

DUTCH FORK CHURCH

Weekday

Preschool & Primary



Parent Handbook

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Tax ID: 57-1094175

dutchforkchurch.org

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An Outreach Ministry for the Family



Welcome

Dear Parents,

We are glad that you have decided to become a part of our Weekday Preschool & Primary Program here at Dutch Fork Church. We are looking forward to getting to know you and your child.

When your child attends our Weekday Program here, your child will build habits and attitudes that will help him/her learn and experience the environment around them. Our program offers children a place to learn and play with others; develop skills at their own rate; express ideas through group interaction; participate in creative activities, crafts, science, and music; and grow in their knowledge of God.

Our goal is to provide quality-learning experiences in a Christian environment and to teach developmentally appropriate curriculum to our children that will promote high self-esteem and proper social development. The Preschool curriculum we use is titled “WEE LEARN” which is written and distributed by the Sunday School Board of the Southern Baptist Convention. Our Primary students meet state standards through partnership with SCAIHS (South Carolina Association of Independent Home Schools).

Our philosophy is that children's work is play and together we can give our children a wide variety of healthy experiences to learn from and promote a strong Christian foundation on which to build a future. We are thankful for the opportunity to extend our ministry to you and your family.

Our Mission Statement

Our Weekday Preschool & Primary Program mission is to provide a safe, caring, and nurturing Christian environment for children to learn and play. We minister to the spiritual, developmental, and social needs of children by providing a Bible-based curriculum that will teach them about God and His love for them and how they can experience God's love through Jesus Christ.

We do this through developmentally appropriate activities and instructional teaching that promotes an environment of creative and active learning.



A Teacher's Principal Function

An effective teacher must provide a caring and loving environment that adequately meets the intellectual, physical, emotional, social, and spiritual characteristics of the children in her classroom. Our teachers are trained in both Infant/Child CPR and First Aid.

A Message from Our Church

We take great pleasure in offering a Bible-based ministry that is designed to meet some specific needs of the children and parents of our community. Jesus, himself, initiated this ministry when He took the children in his arms, put His hands on them and blessed them saying, "*Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.*" (Luke 18:16)

Our Weekday Preschool & Primary staff is very much aware of the value and potential that is bundled up in the life of each child; and they take these words of Jesus to heart as they carry on a vital tradition of loving and caring for your children. We welcome the opportunity to minister to you and your family; and we count it a unique privilege to provide you with quality childcare.



Let the little children
come to me

LUKE 18:16



A Message for Parents

For Toddlers: Toddlers need to be steady walkers and out of their morning naptime. The age for our toddler class is around 16 months old up to those who turn 2 after September 1st. Your child will need a book bag (big enough to hold a standard folder) with extra diapers, extra weather appropriate clothes, and a labeled Sippy cup each day. Toddlers will listen to music, play with large manipulatives, look at books, listen to Bible stories, play in the gym, and have lots of fun activities. Toddlers DO NOT participate in preschool special events and need to be picked up from the classroom on event days.

For Preschool & Primary students (age 2 years and up): Your child will need a book bag (big enough to hold a standard folder) with diapers or Velcro pullups and wipes (2-year-olds), and extra weather appropriate clothes. These students will do more structured activities including a Bible lesson, crafts, reading time, music, games, attend worship, and special events. **Children must be fully potty trained to enter the 3-year-old classroom.** Our program curriculum for 2 years – 4K is a Bible based study called “WEE LEARN” and for our primary students we are in partnership with SCAIHS (South Carolina Association of Independent Home Schools) to meet state standards.

Label all of your child’s belongings. This includes book bags, Sippy cups, jackets, lunch boxes, etc. We are not responsible for lost items.

Your Participation:

Parents are always welcomed to participate in any event at Dutch Fork Church. If you do not have a church home, you are welcome to visit us at Dutch Fork. Parents are always welcomed to participate in special events with regard to all health and safety procedures.

Communication:

Parents are encouraged to talk to the teacher and/or director about their child's progress and well-being. Communication is extremely important to us. Call or talk with us concerning questions you may have. We also communicate through our folders. Place all important notes to the teacher and tuition envelope in your child’s folder (placing notes or checks in your child’s book bag will be overlooked so please remember to place these items in your child’s folder). We try to check folders each day.



