



2023 - 2024

# PARENT HANDBOOK



*Tell me and I forget. Teach me and I remember.*

*Involve me and I learn.*

*- Benjamin Franklin*

1711 Whiskey Rd., Aiken SC 29803 · (803) 648-9895

*Updated August 2023*

**SOUTH AIKEN PRESBYTERIAN KINDERGARTEN**

**1711 WHISKEY ROAD, AIKEN, S.C. 29803**

**PHONE: 803-648-9895**

At South Aiken Presbyterian Kindergarten, we teach the whole child by providing activities that develop the mind, body and spirit. Each day we want each child to experience success. We know that when children feel good about themselves they feel good about others, learn easier, and develop to their full potential. SAPK admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. We strive to give our students a positive Christian environment.

**IMPORTANT SAPK INFORMATION:**

**PARENT COMMUNICATION:**

We ask parents to download the Brightwheel App on their phones. Brightwheel will provide real-time communication between you and your child's teacher. Brightwheel will also allow you to receive bills and make payments directly through the app.

**ACCOUNTING PROCEDURES:**

Starting in September, you will receive tuition bills on the first of the month. Please make tuition payments by the **10th** of the month. Payments may be made by check made payable to **SAPK**, cash, or through your Brightwheel app. If you choose to use Brightwheel, you will be prompted to add a debit card, a credit card, or an ACH (bank) payment. Please note, SAPK is charged 2.9% when paying with a debit or credit card. The ACH (bank) fee is \$0.90 per transaction. We would appreciate you using the ACH (bank) payment option if possible.

There will be a \$10.00 late fee charged if tuition is paid after the **10th** unless the Director and Assistant Director have been notified in advance.

**BOOK BAGS:**

We require that each child have a book bag with shoulder straps. Please make sure it is big enough to fit a 12 x 9 inch folder and has a spot for their water bottle. Make sure the straps are tightened properly and label all items brought to school.

**CAR- LINE:**

All students (with the exception of the nursery) will be required to use carline. Nursery students will be walked in through the door labeled "Nursery" facing Security Federal Bank. Late arrivals or early dismissals must ring the doorbell by the Directors Offices. Please enter car-line off of Silver Bluff Road near Security Federal Bank. Cars will form a circle all the way around the building. Pull up to the steps past the overhang on the kindergarten office side of the building. Cars will exit car-line onto Silver Bluff Road near the fire station. **Do not enter or exit on Whiskey Road.** For drop off prior to 8:15 a.m., students may be dropped off in **Morning Glory in the Fellowship Hall (please enter front door facing Whiskey Road) beginning at 7:30 a.m. for an additional charge of \$4.00.** On rainy days cars will be loaded and unloaded under the overhang. Have your child ready to exit the car when it is your turn. Car-line starts promptly at 8:15 a.m. and we will unload two cars at a time.

**DISMISSAL CARLINE:** The first car-line will begin promptly at 11:30 a.m. for 2K, 3K and 4K students. The second carline will begin at 2:00 for 5K students and students being dismissed from Bible Friends. We ask that after we put your child in the car, you pull over to the breezeway behind the staff cars to buckle up car seats and boosters. This will help us keep the car-line moving. All students must be in an appropriate car seat or booster. If you must pick your child up early, please do so at least fifteen minutes before either carline starts.

You will be given a car tag to hold up on your car sun visor during after-school carline. Please also make nametags for all carpool riders. If carpool arrangements change, we must have a note or a phone call from the parent. You may be asked to show ID at any time. All persons allowed to pick up your child must be written on the Registration Form kept in the office.

### **CONFERENCES:**

We welcome an opportunity to have a personal conference with parents and will be glad to make an appointment after school hours. Please do not plan to talk to the teacher in the mornings before class. Arrival is your child's most important time of the school day and teachers need the morning time to set up the room. You may call the school office at 648-9895 to schedule a conference with a teacher.

### **DISCIPLINE POLICY:**

The behavior management method we will use is based on the choices your child makes each day. The strategy is used to help monitor each child's behavior and encourage students to make good choices. In addition to helping students display appropriate behavior, this system allows students to take responsibility for their decisions. This strategy uses smiley faces and sad faces to describe your child's choices each day and opens up dialogue between you and your child and between you and your child's teacher.

**How it Works:** Each child will have a behavior calendar in his/her folder. Teachers will draw in either a smiley face or sad face. A smiley face indicates the child had a good day. The sad face lets his/her parents know we had to speak to your child about their behavior. The teacher will write in a brief description as to what warranted the sad face. Keep in mind our children are still very young and they are still learning appropriate classroom behavior. It is our belief that every day is a new day and a new chance for a smiley face.

