



Parent Handbook 2023-2024

Mission Statement

The purpose of the week day program is to support the home and extend the ministry of James Island Baptist Church by providing biblically based, age appropriate education for preschoolers. The week day program is an extension of ministry to families by James Island Baptist Church, to effectively work toward the common purpose of fulfilling the Great Commission. We commit to the following goals:

- ❖ Provide a nurturing, developmentally appropriate environment that encourages each child to develop mentally, physically, spiritually, socially and emotionally.
- ❖ We use the WEE Learn Curriculum: WEE Learn is grounded in evidence-based practices, programs using the WEE Learn philosophy and curriculum work to support children and families. Children's individual differences and learning styles are considered as they learn through play and interactions with supportive early childhood teachers to maximize each child's learning potential.
- ❖ WEE Learn is a curriculum that supports best practice and has been evidence-based researched and cross-referenced with the Florida Performance Standards.
- ❖ Staff who profess Christ as Savior and exhibit Christian traits in caring for children and in interaction with families and co-workers.
- ❖ Respect and understanding of others without regard to race, religion, gender, nationality, religion or background.
- ❖ Planned activities that permit each child to progress and enjoy success.

Policies and Guidelines

1. Requirements for admittance- Children 6 weeks to 5 years of age can be placed in the program, as space is available. To be accepted into the program, a parent or guardian must complete and provide:

- Online Registration for both parent/guardian and child
- Paid Registration Fee
- Copy of child's insurance card
- Copy of child's up to date vaccination record
- Signed Parent Handbook Receipt form

Requirements for admittance each day

- Children must dress according to the season and the weather forecast
- Children should wear washable play clothes for comfort and convenience
- No play dresses or costumes are allowed
- Always have your child wear closed toes shoes
- Shoes without backs, slip-ons, sandals and Crocs are not allowed

It is important that you inform us of any changes that should be made on your child's registration form.

- 2. Schedule-** The program operates from 9:00 AM- 12:00 PM, Monday through Friday. We ask that you pick your child up promptly at 12:00 PM. Parents and Guardians who pick up their child after 12:15 PM can be charged an additional fee of \$5.00 per quarter hour.
- 3. Early Care-** Any student that needs to come to school before 9:00 AM may participate in our Early Care Program. Early Care begins at 8:00 AM and stops at 8:30 AM. **If you arrive after 8:30 AM you must wait until doors open at 9 AM.** Early Care is \$8.00 per day used and is billed with the following month's tuition.
- 4. Tuition-** Tuition must be paid no later than the 15th of each month. Tuition paid monthly should be paid the first day your child attends the program. If you are paying with cash, please have the correct amount. Receipts will be given upon request. Payments may be made online using the registration portal, by check or money order. Do not put tuition payments in your child's bag. There are no discounts for holidays or absences. If your child is absent for an entire month, your spot will be forfeited unless you pay the full tuition amount by the 15th of that month.

There is a \$35.00 fee for all returned checks

5. Illnesses- Please do not send your child to school if he or she has any of the following symptoms:

- **Fever (Any)**
- **Diarrhea**
- **Vomiting**
- **Unexplained rash**
- **Chicken Pox**
- **Pink eye**
- **Abdominal pain**
- **Head lice**
- **Colored mucus draining from the nose or ears***
- **Any other contagious disease**

**A child will be sent home if their nose is draining any other color than clear.*

When your child presents with fever they must stay out of school until they have been “fever free” for 24 hours.

Children who have had any of these symptoms are not allowed to attend the program until they have been clear from it for at least 24 hours. If illness develops during the time of care, the child will be cared for individually until parents, guardians, or emergency contact person can be contacted. Emergency phone numbers must be noted on the online registration form, be sure to list at least two emergency contact people. If your child contracts a communicable disease or contagious health condition following a session, please contact the director so the other parents and guardians can be informed. A doctor’s written release may be required for some communicable diseases before a child is allowed back to the program.

Nose Note- If your child receives one of these notes, there is no reason for alarm. We are not telling you that your child is “sick”, we are just asking you to help in any way to clear the nose for sanitary and health reasons. You can administer medication that will dry the nose. Please pay close attention to any colored or tinted drainage from the nose; this may be a sign of an illness that needs to be treated by a physician.

- 6. Medications-** We do not administer prescription or over the counter medications. If your child needs medication administered during school hours, you need to keep them home for that period of time. **If your child requires the use of an epi pen or inhaler, a medical release form must be signed and on file.**
- 7. Bad Weather Days-** On days of inclement weather it is our policy to follow the decision of the Charleston County public schools concerning closings for the day. If the media reports the Charleston County Schools will not open, we will be closed also. **We cannot allow a makeup day for days missed due to inclement weather**
- 8. Arrival-** Parents and guardians should line up outside the Children's Ministries doors at 9:00 AM. Parents are not permitted to enter into the school area. If your child refuses to walk into the school and is uncontrollable you will be asked to take the child home for the day. Teachers are not permitted to carry children into the building due to safety concerns. This does not apply to children that are under the age of 18 months and may need assistance entering the building.
- 9. Dismissal-** Parents and guardians should gather outside the Children's Ministries doors at 12:00 PM. Children will be called to come to the front. Please pick up your child promptly at 12:00 PM each day. Parents and Guardians who pick up their child after 12:15 PM can be charged an additional fee of \$5.00 per quarter hour. If you are running late, contact Laura Holmes at 843-819-6562. The preschool does not receive voicemails left on the church phone line until the next morning. Please keep this number handy in case you need it. Only parents and guardians listed on the registration form will be allowed to pick your child up unless you inform us otherwise.

