include holiday or vacation stay. You may contact the late stay coordinator, Mrs. Mora, 24 hours in advance and schedule your child's early/late stay. Mrs. Mora may be contacted in person, by phone, or text at 430-8162.

How will I be billed for child care?

An early-stay/late-stay worker will sign your child in and out on the days he/she attends. It is a good idea to keep your own records as well. You will be billed approximately every two weeks by the late stay coordinator. Bills are presented on Monday and should be paid by 5:30 on Wednesday to avoid a late fee of \$5.00. You will be asked to discontinue using early stay or late stay if your bill remains unpaid.

Does child care operate when school is not in session?

Full-day child care is available by reservation on most days when school is closed. Your tuition pays only for the days at school, not for days off or summer vacation. You will be asked to make reservations for the additional days that you want. We will be closed on the holidays including but not limited to: Labor Day, Thanksgiving, Christmas Break, MLK Day, Presidents' Day, Spring Break, and Memorial Day. Holiday care is provided during Christmas Break, Presidents' Day, and Spring Break.

The charges for holiday care [including summer] are as follows:

Pick up by 12 noon	\$10.00	<i>There is a charge of \$1.00 per minute past 5:30 p.m.</i>
Pick up by 3:30 p.m.	\$16.00	
Pick up by 5:30 p.m.	\$22.00	

What about lunch at late stay?

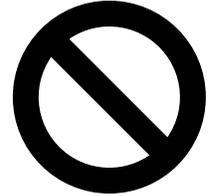
Please send a complete, nutritious lunch in a lunch box clearly marked with your child's name. No refrigeration is available so use insulated containers and cold packs if necessary. All foods must be fully prepared and need no cutting up, assembly, or other steps before being served. **DO NOT SEND LUNCHABLES THAT REQUIRE "ASSEMBLY"**. Foods that should be warmed are to be in a microwave friendly plastic container. Foods should take less than 2 minutes to heat. Do not send foods to share with the other children unless you have first spoken with the teacher.

Do I need to send a snack for late-stay?

You need to send a nutritious snack for your child to eat in the afternoon. It should be something that will renew energy. We reserve the right to have your child not eat foods that will promote sluggishness or hyperactivity or any foods that are known choking hazards for his/her age group. Please advise the teacher of any allergies. The p.m. snack is to be placed in a paper lunch bag [labeled with the child's name and "p.m. snack"] in the backpack. Please send only dry finger food (crackers, goldfish, etc.) and a drink for the p.m. snack.

DSS does not allow these foods to be served to preschool children in daycare settings:

- ✓ Grapes [unless cut in half and seedless]
- ✓ Apples with peeling or core [must be cut into bite-sized pieces]
- ✓ Round, firm foods such as Hot dogs, Vienna sausages, etc. [unless cut in half length-wise and then cut into bite-sized pieces]
- ✓ “Power” drinks high in sugar and Caffeine
- ✓ Carbonated drinks/sodas
- ✓ Candy, nuts, peanuts, popcorn



Suggested Foods for Snacks

- Fresh fruits or vegetables cut into child bite-sized pieces**
- Crackers with cheese or peanut butter**
- Small pretzels [no rods or sticks]**
- Raisins or Craisins**
- Granola Bars**
- 100% fruit juice**



Notes _____

APPENDIX B: Childcare Exclusion List: Quick Reference for Teachers

Disease/Condition	Symptoms	Return to Day Care/School
Chicken Pox/Varicella		When all sores and blisters have dried and scabbed over [our policy and medical note stating the date that the child may return to school]
Cold Sores [children who drool]		Medical note stating date of return
Diarrhea	3 or more loose stools in 24 hours	Parent note
	Stools containing blood or mucus	Medical note
Diarrhea from E. Coli		Medical note indicating 2 negative cultures after diarrhea stops
Diarrhea from <i>Giardia</i>		When diarrhea stops
Diarrhea from <i>Salmonella typhi</i>		Under age 5: Medical note indicating 3 negative cultures after diarrhea stops 5+: Medical note 24 hours without diarrhea
Diarrhea from other types of <i>Salmonella</i>		Medical note after diarrhea stops
Diarrhea from <i>Shigella</i>		Medical note after diarrhea stops AND course of antibiotics is complete or there is 1 negative culture
Fever Under 4 mos. rectal 101+ Over 4 mos. mouth 101+ arm 100+ rectal 102+	No other symptoms	Parent note when fever is completely gone [for 24 hours]
Fever	Rash, behavior change, earache, vomiting, confusion, sore throat, irritability	Medical note
German measles/rubella/ 3-day measles		Medical note 7 days after rash starts
Head Lice	Lice, nits, eggs	Parent note after first treatment with school-approved product [our policy adds “and complete freedom from lice, nits, or eggs” determined by school inspection]
Hepatitis A/Yellow jaundice		Medical note 1 week after start

		of jaundice
Impetigo	Honey-colored crusty sores	Medical note 48 hours after start of antibiotics as long as sores have stopped oozing and are getting smaller
Measles/Red Measles/10-day measles		Medical note 4 days after rash begins if there is no fever and child feels like participating in regular activities
Mouth sores <i>inside the mouth</i> [children who drool]		Medical note stating that they are non-contagious
Mumps		Medical note 5 days after beginning of swelling
Pink-eye/conjunctivitis	Red or pink eyes, eye pain, reddened lids, white or yellow discharge, matted eyelids	Medical note
Rash		Medical note
Ringworm of the scalp		Medical note after treatment with oral antifungal medication
Ringworm of the body		Parent note after treatment with oral or topical antifungal treatment [with area(s) completely covered]
Scabies		Medical note after treatment/medication
Shingles	Lesions/sores/blisters	Parent note once lesions are dried/scabbed
Staph or Strep infection [including MRSA]	Draining lesions or sores that ooze through or soak dressings	Medical note after 24 hours of antibiotics
Staph or Strep infection [including MRSA]	Non-draining lesions	Medical note after 48 hours of antibiotics and sores show signs of healing [getting smaller]
“Strep Throat”/Streptococcal Pharyngitis		Medical note 24 hours after starting antibiotics if there is <i>no fever</i>
Tuberculosis		Medical note that child is no longer contagious
Vomiting	2 or more times in 24 hours	Parent note 24 hours after vomiting stops
Whooping cough/Pertussis		Medical note after 5 days of antibiotics unless under caution from DHEC