



ANDERSON PREP PRESCHOOL

Anderson Prep Preschool Parent Handbook



The mission of Anderson Prep Preschool is to provide a stimulating environment for preschool children and to help each child develop his or her own skills according to their individual capabilities. We believe that children learn and grow best in an atmosphere of mutual respect and trust and when they are actively engaged in their environment. Therefore, we strive to provide a wide range of hands-on activities throughout the day that will contribute to all areas of their growth and development.

Anderson Prep Preschool is a Christian Preschool and provides a blend of the Montessori inspired philosophy and Christian values. The curriculum succeeds because it draws principles from the natural development of the child. The inherent flexibility of the method allows adaptation to the needs of the individual, regardless of their level of ability, learning style or social maturity.

Preparation for Academic Excellence

Children come to us with wonder and the will to learn. They need to enter school with the skills and desire to think for themselves, solve problems, work with others, communicate, and gain an increased understanding of the world and how it works. Our Montessori inspired curriculum is designed to prepare every child to:

- Be armed with the desire, the vocabulary, and the language-deciphering skills they have developed through experiences that are meaningful to them.
- Approach the world with wonder and knowledge and obtain skills that lead to success in math and science: a growing interest in the properties of things and the relationships and forces that exist in the natural world.
- Use proper social skills to perform in the school classroom, such as: listening, self-discipline, patience, and the ability to work with others to solve problems.

Administration

Director: Laura Shorten Cell: 919-280-4859

Regional Director: Ruth Cardona Cell: 864-760-4243

Owner/Operator: Marilyn Nelson Cell: 864-556-4464



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Hours of Operation

ANDERSON PREP PRESCHOOL is open Monday -Friday from 7:00 a.m. to 5:30 p.m.

The preschool is closed for the following holidays: See Calendar. Additionally, ANDERSON PREP PRESCHOOL is closed for 2 staff development days a year..

Ratios

<u>Classroom</u>	<u>APP Ratio</u>	<u>State Ratio</u>
Infant	1 :4	1:5
Pretoddler	1:5	1:5
Toddler	1:6	1:6
Toddler 2	1:7	1:8
Primary 1	1:10	1:12
Primary 2	1:12	1:17

***Ratios may vary based on staff but will always meet state**

Learning Environments:

Practical Life: The young child is attracted to activities that give independence and control over their own life. In the classroom, children practice such activities as pouring, hand washing and polishing. The purpose of these activities is to develop concentration and attention to detail, finishing each task and putting away all materials before going on to another activity. The child may repeat each activity as often as they like, therefore perfecting coordination and extending concentration.

Sensorial: The child explores dimension, shape, color, texture, weight, aroma, taste, pitch, and relationships through a series of exercises called sensorial materials. These materials isolate various qualities so that the child can experience each one individually. The materials are largely self-correct so the child can accomplish the exercises alone. A sense of order is found in these materials, and the child acquires the joy of learning that their environment also has order.

Language: Each of the separate skills involved in the mastery of reading and writing is pursued by the child at his/her own pace. Exercises include rhyming games, matching objects to pictures, sandpaper letters and language cards.



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Math: Our Learning Without Tears math concepts isolate each concept and introduce it to the child in a concrete form using manipulative work. Children first learn to associate each numerical symbol with the proper quantity. The child progresses one step at a time to a more abstract understanding of the concepts of arithmetic.

Spanish: Spanish will be 2 days a week for Toddler/Primary classes. Studies have shown that students who learn another language have improved overall school performance, increased creativity and are better at solving complex problems.

Process Art: Children are encouraged to work independently on age-appropriate, theme-oriented projects. Projects aid the development of hand eye coordination and attention, along with a sense of imagination and creativity.

Bible: Our Bible curriculum, Wonder Ink, provides age-appropriate bible lessons, through a multi-sensory approach with stories, music, videos, activities, scripture, and Wonder Truths. Our desire is for children to learn about Jesus and the love our God has for them each day in a fun and engaging way.

Field Trips: Our children will attend a limited number of educational field trips per school year. Each child must have a signed permission slip waiver to attend. We will not offer care for children not attending.

