

**JOHN KNOX KINDERGARTEN &
PARENTS' DAY OUT**

2023-2024

PROGRAM GUIDELINES FOR PARENTS



JOHN KNOX
KINDERGARTEN & PDO

**35 Shannon Drive * Greenville * SC * 29615
(864) 322-0045**

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WELCOME TO JOHN KNOX KINDERGARTEN AND PARENTS' DAY OUT PROGRAM

Dear Families and Children,

The staff and I are excited you have chosen our program! We realize you are entrusting your most precious treasures to our care and we look forward to a great year as we play a role in the lives of these children.

At John Knox we strive to give each child a firm sense of self and an understanding of the world and their place in it. Children learn and grow as unique individuals. The staff guides and encourages each child through explanation, exploration, and experimentation to develop their language, academic, social, and motor skills. Through Christian teachings of love, respect, and purpose, we hope to instill in each child a sense of belonging and community.

Our loving teachers provide opportunities for learning in a variety of arenas that allow children to reach their maximum potential. We are here to support you and invite you to be active in your child's learning experience. Please feel free to contact me with any questions or concerns. Your thoughts and input are always welcome.

In His Service,
Tami Wall
Director

A Message from Our Pastor

Dear Families,

I am happy to welcome you on behalf of all the members of John Knox Presbyterian Church. Since its founding our church has served the community by providing a loving place for children to learn and grow through loving care and Christian nurture. We follow a Lord who called children to himself and welcomed them with love. Following Christ's example, we seek to provide this care through our Kindergarten and Parent's Day Out. It is our joy to do so: loving Christian nurture is in our DNA!

We trust and pray that your child will thrive in this program, and we thank you for entrusting your child to our care. Please know that we pray for your child and family. Feel free to be directly in touch with me to let us know if there is a way we can improve our ministry and serve you more fully.

If you are not currently involved in another church, we would love for you to join our worship and fellowship and discover what drives our loving service to kids and their families. Have a great year!

God's rich blessings,
Gordon Turnbull
Senior Pastor

TIPS FROM MS. TAMI

Clothing

- Children should wear play clothes and comfortable shoes. (Shorts/leggings under dresses, please.)
- Child's name should be on everything he/she brings.
- Clothing should be easy for child to deal with when toileting.
- Kindergarteners should be able to independently put on jackets or sweaters brought to school.
- Kindergarteners should keep an extra set of clothes at school. (Extra outfit in bag for PDO children.)

Toileting

- All children enrolled in kindergarten (K3, K4, K5) must be toilet trained and out of diapers or pull-ups.
- Must be able to indicate to the teacher the need to use the toilet, adjust their own clothing & take care of toileting needs in the bathroom.
- For children in our kindergarten classes, we realize occasional accidents happen. Because we want each child unsoiled as soon as possible, parents will be called to come and change their child when a messy accident occurs if no staff member is available.
- If accidents are frequent and continuous, we reserve the right to ask that the child be kept at home for a period of time to help further the toilet training process.

What to Bring

- Book bags, tote bags, or backpacks should be brought daily.
- Toys can only be brought to school on show and tell days or when requested by teacher.
- Lunches brought on daily basis.

What not to Bring

- Comfort items such as blankets, etc. should be kept at home or left in book bag until needed for napping during Extended Hours.
- All candy, gum, and snacks should be left at home.
- Umbrellas should not be brought to school as the children will not need them.

Birthdays

- Celebration of a child's birthday at school is encouraged as long as the teacher knows in advance. **Per DHEC, only store purchased treats with ingredients listed.**
- Please do not send birthday invitations to school unless there is one for every child in the class.

Discipline Procedures (See separate, written policy.)

- Child is given several gentle reminders of acceptable behavior
- Child is removed from activity and redirected by teacher to another activity
- Child loses the privilege of playing in a particular center or activity for a certain amount of time
- Child is given a time-out for redirection purpose. (i.e. thinking chair, manipulatives, a short walk, etc.)
- If inappropriate behavior continues, the teacher will involve the Director
- When these steps have been exhausted, a parent conference will be held with the parent, teacher, and Director. Suggestions may be made to help modify the behavior or outside resources may be referred.

EXTRA! EXTRA! WE'RE ALL ABOUT IT!

At John Knox our kindergarten students have many opportunities for enrichment and fellowship outside the classroom setting. We take every chance to make our environment one that is stimulating, exciting, and educational. Some of our 'extras' are listed below.

Special Note: Some of our enrichment opportunities may look different in light of the COVID-19 virus.

MUSIC

Much-loved Richard Morris (Mr. Richard) of RM MusicPlay comes every week to lead music and movement fun with all of our K2, K3, K4, and K5 students.

STEAM ACTIVITIES

STEAM refers to **Science, Technology, Engineering, Art, and Mathematics**. In early childhood, **STEAM** teaching is encouraged to integrate these subject areas all year long to build a learning environment for each child that:

- Offers meaningful hands-on projects...
- Welcomes questioning and wondering...
- Broadens their exposure to professionals in our community...
- Empowers each child to take center stage in his/her own learning.

