

GREER FIRST PRESCHOOL



Growing Little Minds for God

PARENT HANDBOOK 2024-2025

Greer First Preschool
202 W Poinsett Street
Greer, SC 29650
www.greerfbc.org
DSS License # 12149

I have no greater joy than this,
to hear of my children walking in
the truth.

3 John 1:4

Amy Ponder

PRESCHOOL DIRECTOR



I have been blessed to work with children in one capacity or another for most of my adult life. I began to feel the Lord call me into full-time ministry with children, and after years of prayer, He opened the door at Greer First. I have loved every minute!

My goal as Preschool Director is to point our children and their families to Christ. I believe in creating a loving atmosphere that builds children up emotionally and provides them with a strong educational foundation, preparing them for

kindergarten. It is important for children to learn, but it is equally important for them to play, and we aim to create an environment where they can safely do both.

We are not just a preschool, we are a family, and we treasure the time we have with your children.

I look forward to serving your family!"

Amy Ponder

Children are a gift from the Lord; they are a real blessing.

Psalm 127:3

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2024-2025 School Year: September 3, 2024 - May 16, 2025

Hours: 8:30 am - 1 pm

FEES

CLASS	REGISTRATION	MONTHLY TUITION
Ones - Tues/Thurs	\$250	\$221
Ones - Mon/Wed/Fri	\$250	\$331
Ones - Mon-Fri	\$300	\$552
Twos - Tues/Thurs	\$250	\$221
Twos - Mon/Wed/Fri	\$250	\$331
Twos - Mon-Fri	\$300	\$552
Threes - Tues/Thurs	\$250	\$221
Threes - Mon/Wed/Fri	\$250	\$331
Threes - Mon-Fri	\$300	\$552
4K Tues/Wed/Thurs	\$250	\$331
4K Mon-Thurs	\$250	\$441
4K Mon-Fri	\$300	\$552

* Registration Fees are non-refundable * Multi-child Registration Fee is \$450
Our fees are figured on a total annual expense and divided into nine equal payments.
Tuition is not prorated.

SUMMER WITHDRAWAL POLICY

Any child that is withdrawn from the program between June 1 and September 1 will pay a one-month tuition penalty.

It is important to note that Greer First Preschool bases its staffing and other resource decisions upon enrollment commitments made well before the start of the school year.

WITHDRAWAL

Greer First Preschool reserves the right to withdraw a child from enrollment for the following reasons: the school's inability to meet the child's needs; a child's excessive behavior problems; failure of parents to pay tuition; failure of parents to abide by policies and procedures, including the health policy.

Parents may withdraw children with one month's notice. Tuition for that month will still be due which includes September.

TUITION

Tuition rates are not adjusted for holidays, inclement weather, weather delays, or if a child is absent due to illness or family events. Tuition rates will also not be adjusted for any Covid-19 or Pandemic closures.

Tuition invoices will be emailed on the first of each month, and automatically drafted on the fifth of each month. Automatic drafts that are returned for insufficient funds will be charged a \$45 fee. If tuition payment has not been received by the seventh day of the month, a \$45 late fee will be charged. If tuition is still not paid after the tenth of the month, your child will not be able to return until tuition is paid in full. If tuition remains unpaid for a period of one month, your child will not be allowed to return and you will lose your spot for the year. All tuition payments must be made through automatic draft using your ProCare account. Greer First Preschool does not have access to your financial information. Parents enrolling their child (during the school year) before the fifteenth of the month will pay for the full month. Parents enrolling their child after the fifteenth will pay one-half of the monthly fee.



SCHOOL INFORMATION & CARLINE PROCEDURES

- School hours: 8:30 am -1:00 pm
- Arrival: Doors will open at 8:30 am. Children will arrive at their designated carline areas, and remain in their vehicles until a preschool staff member comes to get them. Please have your child unbuckled and ready to exit the car. Preschool staff will walk them into the building.
- Dismissal: The children will be dismissed at the covered entrance. All parents will be given a number for carpool purposes. This number should be clearly displayed in the front window of your vehicle at carpool time. Please use a hanger with clips and hang it from your rearview mirror.
- Children will be ready for dismissal at 1:00 pm. Parents are expected to be in the carpool line when dismissal begins. Please make sure you have your child buckled into their seat before you pull away. Greer Preschool Staff are not allowed to buckle or unbuckle children in their carseats. Teachers will remain in the dismissal area until the carpool line ends. If there are children still waiting to be picked up when the car line ends, they will be taken to the director's office and the exterior doors will be closed. At this point a late fee begins to accrue in the amount of \$1 for each minute late.