Our Beliefs

Our Infant & Pre-toddler Program

We believe that the most important elements in the Infant environment are not objects, but other humans with their love, knowledge, and wisdom. It is natural and comforting for a baby to be carried, held, and snuggled. We believe we must also respect the needs for the child's choice and their need for other work—exploring the environment visually, listening to sounds, exercising, sleeping, crawling, and walking. Parents are often amazed to see how focused a child can become when concentration is not interrupted. We desire to create a natural environment for the baby that provides wise and observant adults and an interesting and safe atmosphere for the infant to rest, explore, and develop abilities. We understand that the first year of life is marked by amazing growth in independence. First, the baby leaves the security of the womb. Next, he/she learns to crawl, then to pull up,



stand and walk. We strive to give our undivided attention to the infant when we are needed, and then step back when we are to encourage growth and development.

Our Toddler Program

The American Montessori Society says of the Toddler environment: "These environments are characterized by order, simplicity, and aesthetics in order to meet the need of the spiritual embryo and the unconscious absorbent mind." Safety must be insured in order to allow for freedom of movement, exploration, and cognitive/motor development through interaction with the environment. We believe it is important to allow children freedom to choose works that they are interested in as well as scaffold their development by providing them a secure environment in which they feel safe trying new things.

Toddler Appropriate Activities

The Toddler environment, both indoors and out, consists of developmentally appropriate activities, which involve movement appropriate to this sensitive period of the child's life. Manipulative, "practical life" exercises, such as dish washing, sensorial activities for sensory development, gross motor tasks, vocabulary-building, and habits of grace and courtesy form the foundation of the "curriculum."

Social Interaction

Free play is facilitated by age-appropriate equipment designed for learning and play experiences. Grace and courtesy are taught and practiced as children learn to respect their playmates, adults, and themselves.

Language Development

Until they develop language to be able to tell us what they need and how they feel (communication skills), there needs to be a sensitive adult to help, to guide, and to direct the child. Children who enter class speaking a language other than English absorb English and are supported in feeling comfortable.

Our Primary Program:

Our primary curriculum is Montessori-inspired and Learning Without Tears. We also have set learning standards for the Primary (PreK) program to help guide our students. We want to help our children achieve each developmental milestone prior to entering an Elementary program, whether in a public or private academic setting.

**Practical Life:**

Order, concentration, independence, coordination, and refinement of motor skills
Respect for self, others social grace and care for environment & community
Problem solving & logical reasoning.

Sensorial:

Exploration of All Senses

Ordering, classification, sorting, identification, comparison, and differentiation of: *size, color, geometric shapes and solids, texture, sound* Mathematics:

Counting 0-10: (with manipulatives) Sequencing and graphing 1-10

Introduction to time and calendar concepts (with manipulatives)

Language Arts / Handwriting

Exploration of letter formation and preparation of the hand for lightness of touch and control. Awareness of sounds in words, awareness of letters/symbols

Science:

Study and life cycles of plants, animals, living and nonliving matter.

Policies and Procedures**Admission/Inclusion Policy**

We have an open enrollment policy. Our services are offered to everyone, regardless of race, sex, religion, or national origin.

Anderson Prep Preschool includes children with special needs that can adapt to our classroom environments and will make accommodations as required by the Americans with Disabilities Act.

Enrollment

All enrollment forms must be completed before your child may attend our school. Please inform us of any changes to this information as soon as they occur. All information can also be updated via Brightwheel.

Child's File: To have a complete file on your child, the following documents are required:

1. A signed copy of DSS Form 2900 and 2 emergency contacts.
2. A current student data registration
3. Immunization record or Exemption that is up to date faxed to: 866-356-7648
4. A signed copy of our Emergency Evacuation policy , Corporal punishment policy and current school year's Parent Handbook.

School Calendar

Our school calendar is posted on our website and in our lobby.



Parent Teacher Conferences

We are always eager to speak with families about their child's daily experiences, growth, and development, or any other topic. Our Primary and Toddler classes will hold bi-annual parent-teacher conferences in the months of Nov/Dec and May.

Confidentiality

All information about children and their families will be kept strictly confidential. If a communicable illness occurs, families will be told of the possible exposure, but not the name of the sick child. Please do not ask us any questions that could be a breach of confidentiality. If you need information about another family, please speak directly with that family.

Registration

An annual non-refundable registration fee of \$350 is due with your application for the preschool programs and a \$150 registration fee is due with your application for the afterschool elementary. A non-refundable materials fee of \$250 will be assessed in September and again in January for preschool and an annual materials fee of \$100 (Sept) for Elementary Afterschool.