Special guests will come in each month to lead activities designed to enhance the ongoing work of our dedicated teaching staff.

IN-HOUSE FIELD TRIPS

We love to have vendors come in for special events with our children. We also love to utilize the gifts and vocations of our own parents. Please let us know if you'd like to be a part of enrichment programming during the year!

CHAPEL & FAITH-RELATED TEACHINGS

- Students go to Chapel in the church sanctuary a minimum of twice per month for a short, simple devotional, Bible lesson or Bible story.
- Chapel sessions are led by Ms. Wall and by church staff.
- Our teachers use the age-appropriate WEE Learn curriculum & other resources to provide Bible stories and activities, songs and prayer throughout the week.

OTHER SPECIAL ACTIVITIES

- We celebrate the last week of school with a variety of fun events such as The Critter Keeper, Carolina Choo Choo, or a magician.
- K5 students have a special graduation ceremony in our sanctuary.
- We love to recognize the holidays! The children will participate in an array of special activities centered on the holidays, including a Thanksgiving feast, Christmas parties, pumpkin sing-along, etc.

PROGRAM FUNDRAISERS

Fundraisers are very important because they provide the funds for the many 'extras' that we can give our children in terms of equipment, toys, games, etc. These funds also cover 'extras' for educational resources such as die cuts, etc. In order for fundraising events to be successful, it is important that every family participate in some way. We have several fundraisers and a number of smaller ways that families can help out the program. As soon as dates are set for fundraisers, families will be notified.

- Small fundraising events in which everyone can participate include: scanning receipts for Box Tops for Education, purchasing student or class photos when they are taken, enrolling in Publix Partners for Education, supporting Book Fairs, etc. Please watch for announcements throughout the school year about these particular events.

INCLEMENT WEATHER POLICY

Watch WYFF or FOX TV for updates on delays/closings. John Knox Kindergarten and Parents' Day Out Program will be listed separately from Greenville County Schools, though we often mirror their delays/closings.

When we open on a delayed schedule, we will delay our opening starting **from the 8:00 AM time**. No Early Stay will be offered when we are on a delayed schedule.

Please note that due to some staff members having to wait to drop off their own children at school, students may be sent to another classroom until their teacher arrives.

We have two make-up days built into our calendar. If snow falls after school has started, we will close as soon as parents have been notified and children picked up.

Playground use and safety rules

We have worked very hard on our playgrounds and strive to keep them safe at all times for our students. Therefore, for the safety of all children, the following rules and policies are in place.

- During Kindergarten and PDO hours, the playground and PDO courtyard areas are for student use only. Please do not bring siblings, friends, etc. onto the playground or courtyard during hours of operation.
- Shoes are required at all times
- Small swings are for infants, toddlers, and 2 year olds only.
- Chain swings are for K3 and up.
- Chains are not to be looped over the upper bar of swing sets.
- Climbing on top of the play equipment is prohibited. Only 5 year olds or older are allowed on the upper deck, slide and monkey bars, please!!!!
- Rubber chips, mulch, and sand are not to be thrown or relocated
- Damages or hazards should be reported to the Director immediately.

HOT TOPICS

School Hours

- Kindergarten hours are from 8:00 AM – 1:00 PM, Monday through Friday. K5 extension hours are optional from 1:00 – 2:00 PM on Monday through Friday. For early drop off hours / extended day hours, please see the ‘Extended Hours options’ registration information. (Please realize that these slots are taken at the time of yearly registration, so there may not be any slots left if enrollment is during the school year.)
- Parents’ Day Out hours are from 9:00 AM – 1:00 PM, Monday through Friday.
- Parent fobs/access codes will operate during the hours for which their child is registered.
- Kindergarten students are dropped off under the portico starting at 8:00 for Early Stay & K5 students, and 8:45 – 9:05 for regular program hours each morning. Please try to be on time. However, if you arrive after 9:05, please park in a designated space and walk your child to his/her classroom. **PLEASE DON’T BLOCK THE CROSSWALK.**
- Please do not enter either building until 8:45 AM if you are not paying for Early Drop Off. The time prior to this is used by the staff for meetings, planning, and preparation.
- **UNDER NO CIRCUMSTANCES SHOULD A CHILD BE LEFT UNLESS A MEMBER OF THE STAFF IS PRESENT!**
- Director’s office hours are typically 8:00 AM until 5:00 PM daily. This may be subject to change depending on meetings and other obligations.
- The Director may be reached at 864 322-0045 during office hours or at 864 616-4617 during off hours.
- **PLEASE NOTE THE INFORMATION REGARDING EARLY DROP OFF OR EXTENDED DAY HOURS.**

Immunizations

- Each child is required to have a copy of their current, updated South Carolina DHEC immunization records on file with the Director.
- **FORMS MUST BE ON FILE BY SEPTEMBER 29th** for the new school year and updated as vaccinations are received.
- When the date on an immunization form has expired and a reminder is sent, the child will not be allowed to return to school past the date listed on the form (DHEC regulations).