More detailed information about drop-off /pick up will be given at "Meet The Teacher."

EARLY DISMISSALS

Please message your child’s teacher using the app on the morning you plan to pick up your child early. Also, email amyponder@greerfbc.org.

If you need to pick your child up before regular dismissal time, we ask that you do so before 12:25 pm. Park in the parking lot, walk to the door and ring the bell. We will bring your child to you.

INCLEMENT WEATHER

Greenville County Schools	Greer First Preschool
One and Two hour delay	1 hour delay- we open at 9:30 am 2 hour delay- we open at 10:30 am
Three hour delay	Closed

If Greenville County Schools close due to weather, Greer First Preschool will also be closed, with no make-up days. If Greenville County Schools close during the school day, we will close 30 mins before their closing time. For example, if Greenville County Schools announces they are closing at 1:00 PM we will close at 12:30 PM.

MEET THE TEACHER

- Teachers will schedule “Meet the Teacher” with each family before school begins.
- You will receive a packet from your teacher with “Back to School” information, and registration forms that must be completed and returned on the first day of school.

SAFETY

We use a carline for student arrival and dismissal for the safety and protection of our students and staff. Outside preschool doors remain locked all day for the protection of our children and staff. Please call the preschool office for assistance, or ring the buzzer and hold up your drop off/pick up tag to the camera. A staff member will come to the door.

HEALTH REQUIREMENTS

- All children entering Greer First Preschool must have a SC Certificate of Immunization DHEC Form 2740A signed by a doctor. We must have a current copy of the immunization form on file before a child may attend.
- If your child should develop a contagious illness, please contact the school or your child's teacher. We ask, in consideration of the general health and well-being of your child's classmates, that you keep a child at home when he is sick. (Please see our illness policy on pages 14-15.)
- All parents must return a signed illness policy.

OUTDOOR PLAY

Weather permitting, we give children an outdoor recess time each day. If it is 32 degrees or above (including wind chill factor) children will go outside. Please remember to always dress your children appropriately for the temperature and send jackets, etc. If the playground is too wet, the children will go to the Gym or have a free playtime in their classroom. Please dress your child appropriate for the weather.

TOILET TRAINING

Students in K3 and K4 must be fully toilet trained and independent in the restroom.

When transitioning to the three-year-old class, all children are required to be in panties or underwear (no Pull-Ups), be able to pull clothes up and down by themselves and be able to wipe. If your 3K or older child has an accident at school, a parent may be called to come and change that child.

Students in K3 and older who continually have accidents are not considered fully toilet trained and will not be allowed to attend class for two weeks. This break is designed to give you time to fully toilet train your child. Tuition will still be due during this time.



CLOTHING

- All clothing should be neat and comfortable. It should lend itself to the active lifestyle of a child in the classroom and on the playground.
- Clothing should allow your child to take care of his/her own toileting needs.
- Please send your child dressed appropriately for the outside temperature. Children will go outside daily for play-time if it is not raining.
- All children need a change of clothes.
- Please wear appropriate shoes for playground. Tennis shoes are preferred because of safety. Sandals and Crocs must have a back strap. No flip flops.
- If your child wears a hat to school, please remind him to remove it when indoors.

BACKPACK / DIAPER BAGS

All children should have a labeled full-size backpack/diaper bag. Please send diapers and pull-ups (with velcro tabs) for children that are not potty-trained. Please make sure your child's backpack/diaper bag is large enough to carry lunch box and class folder. Each child must bring his/her bag each day to ensure that special classwork, art projects, and important notices arrive home safely. Please check your child's bag daily for any communications.

LUNCHES AND SNACKS

- Please send a healthy snack daily with your child.
- Please send labeled and filled water bottle with your child daily. Please no sugary drinks.
- We are a nut-free school. This also includes no almond butter, Nutella, etc. Sun butter is a good substitute. Please label items containing Sun butter.
- Please limit sugary items sent in your child's lunchbox.
- We are unable to warm food in the microwave. Please send food that needs to stay warm in a thermos or similar container.
- DSS regulations will not allow us to use our spoons or cups. Please send these with your child if needed.
- To ensure the health and safety of the children in the classroom, please do not send the following items in your child's lunch box :
 - Anything with nuts or peanut butter
 - Grapes (unless quartered)
 - Popcorn
 - Apples with peeling
 - Raw Carrots
 - Raw Celery
 - Wieners (unless quartered lengthwise)