Tuition Policy

Tuition and other fees are to be paid in full without deduction for absences of any duration, holidays or weather closures. This is to consistently provide for staffing and other operational costs that are incurred based on fixed levels of enrollment. If your tuition check returns, a \$40 charge will be applied to your account. After 2 returned checks, all payments must be submitted by cashier's check, money order, or cash only.

Payment Policy

Payment is due on the 1st day of the month. We accept cash, check, ACH (convenience fee), or credit card via Brightwheel (convenience fee). A \$50.00 late fee will be assessed for any payments received after the 5th of the month. If payment is not received by the 10th, the late fee will increase to \$75. If your account is past due 30 days, your child will be unable to attend our school until all balances are paid and your account will be sent to a collection agency.

Refunds and Discounts

There is a 2.5% discount for full-time students who prepay the yearly tuition.



Pictures and Activities

By enrolling your child at Anderson Prep Preschool, you as a parent or guardian give permission for your child to be involved in the activities and events at Anderson Prep Preschool. You also give permission for your child to be on our website, social media pages and advertising.

Discipline and/or Dismissal

At Anderson Prep Preschool, we use Conscious Discipline as our form of discipline. Conscious Discipline provides a transformational, whole-school solution for social-emotional learning, discipline, and self-regulation.

Although rare, a situation may arise in which it becomes evident that the needs of the child cannot be met effectively by our school. A decision to dismiss a child will only happen after we feel every option has been explored. Every measure will be taken to meet the needs of the child in question. Our school's primary responsibility is to ensure the safety of all children. Acts of inappropriate behavior include but are not limited to bodily harm to others, posing a danger to oneself, excessive offensive language and chronic classroom misbehavior are grounds for dismissal.

Our administration will assess each dismissal not only with regard to the individual child's needs, but also with the needs of all the children served. The parent will be a central figure in the discussion regarding this issue, but the decision to dismiss a child must be left to the discretion of our preschool directors. If your child enrolls and cannot adapt to our teaching environment within 6 weeks, we have the right to refuse admission to our preschool. Please keep in mind that our registration fee and materials fee is non-refundable.

Termination of Enrollment

Preschool/Afterschool services may be terminated for any of the following reasons:

- Repeated failure of the child to maintain appropriate behavior.
- Repeated failure to pay registration and tuition fees on time.
- Repeated failure to drop off on time and pick up at closing.
- Failure to assimilate with the program.

If termination of enrollment is because of any of the above reasons, the child will not be eligible for readmission.



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School Hours

Our school is open Monday through Friday from 7:00 am to 5:30 pm. All Infant - Toddler children should be in class by 9:00am. All Primary children should be in class by 8:30am. Any late arrivals will need to be approved by our preschool Director. We will not accept any children after 9:00am. We close at 5:30 p.m. sharp. After 5:30 pm, there is a late pick-up fee of \$20 for the first 10 minutes and \$20 for each additional 10 minutes thereafter. If you have not picked up your child by 6:30 p.m. and all attempts to contact you and your emergency contacts have failed, Anderson Prep Preschool will call the Anderson County Sheriff's Department and the Department of Social Services (DSS). After repeated late pick-ups, you may be asked to find a school that better fits your scheduling needs.

Appointments

We understand that children have appointments throughout the day. Please get preschool Director approval if you wish to bring back your child after the appointment.

Holidays

No discount on tuition will be made for holidays or other days on which the facility does not operate or opens late due to weather. The updated school calendar is on our website and in our lobby: www.AndersonPrepSC.com.

Student Withdrawal

From the date you start, your child is enrolled in our school until we receive written notice otherwise. A minimum 30-day written notice addressed to the director is required prior to withdrawal.

Inclement Weather

Anderson Prep Preschool generally follows the Anderson District 5 closings and delays for inclement weather. In the event of unusual weather conditions such as ice or snow, if we are closed or are opening late check: 1.) Check Brightwheel 2.) Check our Anderson Prep Preschool Facebook page.

Door Code: Checking In and Out

The primary means for ensuring the security of the school is strict adherence to established procedures for your child's arrival and departure, including checking in and out. We ask that you always check your child in and out using the keypad at the front door.



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Others picking up your child may ring the bell at the door, we will check their identification for security reasons.