Health

Special Note: Until further notice our COVID-19 specific guidelines take precedence over the following policies.

- Please keep your child at home if he/she has a sore throat, nausea, diarrhea, skin rash, severe cough, ear ache, enlarged glands, thick and/or colored nose mucus, pink eye, or fever.
- Your child must be fever and/or vomiting free (without aid of medication) for at least 24 hours before returning to school.
- If a child develops any of the above symptoms at school or complains of not feeling well, a parent will be notified to pick them up immediately.
- Please notify the director (and teacher) if your child contracts any contagious disease such as strep throat, chicken pox, flu or pink eye.

We really appreciate your cooperation in helping to prevent the spread of communicable diseases.

Absences

- Please notify the Director if your child is out with an illness or will be out due to a family vacation, trip, family emergency, etc.

Late Pick-up

- A late fee of \$1.00 per minute will be charged if your child has not been picked up and you are exiting the school by their scheduled pick-up time. Timeliness is crucial due to teachers rotating to afternoon assignments, meeting DSS ratios and teachers not accruing overtime. Many teachers arrive by 7:30 AM and we want to be respectful of their own family plans.
- If an emergency should arise and you know you will be late, please call the school at 864 322-0045 so that necessary arrangements can be made.

Emergencies

- Our school conforms to all fire regulations as designated by the State Fire Marshall.
- A fire evacuation plan with alternate routes is posted inside each classroom.
- Monthly fire drills are practiced as required by law.
- In case of emergency, a designated staff member will dial 911 and all other staff will remain with the children in a designated safe location.
- If local emergencies occur, John Knox will go into a lock down phase.
- All staff at John Knox are trained and certified in infant/child CPR and First Aid.
- If an off-site emergency location is needed, children will be relocated in staff vehicles to Aldersgate United Methodist Church at 7 Shannon Drive.

JOHN KNOX KINDERGARTEN / PDO
HEALTH POLICY
School Year 2022-2023

Special Note: Until further notice our COVID-19 specific guidelines take precedence over the following policies.

The following is the health and sickness policy for John Knox Kindergarten and Parents' Day Out Program. Please read carefully as some guidelines have changed.

1. Please keep your child at home if he/she has any of the following symptoms: Sore throat, nausea, diarrhea or very loose bowels, skin rashes, vomiting, severe cough, ear ache, enlarged glands, thick and/or colored nose mucus, pink eye, or fever.
2. Your child must be fever and vomiting free (without aid of medication) for 24 hours before returning to school. A fever is considered anything 100.4 or above, taken with an ear or touch-free thermometer. Thus, if your child is sent home with a temperature on Tuesday, he / she cannot return on Wednesday. **There must be at least a 24 hour period of no fever without over the counter medications.**
3. If a child develops any of the above symptoms at school or complains of not feeling well, a parent will be notified to pick them up immediately. (Complains of feeling nauseated, registers a fever on our thermometer, has difficulty keeping nose clean due to severe mucus, or coughs so that activities are disturbed, or generally are not themselves and participation in class is affected.)
4. Please notify the teacher and director if your child contracts any contagious disease such as strep throat, chicken pox, flu or pink eye, etc.

We do everything we can here at the program to insure the health and safety of your children & our staff. We appreciate your help in preventing the spread of communicable disease and sickness.

PARENT – TEACHER CONNECTION

Special Note: Until further notice our COVID-19 specific guidelines take precedence over the following policies.

Communication between parents and teachers is very important. We strive to keep our parents up to date on their child's progress and informed about school activities. Your child's teacher will be in contact with you many times throughout the year. However, we also want to hear from you. We welcome your comments and feel they are vital to the success of our program at John Knox.

Parents are also invited and strongly urged to strengthen the school and home connection by participating in classroom activities whenever possible. This really gives you an opportunity to observe firsthand what your child's learning environment is like.

PDO parents receive a daily sheet about their child's day from their teacher. Informal reports about your kindergarten student's progress will be sent home regularly. A more formal progress check will be completed twice a year, in December/January and at the end of May.

Conferences will be scheduled for all K5 students twice a year, in November and again in April/May. Conferences are available upon request for all K3 and K4 students.

Some of the other things you can expect from your child's teacher and our program are:

- monthly program newsletters
- classroom calendars (includes daily activities & goals for each month)
- periodic phone calls and / or notes
- special notices about upcoming events, fundraisers, and activities.

John Knox Kindergarten has a website where parents can look for forms, staff information, school calendar, etc.

www.jkkindergarten.org

Our Facebook page is listed as 'John Knox Kindergarten & PDO'. This is a closed page for our staff and families only.

Open Door Policy

The staff of John Knox Kindergarten and Parents' Day Out encourages parent involvement and always welcomes parents and family members into the classroom. We also welcome visitors to view our program. Please call 864 322-0045 if you would like to schedule a tour or observe in a classroom (other than your child's).