Weekday Preschool & Primary Policies



Classroom

- Toddlers
(Those around 16 months to those who turn 2 after Sep. 1st)
- 2 & 2 ½ year olds
- 3 & 3 ½ year olds
(Must be potty trained to enter the three-year-old classroom)
- 4 & 4 ½ year olds
- 5 & 5 ½ year olds (K5)
- 6 & 6 ½ year olds (1st Grade)

Birthdates

- 16 months to 24 months
- must be 2 by Sep. 1st
- must be 3 by Sep. 1st
- must be 4 by Sep. 1st
- must be 5 by Sep 1st
- must be 6 by Sep 1st

Our goal is to place your child in a classroom with children of the same age and developmental maturity. In some instances, classrooms may be combined or another classroom established.

Class Times

Classes begin at 9:00 AM and end at 12:00 PM. Mini Munchers ends at 1:00 PM. Be on time to pick up your child. **Late fees will be incurred for late pickups.**

Fees and Tuition

Non-refundable Registration Fees are due at time of registration. Supply fees are due with the first month's tuition payment in September. **Tuition is due by the 15th of each month payable to Dutch Fork Church (DFC).** A \$20 charge will be incurred for tuition received after the 15th.

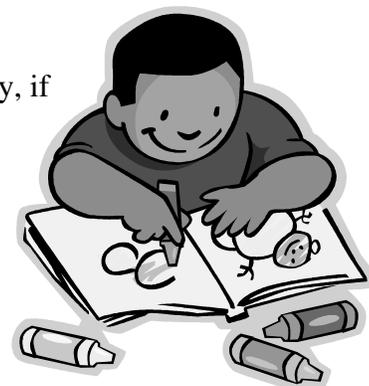
Yearly Registration Fee:	\$120 per child/\$200 per family
Yearly Supply Fee:	\$100 per child
<i>(Waived for the 1st Grade class)</i>	
Tuition is as follows:	
2-day classes	\$180 per month
3-day classes	\$200 per month
4-day classes	\$220 per month
5-day classes	\$240 per month

There is a \$20 tuition discount for each additional child enrolled.

Tuition is averaged for the year and due no matter how many days your child attends.

Payment Plans and Scholarships

Payment plans and limited scholarships are to assist families who meet certain requirements and can be addressed with the director. Regrettably, if fees are not paid, your child will not be allowed to attend school until payments are made. We strive to provide a ministry program that works with families and their needs by also providing fairness to all who are involved in our program.





School Schedules, Holidays, and Inclement Weather

Our school schedule is based on the Richland/Lexington District 5 schedule. Fall registration begins in February each year. Our Summer Term will be determined in the spring of each year. When District 5 has a holiday, closing due to inclement weather, or an E-learning/Virtual day we will also be closed or assess at that time depending on the nature of the closure. Watch your local news stations for District 5 schedule changes and closings. You will receive an email and a text from your child's teacher with information about our school's plans.

K5 & 1st Grade Partnership with SCAIHS

Our K5 & 1st Grade five day program at DFC is a partnership with South Carolina Association of Independent Home Schools (SCAIHS). Parents are responsible for registering their child with SCAIHS at <http://schomeschooling.com> and will be provided an acceptance letter and membership card to confirm that they are legally homeschooling. All school fees and class times noted in this handbook will be applied to our K5 & 1st Grade program. We require a copy of each family's SCAIHS acceptance letter. SCAIHS can be contacted at (803) 868-7070 for questions. Our Primary SCAIHS program will facilitate meeting the state requirements and standards in reading, writing, math, science, and social studies. Curriculum along with supplemental materials are as follows:

K5:

- "Teach Your Child to Read in 100 Easy Lessons", Siegfried Engelmann
- "All About Reading", Marie Rippel, Yellow Level Pre-1 and Blue Level 1
- "My Math", McGraw-Hill, Volume 1
- Science/Social Studies: "Five in a Row", Jane Claire Lambert
- "Jesus Loves Me Bible Storybook & Devotional", Angela & Ken Abraham

1st Grade:

- "Project Read: First Grade Phonics", V. Greene and M. Enfield Ph.D.
- "Empowering Writers", Barbara Mariconda
- "Math Expressions", Dr. Karen C. Fuson
- "God's Love for You Bible Storybook", Rich & Renee Stearns
- "Your Every Day Read and Pray Bible for Kids", Janice Emmerson

Special Events and Celebrations

Typically, throughout the year we celebrate special holidays (Thanksgiving, Christmas, Easter, and end of the year Luau) with family fellowship times where our children perform songs and simple skits for our families (2 years and older). Information about possible upcoming holiday celebrations will be posted in your child's classroom newsletters and in our monthly memos.