Child Pick-Up Authorization

Children will only be released to parents, legal guardians, and those listed on the authorization form filled out upon enrollment. Please carefully fill out the child pick-up authorization form and keep it updated throughout the year. We ask that changes to your authorized pickup list be made in writing and signed. **Anyone picking up your child may be asked for a picture ID, so please make sure that individual has an ID available when picking up your child and is 18 years of age or older.** *(Children will not be released to anyone under the age of 18 years.)*

Arrival and Departure

It is important that your child's day begins on a positive note. Upon arrival, make sure your child's teacher knows your child has arrived so that we may mark them present. An authorized adult must accompany a child into and out of the building.

Access to Your Child's Classroom

Parents are permitted access to their child's classroom and play areas any time their child is present. We request your cooperation in not disturbing any teaching program in progress. If you need time to speak with your child's teacher, you may pre-schedule a conference.

Clothing, Diapers and Personal Belongings

Please label all clothing with your child's first and last name. We cannot be responsible for lost articles. Please send children to school in school uniform. Rubber-soled or non-slippery shoes (properly tied or strapped to the foot) are best for school. We ask that you leave all food, gum, and toys at home. One soft sleep toy is permitted for naptime only. As seasons change, please send your child to school with appropriate jackets, mittens, and hats. Except for a few rainy, extremely cold, or extremely hot days, your child will go outside daily. All children must go outside as we are not staffed to accommodate requests for individual children to stay inside. If a child is not well enough to go outside, they are not well enough to be at school and need to be kept at home for the day.



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Our Infant, Pre-Toddler, and Toddler classrooms are required to supply their own diapers and wipes. In our Toddler classes we require sending in a large box of wipes in September, January, and June. We require the Huggies 800 count box/ or similar. If this is not provided in the month they are required (September, January, or June) your account will be charged \$20. Replenishment notes will be sent out as needed.

Uniforms

Our Toddler and Primary students are required to wear our APP approved uniform Monday- Thursday. Fridays are considered our "Spirit Day" children will be allowed to wear an APP t-shirt along with school approved bottoms.

Change of Clothing

Each child attending Anderson Prep Preschool MUST have 2 complete changes of clothing (shirt, pants, socks, and underwear) packed in a zip-lock bag, labeled with the child's name, and stored in the child's cubby.

Food/Birthday

Birthdays are important days for young children, and we share your desire to make your child's day a special one. We celebrate birthdays once a month during your child's birthday month (first Friday of the month) during afternoon snack time. Parents may provide a special store-bought snack to celebrate the occasion. Parents are asked to provide enough for all members of the child's class. Since certain children have severe food allergies, please speak with your child's teacher about the types of appropriate snacks. We allow fruit, cheese, and nutritional snacks. **Homemade foods are not allowed.**

Substitute Teachers

Occasionally there will be a need for a substitute teacher. This person will be experienced in teaching children, familiar with the policies at Anderson Prep, and will have fulfilled licensing requirements.

Volunteers

Parents, grandparents, and other volunteers are welcome at Anderson Prep. You must be 18 years or older with a high school diploma to volunteer and you will be asked to be fingerprinted.



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Procurement Fee for Hiring Our Teachers

Hiring of our teachers by parents is highly discouraged since it presents a conflict of interest for the teacher. If a parent does hire a teacher for a position (ex. nanny or caregiver) that competes with the school during enrollment, the parent has 90 days to notify the school and will then be charged a \$1,000 placement fee.

Waiting List

A waiting list is maintained and used to fill vacancies. When an opening becomes available, families will be notified in order that they were placed on the waiting list, with priority given to siblings of children already enrolled and to families whose preschool schedule most closely fits the available opening. Parents must submit a completed enrollment intent/acceptance form and pay the enrollment fee within 24 hours of being notified. If these forms and fees are not completed during this time, the opening will be offered to the next family on the waiting list.

Illness Policy

We abide by all DSS and DPH regulations and school exclusion lists. Directors hold the final decision on a child meeting the criteria to attend following an illness.

Administering Medication at APP

To administer any medication at Anderson Prep Preschool LLC, we must have a signed medication consent form with medication in its original package (not expired) to be kept in our medicine lock box and only to be administered by a director.

Emergency Medical Plan: Medical conditions in which emergency care and treatment is warranted.

- Loss of consciousness / Semi consciousness
- Breathing difficulties
- Severe bleeding
- Unequal pupils / Seizure
- Neck or back injury, possible broken bones
- Continuous clear drainage from nose/ears after a blow to the head
- Severe headache / Stiff neck or neck pain when head is moved.
- Hives that appear quickly
- A very sick child who seems to get worse quickly.