Individuals with whom we are unfamiliar, but have been authorized for pick up by you, will be required to present a picture ID at the time of release. If you need to pick your child up early, please let us know the time and we will have your child ready for you. This keeps from disrupting the class and doesn't upset the other children.

- 10. Discipline-** We believe in re-directing children when behavior problems are likely to occur. The teacher may decide to use the time out method when appropriate, but will never place a child in time out beyond the teacher's supervision and only for the appropriate amount of time for the child's age. Parents and guardians will only be informed if there is a repetitive problem.

There is a three strike policy enforced at the school for incidents of hitting, biting and kicking. If a child has more than three incidents of such behavior with another child or teacher, the parent will be asked to withdraw the child from the program.

11. Snacks- Make sure your child has a good breakfast in the morning. You must supply your child with a healthy snack daily. **Please note on the Registration Form if your child/children have a peanut allergy. If your child develops a peanut allergy, please notify his or her teacher immediately.** Make sure everything is cut into small pieces for your child's safety. Please do not send your child to school with food or drink in hand to finish. Send a clean, labeled sippy cup daily.

12. Birthdays- Parents and guardians are welcome to provide a special snack for everyone on your child's birthday. Please inform your child's teacher in advance if you plan to do so. Make sure you ask about any children that have allergies. **Do not send party invitations to be given out in class unless all of the children in the class are invited.**

13. Preschool items

Dress

- Dress your child according to the season and the weather forecast. Children should wear washable play clothes for comfort and convenience. **Play costumes and dresses are NOT permitted.** Children must wear shoes to prevent injury on the playground. **Shoes that tie or Velcro are highly recommended. Always choose closed toe shoes for safety and protection. Shoes without backs, slip-ons, sandals and Crocs are not allowed.** These types of shoes are not safe on the playground.

Toys

- Children are provided with toys and resources in the program and should be discouraged from bringing toys from home. **Do not allow your child to put any play items in his or her backpack or pockets**

Backpacks

- Please label bags, jackets, sweaters, spare clothing, sippy cups, bottles, blankets and etc. Each child is required to bring a diaper bag or book bag containing a clean sippy cup, change of clothes, diapers and pull ups (if applicable).

14. Parent or Guardian participation- It is our aim to work with the families in creating the best possible environment for your child in this program. Parents and guardians are the most important people in the lives of their children. We want to support positive family life. Some ways you can help your child:

- Be on time and attend regularly
- Send in materials requested by your teachers for projects
- Check your child's bag daily for correspondence
- Talk to your child about his or her day
- Attend all scheduled program events and any parent meetings
- Read to your child daily
- Volunteer to assist with any special activities
- Be sure that your child get the proper amount of rest nightly

15. Potty Training- We will assist your child with their potty training when it is needed.

Our teachers will follow the procedure you are using at home as well if possible. We do ask that during this time you send your child in pull ups, layered training pants, or a rubber pant over the underwear. This helps contain any accidents and makes for a healthier environment for the other children. Remember to pack and label extra clothing, including socks, during this time.

Children must be fully potty trained to be in the 3-4 and 4-5 year old classrooms

16. Chapel- All children ages 1-5 years old will attend Chapel

17. Scheduled days- Once a student is assigned to specific days this cannot be changed*.

We will not "juggle" days for sickness and holidays.

*If the child's classroom has availability on another day of the week and you would like to add day(s) to the week you may be permitted to do so.

18. Open door policy- JIBC weekday preschool ministry has an open door policy.

Parents and guardians are welcome to a scheduled visit. We ask that if you visit for any reason that you do so for a respectful and brief amount of time, not the entire class.

19. Complaints- Complaints should be made to the teacher. If you are not comfortable doing so or feel the problem has not been resolved please contact the director.

20. Class Newsletters- These will be sent to you each month via email. Please notify the teacher if your email address changes during the school year.

21. Parent Handbook- Once you receive a handbook you are responsible for keeping up with it until you are notified differently. Any updates will be given to you in writing for you to place in your current handbook. A new handbook will be given at each new school year regardless of changes.



JIBC Day School 2023-2024 Calendar

2023

- August 23- School Begins
- September 4- Labor Day **School Closed**
- November 7- Teacher Workday **School Closed**
- November 20-24- Thanksgiving Break **School Closed**
- December 18-31- Christmas Break **School Closed**

2024

- January 3- School Resumes
- January 15- Martin Luther King Day **School Closed**
- January 24- Teacher Workday **School Closed**
- February 19- President's Day **School Closed**
- April 1-5- Spring Break **School Closed**
- April 8- Teacher Workday **School Closed**
- May 24- Last Day of School

There are no makeup days for days missed during the school year for Holidays and Teacher Workdays.