Personal Belongings

Label your child's belongings. This includes clothing, coats, hats, cups, book bags, etc. Do not send toys with your child to school. These items are disruptive and we cannot be responsible for these items if broken or lost.



School Attire

We encourage the children to participate in fun and active learning in the classroom and on the playground. Dress your child in clothes that are suitable for play and can get dirty or stained. Also, dress your child so he/she is self-sufficient (2 years and older). **Overalls, jumpers, laces, buttons, and belts are frustrating for your child and can hinder them from being independent during potty breaks.** Closed toe shoes are the best shoes for your child to wear as we have mulch chips for our playground covering.



Drop-off and Pickup Guidelines

Due to our Health and Safety procedures, no non-essential visitors are allowed into the building.



Morning drop-off: Car line drop-off begins at 8:45 and ends at 9:05am. For late drop-offs, ring the school doorbell and a staff member will receive your child at the door.

Afternoon pickup: Car line begins at 11:55 and ends at 12:05. Anyone picking up their child late can pick them up at the school door and will be charged a late fee.

DO NOT WALK UP TO THE GYM TO PICK UP YOUR CHILD ONCE CAR LINE BEGINS. BE PATIENT, THE CAR LINE MOVES QUICKLY

Car Line Guidelines:

- Entrance and Exit signs are posted.
- Each family will receive a car line tag. Each additional tag is \$1.
- **Place your car line tag around rearview mirror.**
- Have your child's car seat on the driver's side, if possible.
- In the morning unbuckle your child while waiting in car line.
- In the afternoon, **pull forward to the yellow line** so that we can service three cars at a time. If raining, please stay underneath the covered area.
- In the afternoon, we will put your child in their car seat. **We have a "No Buckle" policy. Pull forward and buckle your child into their car seats.**
- Make sure your car is in PARK to receive your child and wait until the teacher has cleared the car before driving forward.
- During car line we do not have time to talk about your child's day. You may call the teacher for any questions you may have. Check your child's folder each day for notes from the teacher.
- In the winter, the doors to the gym may be closed in the morning to conserve heat but the car line is still open until 9:05.
- Late fees of \$5 per every 5 minutes late will be incurred for late afternoon pickups. This fee will be added to your tuition fee.

Thank you for your cooperation in helping the car line run safely and smoothly!

Change in Transportation

Parents must provide a written note when there is a change in transportation. This is for your child's safety. Notes should be placed in your child's folder. In an emergency, call the church office or text/call your child's teacher or the director to notify the staff of a change in your child's transportation. Your child will not be allowed to leave with anyone other than those specified in the parents' written note or those listed on the child's registration form. Identification will be checked before your child is permitted to leave.

Classroom Activities

We have lots of fun and exciting activities planned each day of school. Carefully read the classroom newsletters and monthly calendars provided by your child's teacher which provide you with information about current and upcoming events, classroom activities, and lots more. Look through your child's book bag each day for activity sheets and important notes from the teacher.

Recycling Aluminum Cans

We recycle aluminum cans as a fundraiser and as a great way to keep God's world clean and to teach children the importance of reusing our resources wisely. Our collection bin is located on the opposite side of the church from the playground.



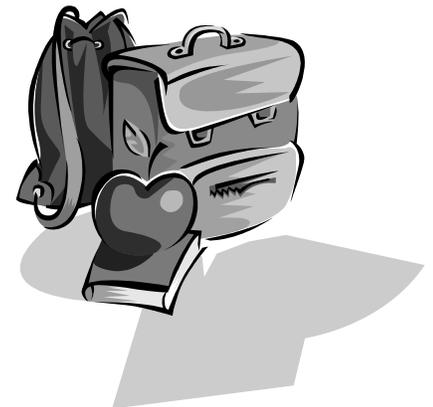
Snack Time

Water and a snack will be provided for all children. However, we do encourage healthy snack donations (no peanut butter products or items loaded with sugar). Mini cupcakes or cookies are fine to bring for your child's birthday party but must be store bought. Please notify your child's teacher if your child is allergic or sensitive to any foods.