DROP OFF AND PICK UP INFORMATION

Each Family will receive a code for entry into each school building. ALL **PDO parents**, please bring your child into the building to drop off or pick up a child. Please let a staff person assist you at pick up during Late Stay hours. Do not enter the classroom. All **Kindergarten parents**, please use our car line for Early Stay, Regular Drop Off, 1:00 dismissal and 2:00 dismissal. For all other times, please park in our lot and enter for pick up. Please do not block car line drive and do not enter classroom.

Please note revised late fee policy at bottom of page.



8:00 EARLY & REGULAR 8:45 DROP OFF:

PDO children, parents may walk child in and sign in outside their classroom. Please wait until teacher comes to the door to allow your child to enter the classroom.

K-3, K-4, and K-5 A staff member will be outside each morning from 8:00 - 8:20 (Early Stay & K5) and 8:45-9:05. They will open car doors and help your children get out of the car. Teachers will be waiting for them in their classrooms. (Please unbuckle them before pulling up.) Only those paying for early drop off & K5 may drop off before 8:45.

K-3, K-4 or K-5 REGULAR 1:00 PICK UP:

Car line begins at 12:50. All K-3, K-4, and K-5 classes will be picked up under the portico. A staff member will open car doors and help children into the car. Please pull forward to a parking space to stop and buckle your child. This helps keep the car line moving. Late fees will be assessed if you have not picked up your child **by 1:00 p.m.**

NOTE: K-5 2:00 PICK UP FOLLOWS SAME PROCEDURE

K-3, K-4 or K-5 EXTENDED DAY PICKUP ANY TIME AFTER 1:00:

Parents may enter the kindergarten hall during this low traffic time. Please do not enter our classrooms. Please keep any older siblings that must accompany you inside with you in the hallway.

Designated classrooms for extended day may depend on the day and/or time of pick-up you have indicated. Again, late fees will be assessed **for any time past the hour** you indicated for pick up, so always plan your time accordingly. If you would like to sign up for this service or the early drop off time, please call me at 322-0045 as soon as possible as space is limited.

Kindergarten Supplies-These may be brought to your orientation meeting. Otherwise, please bag any items that aren't for the backpack and put your child's name on the bag. Give it to a staff person at car line, please.

Late Stay Note: Please do not send a large blanket for rest time. Putting the nap time blanket in a bag such as a recyclable grocery bag, labeled, would be helpful.

Please note the change in late pick-up fees. Our staff are scheduled and class ratios are met according to enrolled pick-up times. Please be mindful and respectful of this policy. \$1 per minute charges accrue after all enrolled pick-up times.

JOHN KNOX **KINDERGARTEN TRAFFIC FLOW**

Our goal is to allow the arrival and pick up of children to be as smooth and safe as possible. When you bring your child to school, please drive to the rear parking lot of the church and enter the drive going under the portico. Someone will be there to open the car door for your child from 8:45 until 9:05 AM. Under no circumstances should a child be left unattended at the door. Please allow your child to be independent by letting him/her walk into the school building on their own. If you wish/need to come into the building, please park in the parking lot. **Do not leave your car parked under the portico. If you arrive after car line is over you need to park and walk your child into the building.**

***** PDO parents are asked to drive around to the main church entrance off of Shannon Drive by Lake Forest Elementary School. Please drive around the sanctuary to the back parking lot (next to the gym) and walk your child on the sidewalk to the PDO door. This will eliminate you having to walk across the car line in the lower parking lot.*** THERE WILL BE NO PARKING BETWEEN THE PDO HALL AND THE GYM!**

Children will be ready for dismissal from 12:50 – 1:00 PM. All kindergarten classes, (K3, K4, K5) will be picked up under the portico, following the same pattern as morning drop off. We ask for your patience during these procedures. Safety of all the children is the most important issue. Please do not get out of your car to buckle children while in car line. Please pull your car down to a parking spot to buckle your child's seat belt so that the car line can keep moving. Thank you in advance for your cooperation!

Pick up of Students Policy

John Knox Kindergarten / PDO Program has the following policy regarding the pick-up and release of children:

Children will only be released to persons authorized and noted by the parents / guardians on the emergency information form. Parents may send in a written and signed notice to the Director to have persons added to their pick-up list. Upon the first time a new authorized person is picking a child up (or in the case of a new staff member), he/she must show a driver's license to the teacher before the child is released.

Parents, please do not leave young children in your cars! And please do not leave your car running while you are inside the building!

K3 GOALS AND OBJECTIVES

Social

- Exhibiting good manners
- Taking turns
- Functioning within a group
- Speaking clearly
- Communicating wants/needs

Independence

- Walking into school alone
- Going to the bathroom alone
- Put on/ take off outerwear
- Find their hook and cubby
- Cleaning up

Small motor skills

- Use/ hold scissors properly
- Use/ hold writing utensils properly
- Painting
- Liquid glue
- Puzzles

Large motor skills

- Playground activities
- Jumping /hopping/skipping
- Musical activities

Intellectual

- Recognizes colors/shapes
- Recognizes numbers 1- 10
- Follows directions
- Good listening habits
- Expresses creativity