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- Repeated forceful vomiting / Vomiting blood.
- Severe abdominal pain that causes a child to double over Anderson Prep

APP will assume these following steps:

- Director will call 911 immediately upon recognizing signs and symptoms that require immediate medical attention.
- The director will call the child's parent/guardian immediately after calling 911 to inform them of the child's symptoms and where they will be transported for medical care.
- Director/Staff member will provide first aid as trained until emergency personnel arrive.

Medical Authorization and General Permission

Should emergency medical care be necessary, I give Anderson Prep Preschool permission to authorize any treatment deemed necessary by a physician, dentist and/or hospital. I hereby grant permission for my child to participate in all activities including field trips and transportation to and from public schools. I understand that prior notice will be given before my child participates in a field trip. I hereby release and agree to hold harmless Anderson Prep Preschool LLC and its staff from any loss or damage to toys, clothes, or personal articles. I hereby warrant Anderson Prep Preschool LLC that I am entitled to legal custody and possession of my child and accordingly, am authorized to sign this registration document.

Injury at Anderson Prep

We will do everything reasonably possible to protect children in our care from undue harm and bodily injury. We at Anderson Prep Preschool LLC have a legal "duty of care" to do everything possible to assure students are safe from undue harm and injury. In our duty of care there are injuries that do occur due to everyday life of a child such as: bumps, scrapes, scratches, bites, insect bites, cut, squashed finger or toes, etc. These are a normal part of everyday for a child and we will not be assumed responsible for these.



Biting Policy

Our policy for handling a biting incident is the following:

1. The biter is immediately removed from the group with a firm NO (this is a word our children are not used to hearing in the classroom)
2. The bitten child is consoled, and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.
3. The biter is talked to on a level that he/she can understand and redirected.
4. A written incident report is sent via Brightwheel to the parents of all children involved when they are picked up that day. The name of a biting child is not released.
5. If your child has bitten another child twice in one day in Pretoddler, Toddler or Primary 1 they will be sent home for the remainder of the day. If your child in Primary 2 or older has bitten once they will be sent home for the day.
6. We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior. If biting continues the Director will review and evaluate the situation with the parents.

Emergency Evacuation Relocation Plan

Anderson Prep Preschool is located at *1910 Commonwealth Lane, Anderson, SC 29621*. Normal operating hours for the facility are Monday – Friday, 7am–5:30pm. The facility assumes responsibility for the health and safety of the children attending the facility during this time.

The emergency evacuation facility is located at *The Peoples Bank, 1921 East Greenville Street, Anderson, SC 29621*. This location will be used for any security emergencies and unplanned emergencies here if our facility is no longer able to be occupied. *AnMed North Health campus on 2000 East Greenville Street* will be the primary source during an emergency such as blizzard, hurricane, etc. Assistance during emergencies will be dispatched through Anderson County 9–1–1.

Statement of Corporal Punishment –Not Tolerated at Anderson Prep Preschool

Here at Anderson Prep Preschool discipline is important and we have a strong role in teaching children to be self-disciplined. When students are self-disciplined, they understand a situation, make proper decisions about their behavior, and behave appropriately. Effective discipline is primarily a matter of instruction rather than punishment. **We do not tolerate the use of corporal punishment in any of our classrooms.** We help students achieve academic success through identification of academic and behavioral deficiencies and strengths and help students receive appropriate instruction. We provide: Clear behavioral expectations and guidelines encourage disciplinary consequences that are meaningful to students and have an instruction and reflection component. Encourage consistent, fair, and calm enforcement of rules at the individual, class, and school level. Provide social skill training, conflict resolution skills, anger management, and problem-solving skills. **What is corporal punishment?** Corporal punishment of students is the intentional infliction of pain or discomfort and/or the use of physical force upon a student in order to stop or change behavior. The use of corporal punishment in schools communicates that hitting is the correct way to solve problems and violence is acceptable in our society. Corporal punishment in an academic setting does not produce long-lasting changes in behavior, negatively effects the social, psychological and educational development of students, contributes to the cycle of child abuse, and promotes pro-violence attitudes of youth (Andero & Stewart, 2002; Owen, 2005; Society for Adolescent Medicine, 2003).



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By signing this document, you understand our emergency evacuation plans, corporal punishment policy and are in agreement with our parent handbook.

_____ **Child Name** _____ **Date**

_____ **Parent Name** _____ **Parent Signature**