A serious infraction will result in a documented warning. A second infraction will also result in a documented warning, and a mandatory parent conference at the Director's convenience may be required. A one-week probationary period will be established for the child and explained to the parents. If the parent fails to appear at the conference, the child will be removed from the program immediately. If any serious infraction occurs during this probationary period, the child will be removed from the program.

### **ENTRANCE REQUIREMENTS:**

South Carolina law requires a certificate of immunization for all students. This must be on the South Carolina Department of Health form. Children entering 5K at SAPK must turn 5 on or before September 1.

3K students must be potty-trained before entering our program.

### **HEALTH AND SAFETY:**

Cooperation of parents in helping to prevent the spread of communicable diseases is of great importance. Please notify the school if your child contracts a contagious illness. Following an illness, a child should be able to participate in all activities before returning to school. We do not have provisions for keeping a child inside during scheduled outside time. **Children should also be free from fever (without medication), vomiting, or diarrhea for 24 hours before sending them back to school.** No medication will be given to children while at school without parental permission.

Our goal is not only to keep our students healthy and safe but to give them a year filled with fun, spiritual and academic growth, and an early love of learning.

COVID-19 - It is the policy of South Aiken Presbyterian Kindergarten to follow the SC DHEC COVID Guidelines. This plan may be adjusted as the CDC guidelines change. The current SC DHEC Guidelines are as follows.

**If You Tested Positive (Isolation):**

If you test positive for COVID-19, you need to isolate regardless of your vaccination status:

- Stay home and avoid in-person contact with others for 5 days.
- Once symptoms have improved after day 5, you may return to school for days 6-10.

If your child begins to experience symptoms or tests positive, please contact the school Director.

While we have made significant changes to our daily procedures most of them will be implemented by staff and teachers and will go unnoticed by our students.

**INCLEMENT WEATHER:**

Generally, SAPK follows the Aiken County Public School schedule and procedures for inclement weather. A closing advisory text will be sent directly to you through Brightwheel. If the Public Schools issue a One Hour Delay, we will begin classes on normal schedule and carline will begin at 8:15 a.m. If a Two Hour Delay is issued, we will begin classes at 9:30am. This is the same time that elementary schools report on a two hour delay.

**LUNCH BUNCH:**

Lunch Bunch is available to all preschoolers. You do not need advance reservations. Send a labeled lunch box and drink. Lunch bunch will take place in classrooms this year. Teachers will remain in their classrooms to release children for carline and will simultaneously begin lunch bunch for the children remaining in aftercare. The children will eat from 11:30-12:00. The cost is \$4.00 and we will add the amount to your next months tuition bill. For pickup you must park and ring the doorbell next to the Directors Office. Please send lunches that do not need to be heated. Simple finger sandwiches, fruit, and cheese work best. Children who are not picked up by 12:15 p.m. are automatically transitioned into the Church after school program **Bible Friends**. Bible Friends runs until 2:00 p.m. for an additional \$7.00. There is a \$10.00 late fee added for late pick-up after 2:10pm.

**ADDITIONAL INFORMATION:**

We have a period of outside play every day, weather permitting. Please dress your child suitably for the weather. We discourage long dresses, flip flops, cowboy boots, and overalls. We request that you send your child to school in sneakers and clothing that they can **manage themselves**. We are encouraging

independence in your children and clothing with an elastic waist helps them with independent bathroom skills.

We offer milk or water to drink at snack time. All 3K, 4K and 5K students will practice drinking out of 5 ounce plastic cups. We will not use sippy cups. Please practice this important skill at home at meal times. **Each child should also come to school with a labeled water bottle for use during Lunch Bunch and Bible Friends.**

We also have a “NO STRINGS” policy at SAPK. Strings on sweaters, coats and hats are a playground safety hazard. Please remove all strings from your child’s jackets and caps. We will remove strings if left on clothes. Jewelry is a distraction and a choking hazard. All jewelry will be placed in a bag and put inside your child’s folder. SAPK will not be held responsible for lost jewelry.

For safety reasons, do not send hard candies, balloons, popcorn, or gum in any of the classroom goody bags. Keep parties and treats simple.

The Kindergarten Staff and classroom teachers need to be informed of any **special food or skin allergies your child might have.**

**Please return this signature page indicating you have read and understand the information presented in this student handbook.**

I \_\_\_\_\_ have read and understand the South Aiken Presbyterian Kindergarten Handbook including the COVID-19 Policies and Guidelines. By signing this form, I agree to abide by all guidelines contained within this Handbook to include keeping my child home if he/she has been exposed to COVID-19 or is showing symptoms of COVID-19. I also understand that while South Aiken Presbyterian Kindergarten will take every safety measure possible, they cannot guarantee that your child will not be exposed to COVID-19.

\_\_\_\_\_  
Students Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents Name

\_\_\_\_\_  
Parents Signature