K4 GOALS AND OBJECTIVES

Social / Emotional

- Aware of personal space & boundaries
- Express pride in learned abilities and skills
- Plan & sustain independent play. Demonstrate appropriate work and play habits when in a group setting (Shares, takes turns, good manners, etc.)
- Participate in cleaning up (putting things away in appropriate places)
- Demonstrate/attempt problem solving skills in social setting with peers before asking for teachers help - able to negotiate and compromise with others
- Demonstrate empathy, caring and respect for others (and their work)
- Follow classroom rules, routines, and consequences
- Communicate needs/wants to teachers and peers clearly and in complete sentences

Cognitive

- Identify upper and lower-case letters
- Identify sounds of each letter of the alphabet
- Recognize numbers 1 – 10
- Be able to orally count 1 – 10
- Demonstrate one to one correspondence of numbers 1 – 10
- Write numbers 1 – 10
- Identify and write his /her name independently
- Ask and respond to questions/ follow 2-3 step directions
- Recognize, identify, and name basic colors and shapes, as well as, identify in environment
- Produce rhyming words
- Recognize and extend patterns
- Independently practice appropriate toileting and self-help skills.
- Gain an appreciation/interest in music and art activities through active participation
- Observe, ponder, feel, and ask questions to better understand the world around them

Fine Motor

- Use/hold writing utensils, scissors and tweezers properly
- Use a variety of art materials for sensory experience and exploration
- Complete puzzles
- Manipulate zippers, hooks and buttons
- Other specific goals listed on back of monthly calendar

Gross Motor Skills

- Jump, hop on one foot, forward somersault, skip, gallop, run, catch and throw large ball
- Other specific goals listed on back of monthly calendar

Resource Curriculum materials include:

- Alpha-Tales books and Letter Formation Instruction
- Special number and letter poems
- Handwriting without Tears
- Pre-K Trailblazer using spiraling curriculum /differentiated instruction based on current stage of development

K5 GOALS AND OBJECTIVES

The following objectives follow those of the state of South Carolina and The School District of Greenville County:

Reading/Language Arts:

- Identify and write color words and shapes
- Name and recognize days of week and months
- Identify, match and write upper and lower case letters
- Identify beginning sounds and letter clusters in words
- Read sight words and simple sentences, followed by reading beginner books (according to individual reading readiness, student may begin "baggie book" sooner than the expected time to begin)
- Write name
- Participate in personal journal entries
- Write simple sentences

Mathematics:

- Recognize, name and draw shapes
- Count members of a set up to 25
- Recognize, arrange and write numbers 1 -100
- Recognize and create patterns
- Create and interpret graphs
- Estimate quantities and measurement
- Execute addition and subtraction word problems and sentences
- Recognize and identify money (penny, nickel, dime and quarter)

Social and Personal Development:

- Share and take turns
- Display self-control
- Work independently to complete tasks
- Work cooperatively within a group activity
- Listen to and follow directions
- Show concern and respect for others
- Recite birthday, address and phone number

Motor Skills:

- Large Muscles-Hop on one foot, skip, run, manipulate swing and ball, climbing, musical movement
- Small Muscles-cut, trace shapes and objects, tie shoelaces

Curriculum Materials:(1) Success in Reading and Writing (2) Cunningham 'Building Blocks' (3) WEE Learn Curriculum (4) Saxon Math (5) Math Their Way (6) Writing without Tears (7) Scripture Bytes for threes through fives (8) Christian Theme Filled Days (9) Scott Foresman Reading program.(10) The Science of Reading

PARENTS' DAY OUT PROGRAM

GOALS AND OBJECTIVES

Infants – 3 months to 1 year

We want parents to feel confident and comfortable leaving their babies in one of our infant classes at John Knox. The babies in our program are nurtured and cared for with a great deal of love, patience, and a sense of responsibility. Each child is given individual attention so that all of their needs are being met. Even at this young age, skills and behaviors are being learned. Opportunities for social skills are present, first language skills are being encouraged, and motor skills are constantly being developed. DSS teacher/student ratio is 1/5, but we provide 2 to 3 teachers as well as a Floater.

Toddlers – 12 to 24 months

Many new skills are learned at this age. Children will be exposed to many new opportunities and activities. Student / teacher ratio is 6 to 12 students to 2 teachers as well as a Floater.

- Appropriate social behaviors are reinforced
- Continue to develop gross motor skills such as walking, running, and climbing
- Fine motor skills are developed through the use of art activities, puzzles, block play, etc.
- Language skills are further developed through the use of books, stories, puppets, songs, fingerplays, etc.
- Music and creative movement experiences are presented by the classroom teacher
- Self-help skills such as eating with utensils, drinking from an open cup, and beginning toilet training are reinforced

Two Year Olds – 24 to 36 months

Skills already learned or presented at the toddler age will now be refined and further developed. The student / teacher ratio is 10-12 children to 2 teachers as well as a Floater.