STAFF

- We are committed to provide you with a loving Christian staff for your children.
- All of our staff have had background checks.
- All of our staff complete fifteen hours of training per year.
- All staff are CPR and First Aid Certified.
- Staff/children ratio
 - Ones — 2 staff : 6 children
 - Twos — 2 staff : 8 children
 - 3 years olds — 2 staff : 14 children
 - 4 years olds — 2 staff : 16 children

DISCIPLINE

Corporal punishment will NEVER be used or tolerated. Greer First Preschool believes that children should be treated with love and guidance. Here at Greer, children will feel safe and loved by their preschool teachers. If a child needs correction, we will correct them in love and redirect their attention. Time out will be used if needed as a cooling-off period to help a child ages three or older to regain self-control. Children will never be punished, mistreated, embarrassed, ridiculed, or left alone as a form of discipline. Children will not discipline other children. The teacher will never use embarrassment, humiliation, making an example of the child, or physical/verbal punishment as an attempt in changing a child's behavior.

When ongoing unacceptable/disruptive behavior(s) occurs, your child's preschool team, which may consist of the teacher, the Director, and parent(s), will meet. Together they determine the appropriate action to be taken. If a child's behavior is continually disruptive or endangers the safety of others in the class, the child can be removed from the program. NO REFUNDS are given for the month that the child is removed.



AGGRESSIVE BEHAVIOR POLICY

If your child exhibits an aggressive behavior towards another student or staff member such as, but not limited to, aggressive hitting, choking, biting (3-years-old and up), kicking, spitting on children or their food and/or physical harm with an object, the following measures will be taken:

- 1st Occurrence: The parent/guardian will be notified and the child will leave immediately.
- 2nd Occurrence: The child will not be allowed to return to the program for two school days.
- 3rd Occurrence: In the event this behavior continues, after the third occurrence the child will be expelled from the preschool.

BITING

Biting is a normal stage for infants and toddlers. This usually happens because they cannot verbally express their feelings, they are frustrated, or they may want attention. In the event of a biting incident, a note will be sent home to the parents of the biter and the victim. In these situations, teachers will redirect the biter and try to determine the cause of the incident. Biting will remain confidential in our preschool. Biting beyond the toddler years is considered a behavioral issue and will be taken seriously. Please refer to the Aggressive Behavior Policy.



CONTACT INFORMATION CHANGES

Please remember to keep the Greer First Preschool office and teachers informed of changes in home, work or emergency phone numbers and/or contact persons. The Greer First Preschool staff must be able to reach parent/guardians or guardians in the event of an emergency. Also please make sure you inform the Greer First Preschool staff of any address changes. You will be required to complete new registration paperwork each year.

PARENT ACCESS POLICY

Parents have free and full access to his or her child while they are in attendance at our center. We ask that if you visit, you do not disrupt the class. Parents may also schedule conferences with their child's teacher. Evaluations for the Threes and Fours are sent home twice a year to inform you of your child's progress.

CONFIDENTIALITY POLICY

Greer First Preschool stores all student and staff records in a locked file cabinet in the Director's office. The only people with access to the records are the Directors, Assistant, child's teachers, and any regulatory agencies that need access for licensing purposes.



BIRTHDAYS

Due to allergies, please make arrangements with the teacher in advance before sending special treats. All food items must be store bought and pre-packaged.

Refreshments may be supplied by the parent of the birthday child. We ask that you send in a simple snack such as cookies or donut holes. Please avoid excessively colored treats or heavy icing. The treat will be served during snack time. Because we have limited time each day, we cannot celebrate birthdays with actual parties. Remember we are a peanut free school.

If party invitations are sent to school, please make sure all classmates are included.

SPECIAL EVENTS

Parties will be planned throughout the school year. Parents will have the opportunity to sign up to send in items if needed. Always check with the teacher before sending in special treats.

2024-2025 CALENDAR

AUGUST

26-28 Meet the Teacher

SEPTEMBER

3 First Day of School

OCTOBER

8 Open House

14 No School – Teacher Workday

30 & 31 Harvest Parties

NOVEMBER

4 - 5 No School - Workday & Election Day

25 & 26 Class Thanksgiving Celebrations

27 - 29 No School - Thanksgiving

DECEMBER

18 & 19 Class Christmas Parties

20 Christmas Program & Break Begins (1/2 Day)

JANUARY

7 School Resumes

17 Registration - upcoming year opens to Current Preschool Families

20 No School - MLK Day

27 Registration - upcoming year opens to Greer First Members

28 Registration - upcoming year opens to Public

FEBRUARY

13 & 14 Class Valentine's Day Parties

17 No School - President's Day

MARCH

14-21 No School - Spring Break

APRIL

18 No School - School Holiday

MAY

1 & 2 Donuts with Grownups

16 K4 Graduation / Last Day of School

In case of inclement weather, Greenville County Schools will have virtual school. Greer First Preschool will be closed, with no make-up days.