Mini Munchers

Mini Munchers is an optional program that extends the day until 1:00. Provide your child with a healthy child friendly lunch that includes a drink such as a water bottle or juice pouch and plastic utensils if needed. Mini Munchers is for children ages 2 and above. Pick up is by 1:00. Fees will be incurred for late pickups. Foods such as hotdogs, grapes, cherry tomatoes, and nuts must be pre-sliced due to the potential for choking. **We do not heat food up.** Provide a thermos for foods that need to stay warm. Make sure to label your child's lunch bag.

The cost is \$12 per month for each day enrolled and payment should be included with tuition. **No refunds or makeup days for holidays or absences.** A Mini Muncher form is included in your child's information folder. Drop-ins are welcome but limited at \$5 per day.



Late Pickup Fees

Each family will receive a warning for a first-time late pickup. Each subsequent late pickup will incur a fee that will be noted on the child's tuition envelope. If a child is picked up **after 12:05**, the parents/guardians will need to pay the Mini Muncher drop-in fee of \$5. For those children staying for Mini Munchers, if they are picked up **after 1:00**, a \$5 fee will be incurred for every 5-minute increment.

Potty Training

Potty training is a developmental milestone for our children. Our goal is to assist families in this important area of a child's development with patience and consistency. Let your child's teacher know any special instructions that you use at home that may be helpful to the teacher while your child is at school. Overalls, jumper, belts, and buttons are frustrating for your child, therefore, dress your child in **appropriate clothing** and in either pull-ups or underwear that makes "potty tries" easier for both child and teacher. **We ask for pullups that are Velcro on the sides for easy changing when necessary.**



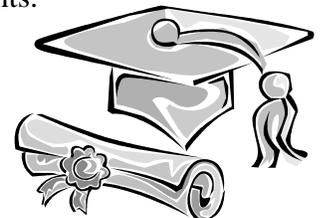
When your child enters the 2-year-old classroom we will begin the potty training stage as a classroom. Your child will be taken for a "potty try" at frequent intervals. Make sure your child has **plenty of clothes and extra undies or pull-ups**. Special treats will be given for successful potty tries.

Children must be fully potty trained before entering the 3-year-old classroom.

These policies are in place to ensure a quality teaching and learning environment. Our goal is to have classrooms where children are learning and growing together and where children are expected to meet developmental milestones that encourage confidence and well-being. If you have any questions concerning this topic, see the director or teacher for helpful techniques. Remember, consistency is the key!

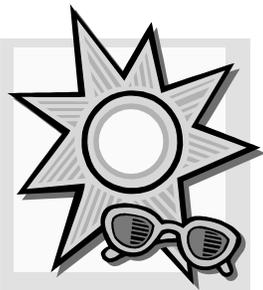
Graduation

A graduation ceremony will be held each year for our 4K and our K5 students. Our graduates are dressed in full cap and gown attire. The ceremony consists of scripture reciting, songs, personal letters to parents, favorite activities during school, future plans and careers, presentation of school diplomas, and much more. Everyone is invited to attend.



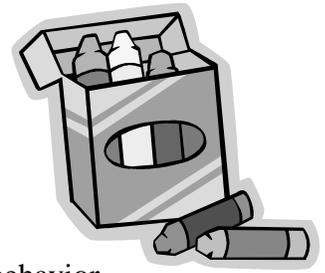
End of the School Year LUAU

At the end of each year, we have a Luau celebration for the children in our school. We have a variety of stations where the children can make crafts, play games, and lots more. The festivities are followed by a hot dog luncheon at noon. This is a time to celebrate a year of fun and learning with our children and their families. All celebrations and special events will be updated as the year progresses.



Child Discipline

Our school is committed to providing children an opportunity for quality learning in a safe and loving environment. A major part of this obligation is to use a system of discipline that will provide a positive learning experience leading each child to develop a strong sense of individual worth and responsibility. We believe that positive reinforcement encourages positive behavior.