- Play together by taking turns and sharing
- Learn to use words to express needs, wants, and emotions
- Fine and gross motor skills continue to develop through use of manipulatives, art media, creative movement, games, and outdoor play
- Introduce pre-academic skills such as colors and shapes
- Experience fun of first friendships
- Music and creative experiences presented by classroom and music teachers
- Prepare for more structured kindergarten program

PARENTS' DAY OUT INFORMATION

School hours

- 9:00 AM – 1:00 PM. Monday through Friday.
- For Early or Extended Day options please see **Extended Hours Registration Information**.

Drop off procedures

- Please bring your child directly to their classroom each morning.
- Do not drop off any child earlier than 8:45 AM unless paying for Early Drop Off.
- **UNDER NO CIRCUMSTANCES SHOULD A CHILD BE LEFT UNLESS THE TEACHER IS IN THE ROOM!**
- Parents will be required to sign their child in each morning, leaving a phone number where they can be reached, and listing who will pick up that day.
- Please call if you know your child will be absent.

Pick up procedures (Regular Program Hours)

- Parents, please enter the PDO hallway door, collect your child's belongings and make sure your child is signed out, even if the class is outside. (We try to avoid parents picking up at the gate to the courtyard as our little friends might try to escape an opened gate!)
- If someone other than the parent is to pick up your child, please send a written note to the teacher and mark it on the sign in sheet. Staff will verify that person's name with his /her driver's license.
- Pick-up time is 12:50- 1:00. \$1 per minute late fees will apply beginning at 1:00 until you have picked up your child and exited the school.

Items to bring daily- Please label everything!!!!!(Diapers, blankets, clothes, etc.)

- At least 2 disposable diapers (unless your child is potty trained).
- A filled sippy cup for daily use. We will refill as necessary.
- Lunch – lunches cannot be heated or refrigerated with the exception of infant formulas, etc. Lunch items must be cut to ¼ in. size bites and in plastic containers or baggies.
- Do not send food in glass containers.
- Send in a daily change of clothes in case of accidents, including socks.
- Please label all belongings clearly with child's name, including diapers and cups.
- Snacks are provided by the PDO program.

Clothing

- Please dress your child in comfortable play clothes and sturdy play shoes.
- No items that could easily come off and become a choking hazard such as teething jewelry, small hair pieces, etc. should be sent in with your child.
- Send in jackets if weather is cool or unpredictable.

PROCEDURES FOR TRACKING STUDENTS PRESENT

Parents' Day Out Program

1. Parents must walk children to the classroom door and sign them in.
The sign in sheet requires the following information: Name of person picking the child up and phone or cell numbers where parent can be reached immediately.
2. Teachers will keep a student tracking chart throughout the day noting where children are at all times.
3. Classroom doors are kept closed throughout the day.
4. When moving children from the classroom to the courtyard or gym, teachers are stationed at the front and back of the group and all other staff is holding the hands of any children who like to run, etc. The children are helped down a few stairs, across a blocked off drive, and into the gym. The courtyard is directly outside the doors from the 2-year-old classrooms.
5. Heads are counted prior to leaving the classroom and teachers are constantly counting heads all the way to the playground.
6. Parents must sign their child out.
7. Infants are transported from place to place in strollers.
8. All teachers have visual account of students in their care wherever they are.

Kindergarten Program

1. Children are dropped off each morning between 8:45 – 9:05 AM. A staff member will be outside to open car doors and make sure that the children go into the hallway. Teachers are waiting at their classroom doors for the students. If a parent arrives after 9:05, they must park and walk their child into the classroom. Children arriving for early drop off or staying for extended hours will be marked present with the supervising staff. Children will be walked to their class at 8:45 and will be signed out in the P.M.
2. All teachers take roll every day as the children come in, noting those children who are absent.
3. For any activities outside of the classroom, teachers will keep a master tracking chart in their rooms indicating where the children are at all times. Staff will walk children to and from these areas doing a head count prior to and after arriving at any given area.
4. Students are individually walked to cars by teachers or other staff as parents drive through our car line.
5. All teachers have visual account of students in their care wherever they are.

Early Drop Off / Extended Day

Sign in / Sign out sheets will be utilized for students being dropped off early or staying late. Parents will need to walk in to drop off or pick up for these hours. Specific classrooms will be assigned for these hours.

Emergency Medical Plan

John Knox Kindergarten / PDO has the following policies and procedures in place for emergency situations:

1. All parents / guardians will fill out completely the program forms which include emergency care information for their child. All forms are kept in student files in the Director's office. Each teacher will also keep a copy of appropriate forms in the child's personal file.
2. Children with moderate to severe allergies requiring medication or epi-pens will have allergy treatment forms filled out by the parents / guardians. These forms are kept in the child's file and with the epi-pen/meds in the medicine safe on the wall near the K-5 restroom.
3. The medical conditions under which emergency care and treatment is warranted will include but are not limited to: severe cuts or abrasions which may require stitches, possible broken bones, fainting or blacking out, severe bleeding that a band aid cannot control, allergic reactions where medicines or epi-pens are required, dehydration, irregular breathing, and falls resulting in severe lumps on the body, especially the head.
4. In the case of an emergency, the staff will follow these procedures:
 - one staff member will stay with the child at all times, while another staff member will inform the Director and call 911.
 - The parents/ guardians (or designated emergency contact person) will be immediately notified about the situation.
 - Medical treatment will begin if necessary, until appropriate medical personnel can arrive.
 - If the child requires immediate transportation, they will be transported to the nearest possible medical facility by ambulance. The Director, or other qualified staff member in Director's absence, will remain with the child at the medical facility until a parent arrives. (The nearest hospital to John Knox is St. Francis Eastside or Patewood Memorial Hospital with Prisma Healthcare.)
 - The emergency and medical information is to accompany any child in any emergency.