ILLNESS POLICIES

Unless medical evaluation indicates inclusion, children will be excluded from care at the Greer First Preschool if one or more of the following conditions exist:

The illness prevents a child from participating comfortably in program activities.

Extreme lethargy, irritability, persistent crying, or difficulty breathing.

- Fever greater than or equal to 100.4°F. Child may return to school after being fever free for 24-hours without the aid of a fever reducing medication - ex. Tylenol or Motrin or if a doctor's note states the fever is caused by an ear infection or teething and the child is not contagious. A child who is teething may attend preschool with a low-grade fever, but no behavior change.
- COVID-19 - If the enrolled child tests positive, then they should remain home for 5 days. The child may return to school after being fever free for 24-hours without the aid of a fever reducing medication.
- Vomiting and/or Diarrhea - Three episodes of uncontrollable diarrhea and/or one episode of vomiting. Child may return to school after being symptom free for 24-hours.
- Rash with a fever or behavior change. Child may return with a rash after being fever free for 24-hours without medication.
- Pink Eye or conjunctivitis. Child may return after two doses of medication and the eye is no longer draining.
- Strep Throat. Child may return 24-hours after first dose of medication and fever free without medication.
- Croup. Child may return when fever free for 24-hours without medication and a written doctor's note.
- RSV. Child may return when fever free for 24-hours without medication and a written doctor's note.
- Impetigo. Child may return to school with a doctors note after 24-hours on being on an antibiotic as long as the sores have stopped oozing.
- Hand, foot and mouth disease. Child may return when fever free for 24-hours without medication and does not have excessive drooling or difficulty swallowing. The red blisters should be dry and crusted over.
- Staph infection/MRSA. May return after being on antibiotics for 24-hours and with the site covered.
- Ringworm - Child may return with a doctor's note documenting diagnosis and initiation of anti-fungal therapy.
- Mouth sores. Child may return when no mouth sores are present, unless the child's doctor states that they are not contagious.
- Head lice. Child may return 24 hours after a treatment and has no signs of lice or eggs.

- Flu. Child may return to school after being fever free for 24-hours without the aid of a fever reducing medication—ex. Tylenol or Motrin or if a doctor’s note states the fever is caused by an ear infection or teething and the child is not contagious.
- Tuberculosis, chicken pox, pertussis or hepatitis A, may return with a doctor’s note.
- Scabies, pinworm, or other infestations, may return with a doctor’s note and no symptoms are present.

Upon returning to school from an illness, children must be well enough to participate in all the day-to-day activities including outdoor play.

- Children, who have any type of outpatient or inpatient surgery must have a written doctor’s note stating that they are permitted to return.
- Children with rashes MUST have a doctor’s note.
- Please write a note to the teacher when your child returns to school. If your child is absent for more than two days, please notify the teacher and let her know your child is sick.
- If a child becomes ill during the day, the parent will be notified immediately with the expectation that the parent will pick up the child.
- By law and to ensure safety, we do not administer medications, except emergency medication.

SICK AT SCHOOL

If your child becomes sick while at Greer First Preschool, the Director will call you to come pick up your child immediately.

- Sick children MUST be picked up within 20 minutes of our call.
- Please notify all persons on your pick-up list, so they are aware that they may be called to help with pickup. If the parents cannot be reached first, we will begin calling the next names on the designated pick-up list.

EMERGENCY MEDICATION

Emergency medication such as an Epi-Pen or inhaler, will need a signed Emergency Consent Form that will be kept on file. We do not administer medications unless it is an emergency.

Allergy Alert!

Please remember we are a nut free school.

This rule means:

1. We do not serve nut products of any kind.
2. You may not send nut products in any form to school with your child. This includes almond butter, Nutella, etc. Sun butter is a good alternative, but please label Sun butter items.

Some children have such severe allergies to nuts that even the smell can cause serious problems. If you do send nut products for lunch, we will not be able to serve it and your child will be given saltine crackers.



Doug Mize, Pastor
www.greerfbc.org

January 2024