The following are guidelines for handling discipline:

1. No corporal or physical punishment.
2. All behavioral expectations are developmentally and age appropriate.
3. Use of consistence, fairness, and patience.
4. Use of encouragement for positive behavior.
5. Use of logical consequences (Acceptable consequences are removing child from one play area to another, limiting play privileges and using "time out").
6. The director will involve a child's parents/guardian in the disciplinary process when uncontrollable behavior and/or behavior that is harmful to the child or others persist.
7. The director and the teacher will work with the parent/guardian to guide the child to develop appropriate behaviors in the classroom and when relating to his/her peers.
8. If disciplinary issues persist and do not improve, the child will be removed from the classroom and potentially from the school.

Children are supervised by sight as well as sound at all times.

Illness and COVID-19 Policies and Procedures

The health and safety of our students, families, and staff is of utmost importance to us at Dutch Fork Church. We are committed to do all that we can to carefully and intentionally provide a safe learning environment for all who participate in our ministry. All families are required to sign a waiver stating they have read and understand our policies and procedures. These procedures may be changed at any time to reflect updated guidelines.

Monitoring and Preparing:

- Screen children daily upon arrival for visible virus-like symptoms.
- In the case of a sick child during school hours, parents will be notified and required to pick up their child within 30 minutes of being notified. Out of an abundance of caution, any child sent home with virus-like symptoms will not be allowed to return to school until they are **symptom free for a minimum of 24 hours.**
- A staff member with virus-like symptoms will be sent home immediately and will not be allowed to return to school until they are **symptom free for a minimum of 24 hours.**
- Notify the school if your child has a confirmed case of COVID. We will then notify those families in your child's classroom while maintaining confidentiality as required
- Classrooms will be cleaned and disinfected immediately
- **Require parents to keep children home if exhibiting symptoms of any illness**
- If a child or staff member is confirmed positive for COVID, they are required to quarantine for 5 days.

Health and Safety Actions:

- Clean and disinfect frequently touched surfaces daily
- Minimize toys and manipulatives that are not easily cleaned or disinfected regularly
- Keep all cleaning materials in a safe place away from children
- Reduce large group gatherings in the gym and on the playground in an attempt to minimize exposure throughout the school
- Prohibit nonessential visitors into the building during school hours. Face masks are optional for all essential visitors but not required
- Stagger the use of common areas such as the playground, bathrooms, and gym and disinfect these areas daily
- Our lunch program **does have combined ages** however all surfaces are cleaned and disinfected regularly

Health Requirements

An up-to-date immunization record is required for each child when they begin school.

The health of our children is a combined responsibility of the parents and the school. Communicable childhood diseases are inevitable in early school environments but can be kept to a minimum if symptoms are noticed and parents are diligent to keep their child at home. Please notify your child's teacher or the director whenever your child is exposed to a communicable disease. A child showing illness (fever, vomiting, diarrhea, etc.) will be promptly isolated from the other children and expected to be picked up as soon as possible. Children should be free of symptoms for at least 24 hours before coming back to school. Children with the following illnesses are expected to remain at home:

1. Communicable or contagious disease
2. Sore throat or swollen glands accompanied by fever
3. Blisters in mouth
4. Undiagnosed rash or skin eruptions
5. Earache accompanied by fever
6. Green, thick runny nose
7. Undiagnosed red eye or drainage from eyes
8. Fever of 100 degrees or above
9. Vomiting or diarrhea within the past 24 hours
10. Untreated head lice or scabies



Dutch Fork Church
Weekday Preschool & Primary
Church office (803)781-2532
Chuck McAlister, Pastor

Staff Members

Leon Boss	Assistant Pastor & Minister of Worship
Jeanne French	Ministry Assistant
Robin Broad	Preschool & Primary Director
Kinslee Mishoe	Toddler Teacher
Kelly McKay	Teacher for 2-year-olds
Jessica Smith	Teacher for 2-year-olds
Tina Martin	Teacher for 3-year-olds
Diana Issa	Teacher for 3-year-olds
Christi McManus	Teacher for 4-year-olds
Christina Pazarena	Teacher for 4-year-olds
Paige Shealy	Teacher for K5
Amber Redmon	Teacher for 1 st Grade
Abbie Hill	2-year-old Teacher Assistant
Ashley Coogler	4-year-old 4Teacher Assistant
KC Paulk	K5 Teacher Assistant
Jamie Elkins	Toddler Teacher Assistant
Harriet Barbee	Teacher Substitute