If the emergency is allergy related, the child's allergy information and treatment form, as well as the child's epi-pen will also accompany them.

--All staff not involved in the emergency process will stay with the other children in their respective classrooms.

--All staff are CPR with AED machine, and First Aid certified.

5. An 'Accident Report Form' shall be completed for each accident, especially if blood is involved. (Minor scratches and abrasions may not warrant an accident form.) If blood is involved, an accident form will be filled out. The report shall be completed as soon as possible following the accident and no later than the same day. The original report will be filed with the Director. A copy will be sent home to the parents.

Emergency Evacuation Policies and Procedures

The information/steps below explain the John Knox Kindergarten / PDO emergency evacuation plans and procedures in case the building must be evacuated.

1. All staff have weather alert apps on their cell phones in case of severe weather.
2. In the event of a tornado warning, the children shall be evacuated to a designated area: in most cases, a hallway. They will remain there with staff until the threat has passed.
3. In the event of a tornado touchdown and damage, students will remain in the safe designated area with staff until parents can be notified and a safe pick-up place determined. Our emergency off-site location is Aldersgate United Methodist Church at 7 Shannon Drive.
4. Staff will be trained in these procedures and follow them promptly if necessary.
5. A tornado drill will be held at least once during the school year near the start of tornado season at the approximate start to the typical tornado season.
6. Fire drills, via verbal or actual activation of the alarm, will be held on a monthly basis. Fire evacuation plans and maps are posted in each classroom.

Student Allergies

Due to the reality that more children are experiencing moderate to severe food allergies, the staff here at John Knox Kindergarten and Parents' Day Out Program will do as much as possible to keep all children safe and healthy.

Should our program have a child/children who fall in this category, their health and well-being may be more easily compromised. Thus, in order to reduce the risk of allergic reactions, the following guidelines and procedures will be followed:

- Parents must notify the Director if their child has any moderate to severe allergies.
- Allergy medications and/or Epi-pens must be indicated on the allergy forms and will be kept in the medicine safe along with written action plans.
- Parents will provide a list of allowed snack items their child may eat that we provide or they may send in snacks for their child.
- John Knox Kindergarten/PDO will not serve any snacks with peanuts, peanut butter, tree nuts, or related items in a classroom where a child would be put at risk.
- Food sent in from home falls under the same category as snacks, thus the policy that the program follows for snacks will apply to any classroom where students have these related allergies. Your teacher will notify you if this is the case and we ask that you do not send in any food with peanuts, peanut butter, or other nuts during holiday or birthday parties.
- Every staff member will be notified if a child with allergies is assigned to their classroom. They will be responsible for monitoring that child and communicating with the family on a regular basis about the allergy. A chart of students with severe allergies will be posted in every room.
- John Knox Kindergarten and PDO will respond in a sensitive manner to all children with allergies and to their families, discussing case by case the allergy issue involved, and possibly following more structured guidelines if deemed necessary.
- Any allergic reaction a child may have during programming hours will be fully documented in writing, as well as parents (and medical personnel if the action plan calls for this) being called immediately.

We truly appreciate every family's sensitivity to this very serious issue. The safety and well-being of every child in our program is very important to us.

Snack Schedule

Infants:

Ready-made bottles, baby food, snacks, utensils etc. are supplied by the parents on a daily basis.

In an effort to strive for excellence in the care of our students, our goal is to serve two of the five food groups that meet USDA standards at each snack time. These options are posted daily in each classroom. In addition to these options there are occasional birthday or 'special day treats'. Specific food allergies are posted in every classroom.

Toddlers and 2-year-olds:

1. Snacks provided by the program include such items as fresh fruit or vegetables, yogurt, cheese, Ritz or Graham crackers, animal crackers, pretzels, Goldfish and cereals such as Cheerios or Chex.
2. Snack time is approximately 9:30 to 10:00 AM for these classes.
3. There are 6 classes in our PDO portion of the program each day.
4. Snack time for Extended hours is usually 3:30 PM.

K3, K4 and K5:

1. Snacks are provided by the program and served daily in the classrooms between 9:45 and 10:45 AM, depending on the class schedule.
2. Snacks provided by the program include such items as fresh fruit or vegetables, yogurt, cheese, Ritz or Graham crackers, Lance snack crackers, animal crackers, pretzels, Goldfish and cereals such as Cheerios or Chex mix.
3. There is a maximum of 7 kindergarten classes per day.
4. Snack time for Extended hours is usually 3:30 PM.

Reviewed and updated on December 2022

**REGISTRATION, TUITION AND EXTENDED FEES
Kindergarten and Parents' Day Out 2023-2024**

School Program Time 9:00 AM – 1:00 PM

PDO	Tues/Wed/Thurs Bundle	\$300/mo
	Add Monday <u>or</u> Friday +	\$100/mo each
	All 5 days Mon-Fri +	\$485/mo; (\$15, 5-day discount)
K-3	T/W/Th	\$255/mo
	M-Th	\$290/mo
	M-F	\$330/mo
K-4	T/W/Th	\$255/mo
	M/T/W/Th	\$290/mo
	M-F	\$330/mo

K-5 Program Time 8:00 AM – 1:00 PM

K-5	M-F	\$330/mo
	1:00 -2:00 Extension	\$380/mo

* Students may enroll in K-5 Extension for less than 5 days/week. The cost is \$10/mo for each day of the week. Example: If a student enrolls in K-5 extension 2 days per week, tuition would be \$350/mo.

If a student is enrolled in K-5, siblings will be allowed to go to Early Stay - 8am at no charge.

Registration fees are equal to 1 month's tuition, are non-refundable, and must be paid in order to reserve a spot. Tuition/Extended Hours fees are due monthly beginning Sept. 15th. (There is an exception if the infant has an enrolled sibling. Full tuition for the infant will be waived until infant is 12 weeks of age.)

***The John Knox Kindergarten & PDO program cannot guarantee teacher placement. We do have occasional staff changes that necessitate altering teacher assignment. We thank you for your patience and understanding if this proves to be the case for your class. ***

A note about PDO class options:

- We like to place babies closer to 12 weeks of age (at time of start date) in our **Younger Infants** class and we like to put the toddlers closest to 1 year of age (at time of start date) in our **Younger Toddlers** class. However, because we accommodate 1-to-5-day enrollment in our Parents' Day Out program, we do not have a hard age cut-off between these younger and older class options. The number of days you require may only be available in one class or the other.

- There are cases of a child enrolling in two different classes in order to get all days preferred. This is not ideal for all children but has been successful for several.

A note about Kindergarten class options:

- If your child's 5th birthday just makes the Sept. 1st cut-off, you are welcome to contact the director to discuss the best placement for him/her. Our registered K-5 class can often meet the needs of a transitional class before public school. (An informal assessment by the teacher may be needed.)

Please do not hesitate to contact Tami Wall to discuss class options and your child's needs before you register!

Families with **multiple children** enrolled at John Knox will receive a 10% tuition discount for child/children with the lesser tuition.

Discount does not apply to registration or extended fees.

Reminders:

1. The children are placed in classes based on their age as of September 1st that school year.
2. 3-year-olds **MUST** be toilet trained before school starts in order to enroll in K3. All children enrolled in Kindergarten (K-3, K-4, K-5) must be toilet trained and out of diapers or pull-ups & must be able to indicate to the teacher the need to use the toilet, adjust their own clothing & take care of toileting needs in the bathroom.
3. Monthly tuition/extended fees are the same amount every month. Some months will have more school days than others, but the fees will remain the same.
4. Snack/Material fees will be paid one time (due in September) and will cover DHEC mandated snacks, art supplies, and other materials used throughout the year.

Extended Hours Program:

Tuition covers our kindergarten and Parents Day Out program time of 9:00 AM to 1:00 PM. You may enroll for additional time slots for the program days your child attends. Early Stay and Late Pick-up times will apply consistently for each day enrolled. Spaces are limited and based on availability.

+Add 8 AM arrival (\$30/mo, but for staffing purposes you must check desired days.)

M _____ Tu _____ W _____ Th _____ Fr _____ = \$ _____ per mo

+ Add 3 PM pick-up (\$40/mo per total weekdays enrolled)

M _____ Tu _____ W _____ Th _____ Fr _____ =\$ _____ per mo

+Add 5 PM Pick-up (\$80/mo per total weekdays enrolled)

M _____ Tu _____ W _____ Th _____ Fr _____ =\$ _____ per mo

Important Notes:

***** Note: The same pick-up time must be chosen for all enrolled days.**

***** Any changes to days/hours of enrollment after July 31 must be made 30 days in advance, in writing. Changes will only be made for enrollment if possible, depending on class size, staff, etc. and will be considered on a case-by-case basis.**

We cannot anticipate possible restrictions or changes related to the COVID-19 virus. But, in the event there are any, we will communicate with parents as soon as we are able.

Tuition/Extended Hours payments will be due by the 15th of the month and will be considered late after the 20th of the month. Any tuition/Extended Hours paid after the above stated dates will be charged a \$20 late fee! A \$15 fee will be charged for returned checks. A 30-day notice is requested for dropping Extended Hours. (No refunds are given for any portion of a month.) No refunds are given for absences.

Financial responsibility

John Knox Kindergarten and Parents’ Day Out program is a non-profit program. All of our operating expenses are based on projected income from enrollment and tuition payments. Every family will be asked to take their financial responsibility to the program seriously and make Tuition/Extended Hours payments according to the program policies as stated in this booklet.